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## Ritsumeikan Asia Pacific University

## Overseas Short-term Summer & Winter Programs

# CREDIT TRANSFER MANUAL

## (2023 Curriculum)




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**All dates and times in this manual are based on Japanese Standard Time (JST)**

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# CREDIT TRANSFER POLICY

## GENERAL CREDIT TRANSFER POLICY

1) In principle, subjects offered as part of the regular curriculum at your host university are eligible for transfer back to APU. Language subjects offered by language schools affiliated with your host university that do not offer credits as a regular curricular subject are not eligible for transfer. Furthermore, credits for subjects that have been transferred to your host university from another university or institution cannot be transferred to APU.

2) Students can transfer a maximum of 60 credits back to APU. These 60 credits include credits earned prior to regular admission to APU and through credit transfer programs, including the Overseas Student Exchange Program, the Domestic Exchange Program with Ritsumeikan University and Akita International University, the Open University of Japan, etc.

3) In principle, subjects lacking an academic component or connections to curricular content at APU are not eligible for transfer. For example, a cooking subject centered only on cooking in class would not be eligible for transfer. However, a cooking subject which also includes learning about the history of cooking, food tourism, or the food industry may be eligible for transfer.

4) In principle, students should not register for host university subjects whose course content is identical to an APU subject which they have already earned credits for at APU.

5) During the credit transfer process, subjects taken at your host university will be reviewed against the APU curriculum. As a result, there may be cases in which subjects designated as major subjects at your host university cannot be recognized as major subjects at APU.

6) The number of credits received from your host university may not necessarily be equivalent to the number of credits you will receive at APU after transfer. The number of credits you will receive after transfer to APU is determined by APU's conversion formula for each host university.

7) As a rule, all subjects you earned credits for at your host university and which were approved for transfer will be transferred to your APU credit record unless you request otherwise. In the event that you receive a failing grade in a subject, the subject will not be eligible for transfer and will not appear on your APU transcript. However, failed subjects may still appear on your host university transcript.

8) All transferred credits will appear as "T" (Transfer) on your APU transcript. The grades you receive for overseas short-term programs will not affect your cumulative GPA at APU.

9) If you take subjects taught in English at your host university that are transferred to APU as either "Common Liberal Arts" or "Major Subject" credits, then the credits for those subjects will count as "Subjects Taken in English". These credits will count towards the graduation requirement for Japanese-basis domestic students to complete at least 20 credits of subjects held in English. Host university subjects transferred as "Language Education" credits **do not** count as "Subjects Taken in English", even if the classes were taught in English. No language of instruction will be listed on your APU transcript for host university subjects transferred as "Language Education" credits or for subjects taught in a language other than Japanese or English.

10) If a host university subject is transferred to APU as "Major Subject" credits for a different college, these credits will count as "Other College Subjects" after transfer to APU. Credits for "Other College Subjects" still count towards the total number of credits required for graduation.

11) Some host universities offer graduate school subjects to undergraduate students. These subjects may be approved for transfer as undergraduate credits at APU. Credits acquired from taking graduate school subjects at your host university cannot be transferred as APU graduate school credits.

## CREDIT TRANSFER POLICY FOR DISTANCE LEARNING COURSES

1) Any host university subjects taught online or in an on-demand format (e.g. e-learning courses) are considered to be "Distance Learning Courses" by APU.

2) Credits earned from host university subjects through online Overseas Short-term Summer / Winter Programs cannot be transferred to APU as one of the APS or APM Areas of Study, as "Tourism" or "Sustainable Society" credits for ST, or under the name of a specific APM subject (Rescreening Request B). Host university subjects taken through online programs can only be transferred as "Language Education Subject (Distance Learning)", "Common Liberal Arts Subject (Distance Learning)", or "Major Subject (Distance Learning)". For example, if you take an online subject about business ethics at your host university, it can only be transferred to APM as "Major Subject (Distance Learning) (APM)" and not under the name of the APM required subject "Business Ethics and Social Responsibility".

3) Host university subjects transferred to APU as "Distance Learning" credits are included in the 60-credit maximum limit on how many Distance Learning Courses count towards graduation. If you earn more than 60 credits for Distance Learning Courses, including "Distance Learning" credits transferred to APU through credit transfer programs, any excess credits will not be counted towards graduation.

## APS POLICY

1) Host university subjects from in-person programs that are deemed eligible for transfer to APS will be transferred to APU as either "Major Subject (APS)", "Major Subject (Culture, Society and Media)", "Major Subject (Global Economy)" or "Major Subject (International Relations)". For APS students, credits for host university subjects that are transferred under your registered Area of Study will count towards your Area of Study credit requirements for graduation. For online programs, host university subjects that are deemed eligible for transfer to APS will be transferred to APU as "Major Subject (Distance Learning)".

