

APU - NEOMA Business School
Undergraduate Double Degree Program
Application Guidelines for Fall 2026 Departure



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1. Program Outline

This program is an undergraduate double degree program jointly offered by the College of International Management (APM) at Ritsumeikan Asia Pacific University (APU) and the Global BBA Program at NEOMA Business School (NBS) in France.

This program is not a joint degree program. Instead, students who fulfill the graduation requirements of both APU and NBS will be awarded two separate bachelor's degrees, one from each institution.

In principle, students complete coursework equivalent to their first and second years at APU before studying at NEOMA Business School (Reims Campus) for approximately two years. By completing the required credits in accordance with the curricula of both universities, students aim to obtain two bachelor's degrees within four years.

Students who successfully complete the program will be awarded the following degrees:

- Bachelor of Business Administration from Ritsumeikan Asia Pacific University
- Bachelor in Business Administration (Global BBA) from NEOMA Business School

The program is designed to cultivate graduates with a global perspective and advanced business competencies through structured study within the distinct educational systems of Japan and France.

2. NEOMA Business School and the Global BBA Program

NEOMA Business School is a highly regarded international business school that holds the Triple Crown accreditations—EQUIS, AACSB, and AMBA.

NEOMA offers several degree programs; however, students participating in the Double Degree Undergraduate Program (DUDP) with APU will be enrolled in the Global BBA (Bachelor in Business Administration) program.

The Global BBA is an internationally oriented undergraduate program that provides a comprehensive foundation in business administration, covering areas such as international business, project management, and entrepreneurship. The program features a strong global academic environment, with 23 undergraduate double degree programs offered in partnership with universities in 13 countries worldwide.

The DUDP with APU is implemented based on the Global BBA curriculum.

3. Important Considerations Before Applying

This Double Degree Undergraduate Program (DUDP) is not a standard student exchange program.

It requires students to take initiative in an international environment and to remain fully committed to their studies through the completion of both degree requirements.

While the program is conducted primarily in English, students are also required to study French. In addition, during the final semester at NEOMA Business School, students must complete a long-term internship with a company or organization in France or another country.

Students are strongly encouraged to apply only after carefully reviewing the program structure and graduation requirements and confirming their commitment to successfully completing the program. Applications are welcomed from students who are highly motivated to take on this challenge.

4. Campus and Study Period

NEOMA Business School has three campuses—Rouen, Paris, and Reims. The DUDP with APU is conducted at the Reims campus.

After being dispatched to NEOMA Business School, students will normally study at NBS for approximately two years.

5. Final Semester at NBS (Internship)

One of the distinctive features of this program is that the final semester at NEOMA Business School is centered on a full-time internship experience.

During this period, students are expected not only to complete required coursework but also to gain practical professional experience through an internship with a company or organization. The internship is considered an integral component of NBS's graduation requirements.

Please note that internship placements are not automatically arranged by the university. In principle, students are responsible for identifying potential host organizations, submitting applications, participating in the selection process, and securing an internship contract on their own.

Securing an internship that allows students to work continuously for approximately six months in a country outside Japan can be challenging. Students are therefore expected to demonstrate a high level of initiative, persistence, professional communication skills, cross-cultural adaptability, and networking ability.

6. Application Overview

Number of Students Accepted : Up to 10 students

Application Period March 24, 2026 – April 7, 2026, 14:00 (JST)

Late submissions will not be accepted.

Application Method

Please submit your application through the online application form below.

Application Form <https://forms.office.com/r/EZqXtEDbvK>

7. Application Requirements Applicants must meet all of the following requirements.

	2024 Fall Enrollees	2025 Spring Enrollees
Enrollment Status	Applicants must be enrolled in the College of International Management (APM) and be in their 3rd semester at the time of application. Their enrollment status must remain active and in good standing from the time of application until the start of the program.	Applicants must be enrolled in the College of International Management (APM) and be in their 2nd semester at the time of application. Their enrollment status must remain active and in good standing from the time of application until the start of the program.
Nationality	Not be a French passport holder. If an applicant is a French passport holder, they must have received less than four years of education in France after Junior High School (beyond G7)	

