

# Spring 2023 RU-APU, AIU-APU Domestic Exchange Program Recruiting Information

## **1. Outline of Domestic Exchange Program**

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Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Ritsumeikan University (RU: Kyoto City, Kyoto / Kusatsu City, Shiga / Ibaraki City, Osaka)
- Akita International University (AIU: Akita City, Akita)

## **2. Host Colleges**

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- Ritsumeikan University
  - Kinugasa Campus (Kyoto City, Kyoto)  
College of Law, College of Social Sciences  
College of International Relations, College of Letters
  - Biwako-Kusatsu Campus (BKC: Kusatsu City, Shiga)  
College of Economics, College of Science and Engineering  
College of Sports and Health Science
  - Osaka Ibaraki Campus (OIC: Ibaraki City, Osaka)  
College of Policy Science, College of Business Administration, College of Comprehensive Psychology

The Colleges below are currently not accepting exchange students.

The Colleges of Image Arts and Sciences, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Gastronomy Management, Global Liberal Arts

Note: In order to apply for the College of Science and Engineering, applicants must have the necessary academic ability. Screening is made on a case-by-case basis.

- Akita International University  
Faculty of International Liberal Arts (Akita City, Akita)

## **3. Exchange Period**

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- Ritsumeikan University
  - 1 semester or 1 year
- Akita International University
  - semester or 1 year

\*There is no possibility to extend your exchange period after participation is approved by APU officially.

\*If you have participated in any domestic exchange program (1semester/1-year exchange program) in the past, you are not able to apply.

#### **4. Number of students to be accepted**

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- Ritsumeikan University: 10 (1 semester), 10 (1 year)
- Akita International University: 10 (total of 1 year and 1 semester)

#### **5. Application Qualifications**

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- Applicants must be in their 3<sup>rd</sup>~6<sup>th</sup> semester at the time of application
- Applicants must be in their 4<sup>th</sup> ~7<sup>th</sup> semester at the time of departure.
  - \*You cannot participate in the program in your last semester.
  - \*3<sup>rd</sup>-year transfer students cannot apply.
  - \*2<sup>nd</sup>-year transfer students can apply from their 4<sup>th</sup> semester.
- The number of credit required : The number of credits you have taken must be the number of your previous semester  $\times$  14 or above.
  - \*I.e. students in their 5<sup>th</sup> semester :  $4$  (previous semester)  $\times$   $14=56$  (Total number of credits taken must be 56 or above)
- Cumulative GPA : 2.50 or above
- Language Requirements :
  - Ritsumeikan University: Sufficient Japanese Ability (complete Advanced Japanese)
  - Akita International University : TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61, IELTS 6.5 or higher

#### **6. Tuition and other fees**

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Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present.

The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

#### **7. Accommodation**

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- Ritsumeikan University:

Participants are required to find the accommodation on their own.

- Renting local apartment: You may find the housing through Ritsumeikan Co-op.
- The student dormitories operated by the Ritsumeikan University: You may apply for the student dormitories but no guarantee to be offered a room. Application will be accepted after your participation is accepted officially.

Website for Rtsumeikan dorms: <http://en.ritsumei.ac.jp/lifecareer/dorm/>

- Akita International University:

Information as of April 2022. The contents or fee totals below may change.

Participants will be housed in either “Sakura Village” or “Tsubaki Village” (Dormitory). Akita International University will decide which accommodation you will stay at.

\*Sakura Village is a dormitory built in March 2013. It is comprised of units made up of 3 rooms with a shared kitchen, bathroom, and toilet.

\*Tsubaki Village is a dormitory built in March 2022. It is comprised of units made up of 12 rooms with a shared kitchen, bathroom, and toilet.

\*Depending on the room availability in the above dormitories, it is possible a different dormitory will be selected.

