

**APU – Salzburg University of Applied Science (Austria)
Undergraduate Double Degree Program
Application Guidelines for Spring 2025 Departure**



Table of Contents

1. Program Outline.....	2
2. Application Outline	3
3. Selection	4
4. Application Procedures.....	5
5. For Accepted Applicants	6
6. Program Dismissal and Early Termination after Acceptance.....	6

Contact Information:

Outreach and Research Office / Undergraduate Double Degree Program Team

E-mail: dudp@apu.ac.jp

I. Program Outline

The College of Sustainability and Tourism (ST) at APU has established a double degree program with the Department of Business and Tourism, Innovation and Management in Tourism Major (IMT) at Salzburg University of Applied Science, Austria (SUAS).

SUAS is located in Salzburg, Austria, a globally renowned tourist destination famous for being the birthplace of Mozart and its world-famous music scene. The program offered by SUAS focuses on tourism management and provides participants with practical experience in analyzing and deciphering real-life cases.

The objectives of this program are as follows:

- 1) A unique educational **experience** by combining the **strengths and resources of both universities**.
- 2) Obtain double degrees, thus enhancing students' **academic qualifications** and **career prospects**.
- 3) Foster **interdisciplinary learning** by integrating curricula from different disciplines.
- 4) Facilitate **cultural exchange** and **global perspectives** by exposing students to diverse academic environments, faculty, and student communities.
- 5) Promote international understanding and **intercultural competence** among students.
- 6) Provide access to a broader **network** of alumni, **industry connections**, and career opportunities.
- 7) Enhance students' personal and professional growth by offering mentorship, career counseling, and **internship opportunities** of both universities.
- 8) Facilitate **research collaboration** between faculty members and students from both universities.

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 Sustainability of Tourism (APU) and Bachelor of Arts in Business (SUAS).

2. Application Outline

- 1) **Number of Participants:** Up to 3
- 2) **Application Period:** Mon. June 10, 2024 – 14:00 on Mon. July 1, 2024
- 3) **Application URL:** <https://forms.office.com/r/z2dy9nJf8Z>
- 4) **Application Requirements** (must meet all of the following)

Enrollment Status	1st year student of the College of Sustainability and Tourism (ST) enrolled in the AY2024 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® 550	TOEFL iBT® 79	IELTS™ 6.0
Completion of the Required Common Liberal Arts for ST	Have completed or intend to complete all four Required Common Liberal Arts Subjects by the end of the AY2024 Fall semester: a) Introduction to Tourism and Hospitality, b) Introduction to Sociology, c) Introduction to Sustainable Development, and d) Statistics for Social Sciences		
Completion of Academic Skills Subjects	Have completed or intend to complete the Introduction to Research Methods subject by the end of the AY2024 Fall Semester		
Completion of other Introductory Lecture Subjects	Have completed or intend to complete all of the following three subjects by the end of the AY2024 Fall semester: a) Introduction to Accounting (ST Major Subject), b) Introduction to Management (ST Major Subject), and c) Introduction to Economics (Common Liberal Arts)		
Number of Registered Credits	Must have registered for at least 16 credits in the AY2024 Spring Semester		
GPA	Semester GPA must be 2.80 or above on a 4.00 scale on Wednesday, August 28, 2024. *Applicants who registered for the session subject must be 2.80 or above on a 4.00 scale on Monday, September 9, 2024.		
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 I and II (for English-basis students) by the end of the AY2024 Spring 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.		

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 ID photo	Please prepare it before starting the online application.
Statement of Financial Support	Adobe Digital Signature
Copy of English Proficiency Score Sheet	English proficiency score sheet meeting the language requirement in 4) Application Requirements.

6) Screening Schedule

Date	Details	Method
Friday, July 5, 2024	Announcement of Document Screening Results	Campus Terminal
Wed., July 10 – Wed., July 17, 2024	Interview Period*	Zoom or in person
Monday, July 22, 2024	Announcement of Interview Results	Campus Terminal
Wednesday, August 28, 2024 Applicants who register for the session subject: Monday, September 9, 2024.	Announcement of Final 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.

3. 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.

Credit and Grades

- Must have earned 14 or more credits for the AY 2024 Spring Semester on Wednesday, August 28, 2024.
- AY 2024 Spring Semester GPA must be 2.80 or above on Wednesday, August 28, 2024.

*Applicants who register for the session subject must meet the above two requirements on Monday, September 9, 2024.