	2024 Fall Enrollees	2025 Spring Enrollees	
Language Requirement*	TOEFL ITP®	TOEFL iBT®	IELTS™
	550	79	6.0
	N.B. Applicants must submit valid score sheets at the time of application.		
Completion of Required Common Liberal Arts Subjects	Have completed or intend to complete Fundamental Mathematics		
Required Liberal Arts Courses	Applicants must have completed, or be expected to complete, the following courses by the time of application: Basic Mathematics or Advanced Mathematics, and Statistics.	Applicants must have completed, or be expected to complete, the following courses by the time of application: Basic Mathematics or Advanced Mathematics, and Statistics.	
GPA	Applicants must have a cumulative GPA of 2.80 or higher as of the Fall 2025 semester.		
Credit Acquisition	Applicants must have earned at least 50 credits by the end of their 3rd semester and be expected to complete at least 64 credits by the end of the 4th semester.	Applicants must have earned at least 32 credits by the end of their 2nd semester and be expected to complete at least 50 credits by the end of the 3rd semester.	
Academic Transcript	N/A	Must send the original of their high school transcript or school report via post.	
APM Required Courses	<p>Applicants must complete APM required courses at the appropriate stage of their studies.</p> <p>①2025 Fall Admission Students: Required Course Condition Fall-admission APU students are generally expected not to return to APU before graduation. Since they will have completed the 4th semester at the time of application, it is assumed that they have successfully completed all required courses automatically registered through the 3rd semester, including Mathematics or Statistics.</p> <p>②2026 Spring Admission Students: In Case Required Courses Are Not Completed If a spring-admission APU student is dispatched to NBS after the 4th semester without completing certain APM required courses (including automatically registered 3rd semester courses and Mathematics or Statistics), the student may still proceed with their studies at NBS as scheduled. However, any uncompleted required courses must be retaken and completed during the 8th semester after returning to APU.</p>		
Completion of Compulsory Language Subjects	By the end of the 4th semester, students must have completed or been exempted from required English courses (for Japanese-basis students) or required Japanese courses (for English-basis students).	By the end of the 3rd semester, students must have completed or been exempted from required English courses (for Japanese-basis students) or required Japanese courses (for English-basis students).	
	Applicants may apply if they already possess the language score required to request exemption from the relevant language courses at the time of application.		
Study Language	<p>Applicants must be willing to study French Language.</p> <p>Completion of French language courses at NBS is compulsory.</p>		

8. Required Courses Before Dispatch

Course Name	Course Name (English)	Semester Taken at APU	Registration Method	Institution
統計学	Statistics	Semester 1	Student Registration	APU
経済学入門	Introductory Economics	Semester 1	Student Registration*	APU
基礎数学	¹ Fundamental Mathematics	Semester 1	Student Registration	APU
上級数学	² Advanced Mathematics	Semester 3	Student Registration	APU
経営学入門	Introduction to Management	Semester 1	University Registration	APU
会計学Ⅰ	Accounting I	Semester 1	University Registration	APU
マーケティング入門	Introduction to Marketing	Semester 2	University Registration	APU
金融論	Finance	Semester 2	University Registration	APU
組織行動論	Organizational Behavior	Semester 3	University Registration	APU
生産・オペレーションマネジメント	Production and Operations Management	Semester 3	University Registration	APU
ビジネス法務戦略	Legal Strategy in Business	Semester 3	University Registration	APU

Notes

Applicants must complete either Course 1 (Fundamental Mathematics) or Course 2 (Advanced Mathematics).

* This course may be registered by students during the first semester. If it is not registered in the first semester, the university will automatically register the course in the second semester.

9. Program Structure

In this program, students complete coursework at both APU and NEOMA Business School (NBS).

Students first take foundation and introductory major courses at APU before being dispatched to NBS, where they continue their studies based on the Global BBA curriculum.

After completing the study period at NBS, students will return to APU to complete the remaining coursework required to fulfill APU's graduation requirements.

Please note that the specific study plan and timing of the dispatch may vary depending on the student's admission semester (spring or fall) and academic progress.

Applications for this program are generally held in March.