#### Accommodation fees

Spring Semester (4.5months:2023/4/1~2023/8/7)		
	Sakura Village (45,000 JPY/month)	Tsubaki Village (47,000 JPY / month)
Rent (Utility fees are included)	202,500JPY	211,500JPY
Meal Plan for 2weeks	14,670JPY	14,670JPY
Room Cleaning Charge	8,500JPY	12,000JPY
Bedding and Linens	10,575JPY	10,575JPY
Activity Fees	10,000JPY	10,000JPY
<b>TOTAL</b>	<b>246,245JPY</b>	<b>258,745JPY</b>

#### Meals

- During the first two weeks (including the orientation period), students are required to purchase a meal plan from the cafeteria. After the first two weeks, students can choose to continue on either of the two below meal plans if they wish to do so.
- Meal Plans (Semester based)
  - A. 2 meals per a day (Lunch and Dinner, Weekdays only, not including holidays): Approx. 60,000JPY per semester
  - B. 3 meals per a day (Breakfast, Lunch and Dinner, everyday): Approx. 100,000JPY

\*Please note that there may be cases where meals cannot be provided on special occasion days.

\* You may also buy food with cash or a prepaid card at the cafeteria after the first 2 weeks without buying meal plan.

\*You may cook for yourself in the Sakura Village and Tsubaki Village. In that case, you need to prepare cooking utensils.

#### **[Bedding and Linens]**

Provided: Futon mattress, comforter, blanket, pillow, linens (including changing the bed linens once

a week)

### [Room Facilities]

Air conditioning, bed, desk, chair, shelf, closet, desk lamp, small fridge and IH cooker, microwave

### [Miscellaneous]

- Free wired and wireless internet connection is available.
- 24h Laundromat is in the building. \*Laundry charge will be incurred.

## 8. Scholarships

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As a basic rule for APU tuition reduction plans or scholarships, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criteria for two consecutive semesters.

The university will evaluate your APU grades after your credits are transferred from your host university. After finishing the exchange program, please apply for credit transfer as soon as possible.

Please make inquiries at the Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

## 9. Courses Registration and Credits

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- Ritsumeikan University:
  - Participants may only take courses from the college they will be enrolled in.
  - Participants may take small-group lecture courses. However, there are restrictions on course registration for each College. Please check page 8 for more details (Japanese only).
  - There are some courses restricted by year level.
  - Only a small number of classes are taught in English.
  - Individual guidance will be provided during the course registration period, in accordance with the class registration limit, students' personal academic history and study plan.

Note:

1. Only a small number of courses are offered in English in Ritsumeikan University.

If you are a Japanese Basis Student, please plan ahead in taking courses held in English at APU.

2. There is no limit to the maximum number of credits you can take. We recommend that you take about 20 credits per semester.

- Akita International University:
  - EAP (English for Academic Purposes) subjects will not be offered for exchange students. Some other courses have a limit for registration or a prerequisite. Please see the class schedule and course syllabus for more information.
  - Exchange students are able to register courses regardless of the year level.
  - All subjects are taught in English. Only a small number of classes are taught in Japanese.
  - The capacity of the course or classroom is limited.  
(AIU students have priority in registration for the courses. APU students may not be able to register in those courses.)

## **10. Credit Transfer**

The maximum number of credits participants are eligible to transfer by the time they graduate is 60 credits including all other credit transferrable programs, regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:
  - All credits taken at the host university will be transferred as Subject Field.
  - In general, transferred credits do not count towards Areas of Study. However, For APS students, up to 10 credits may be approved to count towards an Area of Study based on the screening carried out by the College of Asia Pacific Studies (APS).
  - For APM students: Ritsumeikan University and Akita International University are not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
  - Credit transfers are determined by Academic Affairs based on the students' application.

- Timing of Credit Transfer

You will be required to submit a "Tentative Credit Transfer Request" as soon as you have finished course registration at your host university. Based on the results of this, you will be able to confirm to which subject fields at APU the credits you are taking at the host university will be transferred.

Through submitting a "Credit Transfer Request" transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program. More details will be explained during the Guidance Session after acceptance to the program.

- The number of transferable credits

In general, all credits obtain at the host university can be transferred back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by your APU credit registration limit.

[Grades]

Transferred subjects will appear as “T” (Transfer) on your grade report. “T” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example, ...

