

**APU – Salzburg University of Applied Science (Austria)
Undergraduate Double Degree Program
Application Guidelines for Spring 2023 Departure**

We are recruiting participants for the Double Degree Program between the College of Asia Pacific Studies (APS) at APU and the Innovation and Management in Tourism (IMT) at Salzburg University of Applied Science, Austria (SUAS) as below.

Participants of this program will study 2 years at APU and 2 years at SUAS, and after completing all graduation requirements set forth by both universities will receive 2 undergraduate degrees in 4 years – Bachelor of Social Science (APU) and Bachelor of Arts in Business (SUAS).



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Academic Office / Undergraduate Double Degree Program Team	
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1. Application Outline

- 1) **Number of Participants:** Up to 3
- 2) **Application Period:** Wed. June 8, 2022 – 16:30 on Wed. June 22, 2022
- 3) **Application URL:** <https://survey2.apu.ac.jp/limesurvey/index.php/898741?lang=en>
- 4) **Application Requirements** (must meet all of the following)

Enrollment Status	1st year student of the College of Asia Pacific Studies (APS) enrolled in the AY2022 Spring Semester		
Nationality	Not be an Austrian passport holder. If an applicant is an Austrian passport holder, they must have received less than four years of education in Austria after Junior High School (beyond G7)		
Language Requirement	TOEFL ITP® 525	TOEFL iBT® 71	IELTS™ 5.5
Completion of Introductory Lecture Subjects	Have completed or intend to complete: a) Accounting I, b) Introduction to Management, c) Introduction to Economics, and d) Introduction to Tourism		
Area of Study	Plan to register "Hospitality and Tourism (HT)" at APU.		
Number of Registered Credits	Must have registered for at least 16 credits in the AY2022 Spring Semester		
Completion of Required Language Subjects	Must have either completed, be exempted from, or be scheduled to complete Intermediate English (for Japanese-basis students) or Japanese Foundation Course (for English-basis students) by the end of the AY2022 Fall Semester.		
Self-Study of German	Applicants must be willing to study German. All courses at SUAS will be held in English. However, completion of German language courses at SUAS is mandatory. Therefore, applicants must study German on their own and reach low-level conversational German skill before the start of their studies at SUAS.		

5) Application Documents

Document	Details
Motivation Letter in English	Must have a clear purpose for participating in this program
Essays (English)	Must submit 2 essays on designated topics which should be logical and show good command of English.
Digital photo	Please prepare it before starting the online application.
Statement of Financial Support	Adobe Digital Signature
Copy of English Proficiency Score Sheet	Applicants who do not have the necessary score listed in "4. For Accepted Students" at the time of application, must submit an English Proficiency Score fulfilling the requirements by 16:30 on the day Spring Semester 2022 Grades are released.

6) Screening Schedule

Date	Details	Method
Wednesday, June 29, 2022	Announcement of Document Screening Results	Campus Terminal
Monday, July 4 – Friday, July 8, 2022	Interview Period*	Zoom or in person
Wednesday, July 20, 2022	Announcement of Internal Screening Results	Campus Terminal
Monday, September 12, 2022	Announcement of Final Selection Results	Campus Terminal

*Applicants may be asked to come for an individual consultation outside of the interview period. In such cases, they will be separately contacted with details.

2. Selection

1) Selection Method

Applicants will be selected based on a comprehensive screening of their application documents, language proficiency, study plan and an interview conducted in English.

2) Selection Criteria

Essay

- Must have a clear purpose for participating in this program.

Language Proficiency

- Must possess a level of English proficiency that will enable them to have a fulfilling academic experience at the host university
- Must fulfill the language requirements at the time of the internal screening

Interview (Only those applicants who pass the document screening)

- Must have a clearly defined study plan and goals
- Must possess the ability to socially and culturally adapt in the country of the host university as well as the psychological mettle to deal with and overcome problems they may face during the program
- Must possess high-level conversational skills

3) Important Notes

- In principle, participants are not permitted to withdraw from the program once accepted.
- Applicants must understand that depending on the state of COVID-19, even if accepted to the program, they may not be able to travel to their destination in Spring 2023. For details, please refer to “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” after page 5 under “6. Items Common to all Programs”.