The timing of application depends on the student’s admission semester:

Fall admission students: apply after completing the 3rd semester

Spring admission students: apply after completing the 2nd semester

Model Study Plan for Fall Enrollees

2024 Fall	2025 Spring	2025 Fall	2026 Spring	2026 Fall	2027 Spring	2027 Fall	2028 Spring	July 2028	March 2029
APU	APU	APU	APU	NBS	NBS	NBS	NBS	Graduate from NBS	Graduate from APU
		Application Period (March 2026)					Internship / Thesis		
At least 64 credits must be completed at APU before dispatch.				Students must complete at least 120 ECTS credits at NBS (equivalent to 60 APU credits).					

Model Study Plan for Spring Enrollees

2025 Spring	2025 Fall	2026 Spring	2026 Fall	2027 Spring	2027 Fall	2028 Spring	2028 Fall	March 2029	July 2029
APU	APU	APU	NBS	NBS	NBS	NBS <i>(Internship / Thesis)</i>	APU	Graduate from APU	Graduate from NBS
Application Period (March 2026)									
At least 50* credits must be completed before studying at NBS			Minimum 120 ECTS credits (equivalent to 60 APU credits)			14 credits*			

*The required number of credits may vary depending on the number of credits completed before studying at NBS and how those credits are applied toward APU’s academic requirements.

Dispatch Schedule

Academic Year	Spring (April) Enrollees – Semester / Year	Institution	Fall (September) Enrollees – Semester / Year	Institution
Fall 2024 Semester	–	–	Semester 1 (1st Year)	APU
Spring 2025 Semester	Semester 1 (1st Year)	APU	Semester 2 (1st Year)	APU
Fall 2025 Semester	Semester 2 (1st Year)	APU	Semester 3 (2nd Year)	APU
Spring 2026 Semester <i>Application Period (after March grade announcement)</i>	Semester 3 (2nd Year)	APU	Semester 4 (2nd Year)	APU
Fall 2026 Semester	Semester 4 (2nd Year)	NBS	Semester 5 (3rd Year)	NBS
Spring 2027 Semester	Semester 5 (3rd Year)	NBS	Semester 6 (3rd Year)	NBS
Fall 2027 Semester	Semester 6 (3rd Year)	NBS	Semester 7 (4th Year)	NBS
Spring 2028 Semester	Semester 7 (4th Year) <i>Internship / Thesis</i>	NBS	Semester 8 (4th Year) <i>Internship / Thesis</i>	NBS
Fall 2028 Semester	Semester 8 (4th Year)	APU	After completing the 8th semester, students graduate from NBS in July 2028 and from APU in September 2028.	–
	After completing the 8th semester, students graduate from APU in March 2029 and from NBS in July 2029.			

10. Required Application Documents

Applicants must submit the following documents when applying for this program.

Please refer to the **Application Method** section for details regarding the submission procedures.

Documents to be submitted at the time of application

Document	Submission Method	Notes
Online Application (in English)	Online Form	Statement of purpose and study plan must be written in English.
Financial Support Form	Online Form (Electronic Signature)	Signatures from both the applicant and the financial sponsor are required.

Passport-style Photo (digital file)	Email Submission	Must have been taken within the past six months.
Proof of English Proficiency	Email Submission	Must be a valid test score within the official validity period.
APU Academic Transcript	Email Submission	Transcript including the Fall 2025 semester results.

11. NBS Graduation Requirements (for APU Students)

In the APU–NBS Double Degree Program, students must fulfill the following requirements in order to graduate from NEOMA Business School (NBS):

- Successful completion of the required coursework
- Completion of a long-term internship
- Submission of a final thesis (Mémoire) and successful completion of the oral defense

In particular, the final semester at NBS requires students to complete a long-term internship.

Please note that internship placements are not automatically arranged by the university. In principle, students must identify potential host organizations, apply for internship positions, and secure an internship through the selection process on their own.

12. Credit Transfer to APU

To graduate from Ritsumeikan Asia Pacific University (APU), students must complete a minimum of 124 credits. In this program, 120 ECTS credits earned at NEOMA Business School (NBS)—equivalent to 60 APU credits—will be recognized toward the APU degree requirements. Students must complete the remaining required credits at APU so that the total number of credits reaches 124, thereby fulfilling APU’s graduation requirements.