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

### **11. 3<sup>rd</sup> and 4<sup>th</sup> Year Seminars**

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If you go on exchange during your 5<sup>th</sup> or 6<sup>th</sup> semester, you will not be able to join the 3<sup>rd</sup> year seminar. If you go on exchange during your 7<sup>th</sup> semester, you can join Graduation Research or Graduation Research I remotely. If you would like to take a seminar remotely during your 7<sup>th</sup> semester on exchange, please check the details on the Academic Office Website page “Undergraduate Seminar Courses (for the 3<sup>rd</sup> & 4<sup>th</sup> year) (<https://en.apu.ac.jp/academic/page/content0059.html/?c=17>)” -> For students considering participating in an exchange program. Please make sure to submit the “Provision of Remote Instruction” form after receiving permission by the seminar supervisor. If you have any questions, please contact the Academic Office Seminar Desk ([seminar1@apu.ac.jp](mailto:seminar1@apu.ac.jp))

### **12. Recruitment and Screening Schedule**

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Application Period: Wed. 5 October ~ Fri. 21 October 14:00

Notification of Screening Results and Interview Date: Mon. 24 October

Interview Period: Tue. Oct 25 ~ Thur. Oct 27

Announcement of selected participants: Wed. Dec 7

Guidance Session: Wed. Dec 14

\*Selected candidates will be notified of detailed information later.

### **13. Application and screening procedures**

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- Screening by application documents and interview:

Selection will be conducted based on applicant’s comprehensive ability (language ability, essay, GPA and interview).

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

**Step 1:** Please apply through [Academic Office website](#).

- 1)   Complete the online application

- Note! Please read the instructions ([see the above webpage](#)) before you apply online.
  - Please upload your portrait photograph.
  - For AIU applicants, a copy of TOEFL score is requested to upload upon application
- Application Period: Wed. 5 Oct ~ Fri. 21 Oct 14:00

**Step 2: [Statement of Financial Support](#) (PDF, JPEG etc.)**

-Please ask your financial sponsor to download and sign this form from the Academic Office website. You will need to add your own signature as well before submitting the form.

-The file name must match this format: "Financial\_Support\_Student ID Number\_Your Name."

E.g. **Financial\_Support\_11111111\_RITSUMEIHanako.pdf**

#### **14. Revocation of Acceptance**

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Please refer to the below "Common Items for All Programs" regarding other Items. Please note however, that 1-3 do not apply to this program.

#### **15. Contact**

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Academic Office 1st floor, B building

Contact: Mr. Jacob and Ms. Mishiro

Useful website:

AIU Website <http://web.aiu.ac.jp/>

RU Website <http://www.ritsumei.ac.jp/>

## 10. 履修制限について

### (1) 全学部共通制限科目（履修不可科目）

- ① 全学副専攻  
外国語コミュニケーションコース・・・受講不可
- ② 教職課程科目
- ③ 外国語科目
- ④ 留学生対象の日本語科目
- ⑤ 通年科目（通年在籍学生は可能）、小集団科目等の演習科目（学部により一部可能）、夏期集中科目（通年在籍学生は可能）、大学コンソーシアム単位互換科目
- ⑥ 所属学部で許可されている他学部受講科目以外の他学部科目
- ⑦ 留学プログラム（海外スタディ、異文化理解セミナー等）
- ⑧ インターンシップ（全学インターンシップ等）

### (2) 全学部共通制限科目（一部制限のもと履修可能科目）

- ① 教養科目：原則として受講可。ただし、受講登録方法が、抽選科目登録もしくは選考科目登録となっている授業は、定員が設定されているため、正規生の受講登録の結果、定員に空きがある場合のみ受講可。