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.

4. Application Procedures

Please read the Program Outline available on the [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 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.
- 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.

- #### 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 check "Send me an email receipt of my responses" before you press "Submit" on your online application to receive a copy of your application record. A copy of the application record can also be saved by clicking "Print or get PDF of answers" below the Thank you message of the submission confirmation screen.

If applicants have specific questions about the content of their application, they must present their application record to the 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 one.

5. For Accepted Applicants

1) Guidance Session for Accepted Applicants

A first guidance session for applicants accepted to the program will be held on Wednesday, September 11, 2024. Details will be shared with accepted applicants at a later date.

6. 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) Have submitted all required documents (Consent Form, Pledge, etc.) by the stipulated deadline.
- 2) Must have earned 14 or more credits on Wednesday, August 28, 2024

*Applicants who registered for the session subject must have earned 14 or more credits on Monday, September 9, 2024.

After Dispatch

- 1) Participants must obtain credits for all courses they are registered for each semester at SUAS.
- 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 “AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs Requirements for Participation in Off-campus Programs” of “2. Cancellation of Program Participation or Dispatch” apply.

AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

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

1. Required Attitude

- (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, "APU") and the host institution (hereinafter, "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.
- (4) Participants must attend all pre-dispatch and pre-program and post-program classes, guidance sessions, and so on.
- (5) Participants must follow all instructions from staff and faculty at both APU and the Host Institution.
- (6) Participants must not protest if they are made to cancel their participation in a program or made to return to Japan due to breach of these Requirements for Participation in Off-campus Programs.

2. Cancellation of Program Participation or Dispatch

(1) [All Programs (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs)]

I understand that all participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. I understand that if a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline for any reason, they will be removed from the program.

(2) [Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs]

I understand that all participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. I understand that if a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline, they may be removed from the program.

- (3) In addition to the above, in any of the cases below the student's participation in the program may be cancelled even after the results have been announced.
 - A) If it is determined that it is not appropriate for the student to take the course, taking into account their attitude and attendance status
 - B) If the participant is made subject to disciplinary action after the program results are announced
 - C) If APU determines that it is not appropriate for the student to study abroad due to injury, illness, etc.
 - D) If the participant engages in prohibited acts during the program period
 - E) If the participant does not meet the designated requirements to continue the program
 - F) In the case of any other violations of the duties of the student
- (4) I understand that if a student's participation is cancelled, they shall be given an "F" grade. (If the participation is cancelled before the pre-program classes start, then the course will be "dropped." However, exchange, Dual Degree programs, Campus Asia programs, and other short-term summer and winter programs are excluded.)
- (5) I understand that in the cases below, APU may make the decision to cancel student dispatch.
 - A) If the destination country or region is in an area designated Danger Level 2 or above by the Ministry of Foreign Affairs. However, if an infectious disease risk advisory is issued due to the spread of a new infectious disease, decisions will be made depending on the situation.
 - B) If there are natural disasters, accidents, strikes, infectious disease, political unrest, 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 in the destination country or region that make it difficult for the host institution to provide support for the dispatched students due to force majeure.
 - C) If the host institution decides to stop accepting dispatched APU students.

3. Meeting and Dismissal On-site

[All overseas programs (excluding FIRST, Service Learning)]

- (1) Participants will meet and dismiss on-site during the program period, and are responsible for ensuring their own safety during their travels.
- (2) Participants are responsible for arranging their own flight tickets, and submitting their flight ticket information (E-ticket) to APU as declaration and evidence of the dates of their departure from and arrival to Japan.
- (3) Once an itinerary has been submitted to APU, it should not be changed for any reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for any actions taken outside the previously-reported dates of departure and return to Japan, and all actions taken will be at the participant's own risk.

[FIRST, Service Learning]

- (1) Participants are not permitted to meet or dismiss on-site, and cannot enter the country on their own before the start of the program period.
- (2) After the end of the program period, participants must immediately return to Japan. They may not extend their period of stay in the host country.

4. Health Management

(1) **[All Overseas Programs (excluding FIRST, Service Learning)]** Before departure, participants must purchase an overseas health and travel insurance policy 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 their program. In addition, participants are also required to enroll in the risk management system for the period specified by APU, including the program period.

[FIRST, Service Learning] Before departure, participants must purchase overseas travel insurance and enroll in the risk management system as designated by APU.