Credit Transfer from NBS to APU

In accordance with Article 18 of the APU Academic Regulations, credits earned at NBS may be transferred and recognized toward the APU degree. However, the maximum number of credits that can be transferred from NBS is 60 credits.

Distribution of Recognized Credits and Credit Requirements

Credits Required for Graduation (APM 2023 Curriculum)

Subject Field	Required Credits	Subject Field	Required Credits	Subject Field	Credits Completed at APU	Credits Completed at NBS
Common Education Subjects	40 Credits	Language Education Subjects	0~24 Credits*		English Standard Track Subject (Required)	
			0~12 Credits*		English Advanced Track Subject (Required)	
			0~16 Credits*		Required_Japanese	
			—		AP Language Subjects, Specific Subjects	
	16 Credits	Common Liberal Arts Subjects	—		APU Literacy Subjects	
			—		Introduction to Major Studies Subjects	
			4 Credits		Required_Introduction to Major Studies Subjects	
			2 Credits		Elective Required_[Math]Intro to Major Studie	
—		Global Citizens Foundation Subjects				
APM Major Education Subjects	62 Credits	APM Major Education Subjects	18 Credits		Required Subjects	✓ (14 credits)
			—		Seminar Subjects	
			—		Area of Study Subjects	
			—		Common Subjects	✓ (4 credits)
Other College Major Education Subjects	—	Up to 22 credits can be counted toward graduation requirements.				
Subjects Not Counted Towards Graduation	—	Subjects not included in the graduation requirements will be counted.				
		At least 124 credits			At least 64 credits	60 credits

*The required number of credits for English/Japanese language courses varies depending on the results of the placement test taken during new student orientation period and any course exemption requests

submitted during enrollment at APU.

Courses taken at NEOMA Business School (NBS) will be recognized as APU credits based on the following guidelines.

The approximate distribution of credits earned in each semester is as follows:

Semester	Total Credits	Language Courses	APM Major Courses
Semester 1	15 credits	1 credit	14 credits
Semester 2	15 credits	2 credits	13 credits
Semester 3	16 credits	1 credit	15 credits
Semester 4	14 credits	0 credits	14 credits
Total	60 credits	4 credits	56 credits

Spring-admission students are dispatched to NBS from the 4th semester, while fall-admission students are dispatched from the 5th semester.

Therefore, for APM required courses scheduled from the 5th semester onward, equivalent courses are provided during the study period at NBS. These courses are automatically registered by NBS.

By successfully completing these designated courses, students will receive credit for the corresponding APM required courses at APU.

Because the curricula of both universities have been carefully aligned in advance, coursework completed at NBS is structured to count directly toward APU's graduation requirements. This is one of the key features of the Double Degree Undergraduate Program (DUDP).

As a result, spring-admission students will not be required to take additional APM required courses after returning to APU.

13. Selection Process and Timeline

Date	Process	Notification Method
April 9, 2026 (Thu)	Announcement of Document Screening Results	Email
April 10 (Fri) – April 14 (Tue), 2026	Interviews*	Email (Details regarding the interview schedule and format (in-person or online) will be provided by email.)
Late April 2026	Announcement of Final Selection Results	Email

* If individual meetings are required outside the interview period listed above, the relevant applicants will be contacted individually.

14. Selection Process

1) Selection Method

Applicants will be evaluated comprehensively based on academic performance, application documents, English language proficiency, study plan, and the interview conducted in English.

2) Selection Criteria

Statement of Purpose

- Applicants must clearly articulate their motivation and objectives for participating in this program.

Language Proficiency

- Applicants must demonstrate sufficient English proficiency to successfully study and live at a university abroad.
- Applicants must meet the required language proficiency standards at the time of application.

Interview (for applicants who pass the document screening)

- Applicants must present a clear study plan and academic goals.
- Applicants should demonstrate the adaptability required to integrate into the host country's society, as well as the ability and resilience to overcome challenges during their study abroad experience.
- Applicants must demonstrate a high level of English communication skills.

3) Important Note

- Withdrawal from the program after acceptance is generally not permitted.

15. Application Procedure

Please carefully review the program overview on the [Off-Campus Study Program website](#) as well as the instructions below before submitting your application online.