### (3) 各学部独自制限科目

- ① 法学部
  - ・ 専門科目・・・原則として各科目の配当回生に従って受講できる。  
ただし、下記科目は受講不可。  
「社会に生きる法」(1回生配当)  
演習科目（「特修〇〇法」などを含む）  
実習関連科目（「公共政策実習」・「法務実習」等）  
※ 法学を初めて学修する学生は、1・2回生以上配当の基礎的な科目を履修することを推奨。  
※ 1年間留学する学生は履修相談を踏まえ、専門演習ⅠⅡ・卒業研究を除く演習科目についても、選考の上、受講を認める場合があります。
- ② 経済学部  
原則として全ての科目の受講を認める。ただし、選考科目および抽選科目は定員に空きがある場合のみ受講可能とする。また、半年間留学する学生は、演習科目の受講は不可とする。（1年間留学する学生は履修相談の中で受講を認める場合もある。）
- ③ 経営学部  
原則として全ての科目の受講を認める。ただし、選考科目および抽選科目は受講できない場合がある。また、半年間留学する学生は、「専門演習」が受講不可。（1年間留学する学生は、選考の上、受講が可となる場合があります。）
- ④ 産業社会学部  
通年開講科目
  - ・ 基礎演習Ⅰ・Ⅱ：受講不可
  - ・ プロジェクトスタディⅠA・ⅡA:担当教員が受講を許可した場合に限り受講を認める。
  - ・ 企画研究：担当教員が受講を許可した場合に限り受講を認める。
  - ・ ゼミナールⅠ・Ⅱ：担当教員が受講を許可した場合に限り、単位にはならないオブザーバー参加のみ認める。
  - ・ ゼミナールⅢ・Ⅳ・卒業研究：受講不可

資格取得の目的のために開講されている以下の科目：受講不可

  - ・ 子ども社会専攻の「教科教育」の科目と「実習科目」
  - ・ 社会調査士プログラム履修者のための科目  
「社会調査士Ⅰ・Ⅱ・Ⅲ」、「社会調査情報処理」



- ・ 社会福祉士課程のための科目
  - 3 回生以上：「ソーシャルワーク演習（専門）Ⅱ」、「ソーシャルワーク実習指導Ⅱ」、「ソーシャルワーク実習Ⅱ」
  - 2 回生以上：「ソーシャルワーク演習（専門）Ⅰ」、「ソーシャルワーク実習指導Ⅰ」、「ソーシャルワーク実習Ⅰ」「ソーシャルワーク演習」
- ・ 外国語科目：受講不可。必修外国語（12 単位）は、部分的な科目の履修は認めない。
- ・ 産業社会学部英語副専攻：受講不可
- ・ グローバルスタディプログラム：「国際社会入門」のみ受講を認める。その他の科目は受講不可
- ・ ソーシャルデザインプログラム：「ソーシャルデザイン入門」のみ受講を認める。その他の科目は受講不可
- ・ 上記の他、一般講義系科目の受講を認める。

#### ⑤ 国際関係学部

- ・ 選考科目：受講不可とする。
- ・ 専門演習以外の事務室登録科目：受講不可とする。
- ・ 専門演習：受講時に 3 回生（在学第 5 セメスター目）以上であることを前提とし、定員に空きのあるクラスのみ事前に課題レポートを提出し選考の結果、受講を許可する。半期の交流学生で希望があった場合は、オブザーバーとしての半期の聴講を認める場合がある（単位認定はしない）。この場合、担当教員が所定の志望理由書をもとに選考を行なったうえで、許可を得ることが条件となる。  
※選考科目、事務室登録科目等の分類については、時間割の備考欄を確認してください。

#### ⑥ 政策科学部

##### ・ 演習科目：

「研究実践フォーラムⅠ・Ⅱ（2 回生）」、「政策構想演習Ⅰ・Ⅱ（3 回生）」は、希望があれば受講を認める。ただし、担当教員の許可を得ることが条件となる。

- ・ EPS 科目・グローバル言語科目：定員の空いているクラスに対して受講可。
- ・ 情報技法科目：定員の空いているクラスに対して受講可。
- ・ 抽選科目は定員に空きがある場合のみ受講可。
- ・ CRPS 専攻（英語基準）の科目を受講したい場合は、受講登録時に別途、政策科学部事務室に相談すること。

#### ⑦ 文学部

##### ○受講可とする科目

- ・ 基礎科目（一括登録科目のみ受講不可。抽選・選考科目は定員に空きがある場合のみ受講可）
- ・ 文学部生全員が受講できる専門科目（抽選・選考科目は定員に空きがある場合のみ受講可）