3. Application Procedures

Please read the Program Outline available on the [Academic Office website](#) and the following instructions carefully before completing the online application. Incomplete applications will be automatically rejected.

Step 1 Prepare the following documents

Applicants will be asked to upload 1) and 2) at the end of the online application.

1) Digital photo clearly showing the applicant's face

- The Academic Office uses photos to match applicants and faces, thereby helping us support applicants more effectively. Provided that they are facing forward and their face is clearly visible in the photo, applicants do not need to submit an official ID photo. However, we cannot accept photos that include anyone other than the applicant.
- Applicants should be facing forward and must not be wearing a hat, a mask, sunglasses, etc.
- Please upload a photo taken in the past six months.
- The file name must match this format: "Photo_Full Name".
E.g. **Photo_RITSUMEIHanako.jpeg**

2) Copy of English Proficiency Score

- Applicants must submit a copy of an English language proficiency score that meets the language Requirement listed in the Application Requirements.
- Although an online score or an expired score are accepted for the internal screening, an official, non-expired score report issued by the testing agency must be presented by the day 2022 Spring Semester Grades are released to remain in the Double Degree Program. However, applicants who use the online TOEFL ITP score of a TOEFL ITP test taken at APU to prove their English proficiency do not need to present an official score report.
- Should applicants choose to submit an online score, they should submit a page upon which their name, their score, and the date of the test are clearly visible.
- English-basis students whose native language is not English must also submit English proficiency scores.
 - The Admissions Office will not return scores that were submitted for the entrance exams.
- The file name must match this format: "Score_Full Name".
E.g. **Score_RITSUMEIHanako.pdf**

3) [Sign the Statement of Financial Support Form](#) (Adobe Digital Signature)

The applicant and their financial sponsor must fill in the required information and sign the form digitally. For instructions on how to use Adobe Sign, please read the manual available [here](#).

4) For Austrian passport holders: Documentary Evidence of Academic History after Junior High School (beyond G7)

Applicants who are Austrian passport holders are required to submit a copy of an academic transcript for all schools attended after junior high school (beyond G7) in Austria. If the period of enrollment is not indicated on the academic transcript of a particular school attended, they also need to submit a record that can confirm the number of years and months of enrollment in that school. If applicants cannot provide evidence of their academic history, their application will not be accepted.

Step 2 Complete the [Online Application](#)

- Applications with incomplete essays and statement of purpose, or with responses well under the word requirement, will not be considered.
- Upon completion of the online application, please click “Print Your Answers” to print the application record. If applicants have specific questions about the content of their application, they must present their application record to the Academic Office. We will be unable to answer specific questions without this record.
- In the case of multiple applications by the same applicant, we will only accept the most recent.

4. For Accepted Applicants

1) English Language Proficiency Score

Those who did not meet one of the following language requirements as set by NBS upon application, must submit a formal scoresheet (copy is acceptable) issued by the testing organization that meets one of the scores below **by 16:30 on the day 2022 Spring Semester Grades are released.** .

Language requirements		
TOEFL ITP	TOEFL iBT	IELTS
537	75	6.0

2) Guidance Session for Accepted Applicants

A first guidance session for applicants accepted to the program will be held on Wednesday, July 27. Details will be shared with accepted applicants at a later date.

5. Program Dismissal and Early Termination after Acceptance

Participants who do not meet all of the following conditions will be dismissed from the program.