Applications with missing or incomplete documents will not be accepted.

Step 1: Prepare the Required Documents

You will be required to upload Documents (1) and (2) at the end of the online application.

1) Photo (Digital File)

- The photo will be used by the Outreach and Research Office during the selection process to verify the applicant's identity during the interview.
- The photo does not need to be an official ID photo, but the applicant must be clearly visible and facing the camera.
- Photos that include any person other than the applicant will not be accepted.
- Please prepare a photo in which the applicant is facing forward and not wearing a hat, mask, sunglasses, or similar items.
- The photo must have been taken within the past six months.

2) Copy of Proof of English Proficiency

- Applicants must submit a test score that meets the English proficiency requirements stated in the application eligibility section.
- If submitting a web score report, please ensure that the page clearly shows the applicant's name, test score, and test date.
- Applicants whose language basis is English but whose native language is not English are also required to submit an English test score.
- The Admissions Office does not return test score reports submitted during the admission process.

Financial Support Form Signature (Adobe Electronic Signature)

Both the applicant and the financial sponsor must complete an electronic signature.

1. The applicant first fills in the required information.
2. The applicant then enters the financial sponsor's name and email address.
3. After the applicant completes all required fields and the electronic signature, the financial sponsor will receive access to complete their section and provide their electronic signature.

A user manual for the electronic signature system is available [here](#) for your reference.

For French Passport Holders Only

Documents verifying academic history since Grade 7

Applicants who hold a French passport must submit official transcripts from all schools attended since Grade 7 (junior high school).

If the period of enrollment is not indicated on the transcript, an additional document verifying the enrollment period must be submitted.

Applications will not be accepted if the required academic history documents cannot be provided.

Step 2: Online Application (English Only)

- All responses in the online application must be written in English.
- Applications with missing responses or extremely insufficient content may not be considered for selection.
- Before submitting the application, please click "Send me a confirmation email of my responses" to keep a copy of your submission.
- You may also save your application by selecting "Print or Save as PDF."
- If any questions arise regarding your application, you must present a printed or saved copy of your submitted responses. Claims cannot be reviewed without proof of submission.
- If multiple applications are submitted, only the most recent submission will be accepted.

Step 3: Submit the Following Documents by Email

After completing the online application, please submit the following documents by email to:

dudp@apu.ac.jp

All documents must be submitted by the application deadline.

Please note that failure to submit these documents will result in the application being considered incomplete and automatically rejected.

Required Email Attachments

1) Digital Photo

File name format: **NBS_Photo_FullName**

Example:

NBS_Photo_RITSUMEIHanako.jpeg

2) Copy of English Test Score

File name format: **NBS_Score_FullName**

Example:

NBS_Score_RITSUMEIHanako.pdf

3) (For French Passport Holders Only)

Copies of transcripts from **all schools attended since Grade 7**

File name format: **NBS_Transcript_FullName**

Example:

NBS_Transcript_RITSUMEIHanako.pdf

16. Important Notes

This program requires a high level of student initiative and self-management.

While APU and NEOMA Business School (NBS) will provide academic support, students are responsible for managing their own study plans, completing required procedures, and regularly checking communications from the universities.

Failure to follow university instructions or complete required procedures in a timely manner may result in delays in program completion or an inability to complete the program as scheduled.

Please note that this program is not a fully arranged or “package-style” study abroad program in which the university manages all arrangements on behalf of students.

Students are expected to proactively obtain necessary information and take responsibility for managing their academic progress throughout the program.

17. Pre-Departure Orientation for Selected Students

All selected students must attend all orientation sessions conducted before departure.

In addition, selected students are required to participate in a risk management orientation session prior to departure for NBS, where they will learn about health management and safety procedures while studying abroad.

The schedule and further details will be communicated to selected students at a later date.

18. Cancellation of Program Participation After Selection

Participation in the program may be revoked if all of the following conditions are not met.