##### ○受講不可とする科目

- ・ 文学部の各学域・専攻の学生のみ受講できる専門科目  
※但し「基礎講読Ⅰ・Ⅱ」と「専門演習Ⅰ～Ⅳ」については、事前申請の上で許可されれば受講可。申請の際は必ず受講を希望するクラスをシラバス等で特定の上で申請すること。
- ・ 実習科目、人文学特別研修、キャンパスアジア・プログラム科目群、クロスメジャー科

目群、英語アドヴァンスト・コース科目群

※但し「クロスメジャー科目」は、「許可者のみ受講可能科目」以外の科目は受講可

・教職課程科目、学芸員課程科目、図書館司書課程科目、学校図書館司書教諭課程科目

⑧ スポーツ健康科学部

- ・ 全学部共通履修制限科目に加えて、下記科目を受講制限科目とする。
  - 「インターンシップ（国内）」
  - 「インターンシップ（海外）」
  - 「サービ斯拉ーニング（専門）」
  - 「臨床 AT インターンシップ（海外）」
  - 「臨床 AT インターンシップ（国内）」
  - 「スポーツ健康科学特殊講義Ⅱ」
  - 「インターンシップ（健康運動指導士実習）」
  - 「スポーツ指導実習 B（水泳）」
  - 「解剖・生理学実習」
- ・ 定員の定められた科目に関しては、定員に空きのある場合に受講を認める。
- ・ 学部小集団科目である「基礎演習Ⅰ」「基礎演習Ⅱ」「研究入門Ⅰ」「研究入門Ⅱ」に関しては、学部で受講クラスを決定して受講を認める。同じく学部小集団科目である「専門演習Ⅰ」「専門演習Ⅱ」「専門演習Ⅲ」「専門演習Ⅳ」に関しては、1年間のプログラム学生の場合には、受講可能な基礎知識の有無や定員の空き等を勘案して受講可否を決定する。半期のプログラムの学生の場合には、オブザーバーとして聴講を認める場合がある（単位認定なし）。
- ・ 外国語科目については、本人の履修希望を確認した上で履修を認めることがある。

⑨ 理工学部

- ・ 選考科目および抽選科目は受講できない場合がある。
- ・ 小集団科目、演習、実験、実習等定員の定められている科目は選考の上、受講可否を決定する。

⑩ 総合心理学部

- ・ 全学共通履修制限科目に加えて、以下の科目を受講制限科目とする。
  - 「リテラシー入門」「社会の中の心理学」「プログラミング入門」「心理学概論」
  - 「総合心理学入門」「心理学史」「心理学研究法」「心理学統計法Ⅰ・Ⅱ」
  - 「発達心理学概論（発達心理学）」「臨床心理学概論」「公認心理師の職責」
  - 「関係行政論」「行動分析学（学習・言語心理学）」「思考心理学」「応用認知心理学」
  - 「障害者・障害児心理学」「色彩論」「乳幼児心理学」「青年心理学」「キャリア形成論」
  - 「組織と人間」「国内フィールドスタディ」「組織行動論（産業・組織心理学）」
  - 「実験社会心理学」「司法・犯罪心理学」「文化心理学」「芸術療法論（心理学的支援法）」
  - 「家族療法論（心理学的支援法）」「現代人間論」「専門英語（心理学）Ⅰ・Ⅱ」
  - 「海外フィールドスタディ」「心理学データ解析法Ⅰ」「心理学統計法特殊講義」
  - 「プロジェクト研究Ⅰ～Ⅵ」「心理学実験Ⅰ・Ⅱ」「臨床・実践演習（心理演習）」
  - 「臨床・実践フィールドワーク（心理実習）」「基礎演習Ⅰ・Ⅱ」「展開演習」「専門演習Ⅰ～Ⅳ」
  - 「卒業研究」「コミュニケーション心理学」

## 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) In the event the Ministry of Foreign Affairs' "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be

made according to the 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

A pledge will be sent to all successful applicants. Upon being accepted to the program, 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 participants themselves. Participants 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".