[Domestic Programs] Participants must purchase domestic travel insurance and enroll in the risk management system designated by APU.

- (2) Participants are responsible for managing their own personal health. They must also submit the "Off-campus Program Participants Self-report of Health Condition and necessary support in studies."
- (3) Participants must report if they have any pre-existing health conditions.
- (4) Should a participant require hospitalization or medical treatment, they must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above the amount that is covered by their insurance.
- (5) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of their guarantor), the participant agrees to be treated according to the judgment of APU or Host Institution faculty and staff, or a doctor.
- (6) If APU or the Host Institution determines that the patient requires medical treatment, and the participant makes the independent decision not to undergo that medical treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.
- (7) If a student wishes to receive a vaccine recommended by APU, they must go through the necessary procedures and apply at their own medical institution to receive it. If a vaccination is mandatory, the student must follow the instructions given at the guidance session.

5. Costs and Compensation

- (1) If a participant is unable to join or continue in the program due to their failure to submit documents of payments by the deadline, injury or illness, disciplinary action, etc., or if they withdraw from the program, they will be responsible for paying any costs incurred up to that point.
- (2) If a program is changed or cancelled 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 in the destination country or region, the participant will not seek compensation from either APU or the Host Institution, but will be responsible for paying any costs incurred up to that point.
- (3) I understand that if a participant has already paid their required program fees, they will receive a refund of the total amount, minus the expenses already incurred up to the point of discontinuation of the program, cancellation of participation, or withdrawal. I also understand the refund process may take some time.
- (4) In the event that an accident, illness, or death occurs under circumstances beyond the control of APU or the Host Institution, neither APU nor the Host Institution shall be held responsible in any way, financially or otherwise.
- (5) In the event of any damage to or theft of personal belongings, traffic accidents, or criminal events that may occur during the program deemed to be under circumstances beyond the control of APU or the Host Institution, the participant shall be responsible for dealing with the situation.
- (6) If the participant causes damage to a third party or APU through their own intention or negligence, the participant shall be responsible for compensation.
- (7) During the program period, if any damage occurs to the participant through unlawful acts made by third parties such as organizations, individuals, homestay families, etc., the participant will be responsible for handling any legal actions or other related matters. APU or the Host Institution shall not be held liable for such incidents.

6. Obtaining Visas

- (1) It is the responsibility of the participant to check the requirements to receive a visa covering the period from their departure to their return, and apply accordingly.
- (2) Visa requirements vary depending on the participant's nationality, the destination country/region, length of stay, etc.. Any information about required visas (including transit permits) can be found on each embassy's website, and participants must check the information themselves.
- (3) Visa application requirements are subject to change without notice, so participants must keep up to date with the latest information. Program participation via a visa received on arrival is not permitted, except in cases where a visa cannot be obtained in advance due to visa regulations of the country issuing the visa.
- (4) In the event a participant is unable to obtain a visa, their participation in the program or overseas exchange will be cancelled. Furthermore, the start date of the program or study abroad will not be changed due to the participant's failure to obtain a visa.
- (5) [International Students only] In addition to a visa for the program's host country, participants must check the expiry date of their Japanese residency permit and the conditions for a re-entry permit.

7. Course Registration Plan

- (1) When applying to the program, participants must make sure that the courses they will register and the number of credits they will earn are compatible with their course registration plan until graduation.
- (2) The university will not provide any special accommodations if an issue with a participant's course registration plan until graduation is found, so participants must apply for their programs at their own risk.

8. Submission of Pledge

Participants must agree to and abide by all the conditions listed above, and submit the pledge signed by both the participant and their guarantor.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. 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 _____ * Use "Draw" to sign. (Please do not use "Type".)
Student ID Number _____
Program Name _____ (Host University/Institution: _____)
College (APM / APS / ST / GSM)
Year (1 / 2 / 3 / 4 / Other)
Zip Code _____
Address _____
* Please make sure the address you entered is correct before submitting.

To be completed by the applicant's guarantor *Should be completed by a parent, a guarantor, etc.

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. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date _____
Signature by Parent/Guarantor _____ * Use "Draw" to sign. (Please do not use "Type".)
Zip Code _____
Address _____
* Please make sure the address you entered is correct before submitting.
Telephone Number _____
Relationship with the student _____

[In any of the following cases, the pledge will be deemed null and void, and the student will be responsible for all fees incurred through participation in the program.]

- 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.