2) In principle, for a host university subject to be eligible for transfer as APS "Major Subject" credits or under one of the APS Areas of Study, the course content should consist of **specialized** study within the academic fields covered by the APS curriculum. The degree of specialization should be equivalent to or higher than APS Major Education Subjects aimed at students in their 2nd-year and above in APU. Even if the host university subject's course content is related to the academic fields covered by the APS curriculum, if the subject is an introductory or general course, it will not be eligible for transfer as APS "Major Subject" credits because the content is not sufficiently specialized. This is similar to how the APS introductory subjects aimed at 1st-year students in APU count as Common Liberal Arts Subjects and not APS Major Education Subjects.

3) The subject name, major category, and level of study listed on the host university syllabus are absolute criteria for evaluation, and the subjective evaluation of the student who has taken the course is not taken into consideration, including for rescreening requests.

4) APS students **cannot** request for host university subjects to be transferred to APU under the name of a specific APU subject. Therefore, APS students must register and earn credits for all APS required subjects at APU.

## APM POLICY

1) Host university subjects from in-person programs that are deemed eligible for transfer to APM will be transferred to APU as either "Major Subject (APM)", "Major Subject (Accounting and Finance)", "Major Subject (Marketing)", "Major Subject (Strategic Management and Leadership)", or "Major Subject (Entrepreneurship and Operations Management)". For APM students, if you have registered for a Major or Minor, credits for host university subjects that are transferred under your registered Area(s) of Study will count towards your Major or Minor credit requirements. For online programs, host university subjects that are deemed eligible for transfer to APM will be transferred to APU as "Major Subject (Distance Learning)".

2) APM students can request for host university subjects to be transferred to APU under the name of a specific APM subject by submitting a rescreening request after receiving their initial tentative credit transfer screening results. The host university subject must be taught in person and worth at least 2 APU credits after credit conversion to be eligible. If their request is approved, then the host university subject will be transferred to APU under the name of the requested APM subject. If the host university subject is worth more than 2 APU credits after credit conversion, only 2 credits will be transferred under the APM subject name, and any excess credits will be transferred as the original tentative credit transfer result. Host university subjects cannot be transferred to APU under the name of an APM subject you have already earned credits for. Furthermore, if you transfer a host university subject under the name of an APM subject, you cannot register for that subject at APU anymore. (See "Request B" under "Rescreening Request".)

3) Subjects taken at colleges or universities lacking AACSB, EQUIS, or EPAS accreditation or through online programs are not eligible for transfer under the name of APM required subjects.

## ST POLICY

1) Host university subjects from in-person programs that are deemed eligible for transfer to ST will be transferred to APU as either "Major Education Subject (Common)", "Major Education Subject (Tourism)" or "Major Education Subject (Sustainable Society)". For ST students, credits for host university subjects that are transferred as "Major Education Subject (Tourism)" or "Major Education Subject (Sustainable Society)" will count towards the credit requirements for graduation for Tourism Subjects and Sustainable Society Subjects respectively. Furthermore, credits for host university subjects that are transferred as "Major Education Subject (Common)" will count towards the credit requirements for graduation for ST Major Education Subjects. For online programs, host university subjects that are deemed eligible for transfer to ST will be transferred to APU as "Major Subject (Distance Learning)".

2) ST students **cannot** request for host university subjects to be transferred to APU under the name of a specific APU subject. Therefore, ST students must register and earn credits for all ST required subjects at APU.

3) Credits earned through the Overseas Short-term Summer / Winter Program **do not** count towards the ST graduation requirement for “Off-Campus Subjects”.

## OVERVIEW OF CREDIT TRANSFER PROCESS

The following diagram shows the general flow of the credit transfer process for students who participate in Overseas Short-term Summer / Winter Programs. The timings given below are tentative and subject to change depending on when the student submits the necessary application forms, documents, and etc. Please refer to the relevant section of the manual for more details about each step.

| | | |
|---|---|---|
| During Program | 1) Tentative Credit Transfer Application | • Students submit Tentative Credit Transfer Application by the deadline.<br>•Office notifies students that application is submitted correctly/asks students to resubmit if necessary. |
| | 2) Faculty Screening | •Office sends a batch of student applications to the APU faculty for screening.<br>•The faculty screening takes up to 2 months. There are 4 batches each semester. |
| | 3) Tentative Results | •Office returns the results to students.<br>•Office notifies students of the deadline to submit a rescreening request. |
| | 4) Rescreening Request (Optional) | •Students submit rescreening request by the deadline.<br>•Office notifies students that the rescreening request is submitted correctly/asks students to resubmit if necessary. |
| | 5) Subject Rescreening (Optional) | •Office send rescreening requests to APU faculty.<br>•The rescreening takes up to 2 weeks.<br>•Office returns the results to students. |
| After Program | 6) Submit Required Forms & Transcripts | •Students submit all required reports to the office.<br>•Host university sends official transcripts to the office by post/email. |
| | 7) Credit Transfer Request | •Students submit Credit Transfer Request to the office by the deadline.<br>•Office notifies students that application is submitted correctly/asks students to resubmit. |
| | 8) Credits Reflected on APU Transcripts | •In principle, the transferred credits will appear on Campus Web and students' APU transcripts by the grade release date in the semester after they complete their program as long as there are no issues or delays with their Credit Transfer Request. |