Before dispatch

- 1) Semester GPA of 2.80 or above at the end of the AY2022 Spring Semester.
- 2) Must have earned 14 or more credits in AY2022 Spring Semester.
- 3) Completed or be exempted from Intermediate English (for Japanese-basis students) or Japanese Foundation Course (for English-basis students) at the end of the AY2022 Spring Semester.
- 4) Meet one of the language requirements stipulated in "4. For Accepted Applicants: English Language Proficiency Score".

After Dispatch

- 1) Participants must obtain the credits required by SUAS during their study there.
- 2) Participants must maintain a good academic standing at SUAS

In addition to the above, the acceptance to the program may be revoked or the program may be cancelled or terminated early if any of the conditions outlined in "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" of "6. Items Common to All Programs" apply.

6. Items Common to All Programs

1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa by the date set, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed. In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the " Disclaimers and Notices ".

[International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for

reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency. Please confirm the details with the program coordinator.

2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the JCSOS Crisis Management System (J-TAS), and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants.

3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

4. Program Cancellation or Change of Program Contents, Cancellation of Participation

- ① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:
 - 1) The safety level of the exchange country/region is level 2 or higher. However, if an infectious disease warning is issued due to the spread of a new disease, the decision will be based on the current situation.
 - 2) In the event a program cannot be operated safely in view of social conditions.
 - 2-1) When making the decision to cancel a program, we take into consideration the projection that any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.
 - 3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel

- ② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, in the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.
- A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance
 - B) In the event the participant becomes subject to disciplinary action after the announcement of screening results
 - C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed
 - D) In the event that the university determines study abroad is not suitable due to injury, illness, etc.
 - E) In the event of misconduct
 - F) In the event of other violations of the participant's duty as a student
- ③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

5. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item "6. Cancellation Fees" below regarding cancellation fees.

In the case of credit-granting programs, as a general rule students who withdraw will be assigned a grade of "F".

6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded. The refund procedures require a certain amount of time.

7. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

8. Handling of Personal Information

Please see the pledge for details.

9. On Participating in a Program

- ① Whether or not a program experience is rewarding depends greatly on the attitude and effort of the accepted students themselves. accepted students need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.
- ② During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants"

AY2022 Ritsumeikan Asia Pacific University Off-campus Study Programs

Requirements for Participation in Off-Campus Study Programs

(Overseas Student Exchange, Double Degree Program, Short-Term Summer / Winter Program)

1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus Study Programs (hereinafter referred as to Programs) must abide by the following conditions.

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as “APU”) and the host institution (Hereinafter referred to as “Host Institution”).
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of ‘Requirements for Program Participation’.

2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) Prior to departure, participants will be required to enroll in the overseas travel insurance designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of the program. In addition, participants will also be required to enroll in JCSOS Risk Management System (J-TAS) that covers the period designated by APU including the period of the program.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies”.
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

3. Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed as a result of natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of, faculty coordinators; or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.
- (8) Any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance will be the participants’ sole responsibility. APU will not be responsible for participants’ actions outside this period.

4. Immigration and Departure

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date of their re-entry to Japan.
- (2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of change, participants must submit the changed itinerary to APU.

5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the attached the application guidelines, syllabus, “Requirements for Program Participation” and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries’ (Japan, participant’s home country, host country) embassies and government agencies).

To be completed by the applicant

Date _____
Signature by Student _____
Student ID Number _____
Program Name _____ (host institution: _____)
College of College (APM / APS)
Year (1 / 2 / 3 / 4)
Zip Code _____
Address _____

* Please make sure the address you entered is correct before submitting.

To be completed by the applicant’s guarantor

As the applicant’s guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached “Requirements for Program Participation” and agree to take responsibility for any situations which may arise as a result of the applicant’s failure to observe and carry out all of the aforementioned requirements.

Date _____
Signature by Parent/Guardian _____
Zip Code _____
Address _____

* Please make sure the address you entered is correct before submitting.

Telephone Number _____
Relationship with the student _____

【We cannot accept the Pledge in any of the following cases.】

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If any of the information provided is deemed false