Before Departure

Participants must satisfy all of the following requirements:

1. Maintain a cumulative GPA of 2.80 or higher as of the Fall 2025 semester.
2. By the end of the Fall 2025 semester, applicants must have either completed or received exemption from Intermediate English (for Japanese-based students) or required Japanese language courses (for English-based students).
3. By the end of the Spring 2026 semester, students must have completed the required Liberal Arts course (Basic Mathematics).
4. By the end of the Spring 2026 semester, students must have completed Statistics.
5. Submit all required documents (such as the Study Abroad Notification Form and Written Pledge) by the designated deadlines.
6. Must obtain the visa required to participate in the program by August 30, 2026.

After Departure

Participants must:

1. Successfully complete the required courses designated by NBS.
2. Maintain satisfactory academic performance at NBS.

Additional Notes After Departure

Program participation may be revoked in the following cases:

- If students fail to successfully complete courses registered at NBS.
- If NBS determines that the student cannot continue the program due to serious academic difficulties or other concerns.

Since students must fulfill the graduation requirements of both APU and NBS, they are responsible for managing their own academic progress throughout the program.

19. Important: Nomination and Final Admission

The selection result announced by APU constitutes an internal nomination by APU only.

After APU nominates students to NBS, students must submit the required documents directly to NBS in accordance with NBS's instructions.

Failure to submit the required documents by the designated deadlines may result in the withdrawal of the nomination.

Please note that the final decision regarding admission is made solely by NBS.

In addition, program details such as courses, housing, fees, insurance, and other conditions may change due to institutional policies or circumstances at NBS.

Disclaimer

APU reserves the right to modify program details, schedules, requirements, or other conditions if necessary due to institutional policies or unforeseen circumstances at APU or the partner university.

20. NBS Study Plan Model (Example)

The following study plan provides a model course structure for APU students participating in the APU–NEOMA Business School Double Degree Program while studying at NEOMA Business School (NBS).

Course offerings and specialization availability may vary depending on the academic year and curriculum updates at NBS.

Academic Structure

This study plan reflects the typical academic structure of the Global BBA program at NEOMA Business School for APU students participating in the Double Degree Program.

During Year 3, students complete core business courses across various areas such as management, finance, marketing, and innovation.

During Year 4, students select two specialization tracks, each consisting of three courses (six courses in total). In the final semester, students complete a full-time internship (approximately 20–26 weeks) and a final thesis (Mémoire) with an oral defense, which constitute part of the graduation requirements of the Global BBA program at NEOMA Business School.

Fall Semester (2026 FA)

Core Courses

Course
Business Models for a Sustainable World
Human Resource Management
Strategic Management
French as a Foreign Language

Elective Courses

Students take several electives from the following courses:

Electives
Corporate Finance
Coding School (Elective)
Management Control
Globalization and Innovation
Strategic Marketing

Spring Semester (2027 SP)

Core Courses

Course
Data Analysis and Business Intelligence
The Digital Organization
Leadership and Organization Development
Elective Course 1
Elective Course 2
French as a Foreign Language

Elective Courses

Students select additional elective courses from the following list:

Electives
Innovation Management
Operations Management
Brand Marketing
Entrepreneurship
Negotiation

Fall Semester (2027 FA)

Core Courses

Course
Research Methodology Applied to Intercultural Management
Personal and Professional Development

Specializations

Students must select two specialization tracks, each consisting of three courses (4 ECTS each).

Specializations are offered subject to a sufficient number of enrolled students.

Digital Marketing <ul style="list-style-type: none">● Retail Management● Managing Luxury Brands in Global Markets● Digital Marketing
Finance <ul style="list-style-type: none">● Financial Performance Evaluation● Financial Risks Management● Mergers and Acquisitions (M&A)
Internationalization Strategy <ul style="list-style-type: none">● International Competition, Market Structures and Regulations

- Political Advocacy and Strategic Influence
- Geopolitical Risks and Crisis Anticipation

Audit

- Audit
- Control and Risk Management
- International Reporting

Supply Chain Management

- Green Supply Chain Management
- Purchasing Management & Innovation
- Supply Chain Integration

Final Semester (2028 SP)

Component	Description
Internship	Full-time internship (approximately 20–26 weeks)
Final Thesis	Submission of a Mémoire (final thesis)
Oral Defense	Oral defense of the thesis

Important Note

Courses taken at NEOMA Business School will be recognized toward APU graduation requirements according to the approved credit transfer framework of the APU–NBS Double Degree Program.