# TENTATIVE CREDIT TRANSFER APPLICATION

## OVERVIEW

Submitting your tentative credit transfer application is the first and most important step of transferring your host university credits to APU. The results show how your subjects will transfer to APU and how many APU credits you will receive after conversion. It is **mandatory** to apply for tentative credit transfer for all subjects your plan on transferring to APU. You cannot request to transfer a host university subject that does not have a tentative screening result, so it is important to complete your tentative credit transfer application either before or during your program. **Please note that all results are tentative and may be subject to change.**

To apply, please submit the application form and the syllabi for all your host university subjects on Moodle. After the office checks your application and syllabi are submitted correctly, professors from APS, APM, ST, and Academic Affairs will screen each syllabus and decide how each subject will transfer to APU. After the faculty screening, the office will return your results on Moodle. In principle, your final credit transfer after finishing the program will be based on your tentative credit transfer screening results.

## APPLICATION DEADLINES

In principle, the submission deadlines are indicated below, but we encourage you to submit a tentative credit transfer application as soon as you have access to the subject syllabi.

Students participating in an Overseas Short-term Summer / Winter Program during their 7th semester at APU should submit their tentative credit transfer application as early as possible or their host university credits may not be transferred to APU in time for graduation. This also applies to Accelerated Graduation Program students who participate in the program in the semester before the semester they intend to graduate.

If you do not complete your application by the given deadline, then you may not have your results by the deadline to submit your Credit Transfer Request. This may delay your credits being transferred to APU after your program.

| | Summer Program | Winter Program |
|---|---|---|
| **Application Deadline** | October 10, 16:30 (JST) | March 31, 16:30 (JST) |
| **Return of Results** | Mid-December | Early June |

*If the office is closed on the date of the application deadline, the deadline will be extended to the next day the office is open. Please refer to the reminder emails sent each semester for the specific deadline.

## APPLICATION METHOD

### HOW TO APPLY

Please apply for tentative credit transfer on the Overseas Short-Term Summer / Winter Programs Moodle course. Your submission is only complete after you submit both of the following:

1) Tentative Credit Transfer Application
2) The “Syllabus Submission” assignment

Please read through the following notes on syllabus content and file upload carefully. If you are missing any of the required information or fail to follow the guidelines, you will need to resubmit your application.

## SYLLABUS CONTENT

1) Each syllabus must contain all of the following:
    - ✧ Subject name and/or course code: Does it match the official course name at your host university?)
    - ✧ Course content: Does it specify the specific learning content and course topic(s)?)
    - ✧ Course objectives: Does it specifically state what students will be able to do by the end of the course?)
    - ✧ Delivery format: Does it include information that serves as the basis for determining whether the course in "in-person" or "online/on-demand"?
2) If there is no official syllabus, please ask the professor to provide you with a document listing the above information in English.
3) The syllabus must correspond to the program you participated in. A syllabus from a previous or subsequent program will not be accepted.
4) The syllabus must be written in **English**. If the syllabus is not available in English, please submit a translation in English. If you submit a translated syllabus, please also submit a copy of the original syllabus as well as the "Syllabus Translation Confirmation Form" signed by the professor or the program coordinator at your host university.

## FILE UPLOAD

1) Please upload one file for each subject.
2) Please make the file name: "Number_Year & Participating Program_Subject Name on Syllabus" (e.g. 1. 2024Summer_Economics / 2. 2024Winter_Sociology). The numbers should match the order of your subjects on the application form.
3) Please submit the syllabi as a PDF, image file, or zip.
4) The office cannot accept any documents that can be modified by the student such as Microsoft Word documents.
5) The office does not accept course catalogues or links to websites. In the case that the syllabus can only be viewed on the host university's website and etc., please convert the syllabus webpage into a PDF file to submit it. If the syllabus information extends over several pages, please ensure that the sentences etc. are adjoined correctly from the previous page to the subsequent page and convert it to a PDF file.

## SCREENING TIMES

Students' applications are sent to the faculty for screening in large batches and not on an individual basis. This means it will take **several months** to get your results from when you submit your application form on Moodle. Depending on when you complete your application, you may receive the results earlier or later than the time period indicated in "Application Deadlines" on the previous page. For this reason, we encourage students to apply early as soon as they have access to the syllabi for their subjects.

Even if you submit your tentative credit transfer application before going on your program, you may not receive your results before the program starts. Therefore, please consider taking subjects based on your interests and major/graduation requirements at APU. In principle, subjects whose academic content has connections to curricular content at APU will be eligible for transfer. However, subjects may transfer back as "Common Liberal Arts" or "Language Education" credits, rather than "Major Subject" credits, depending on the subject content, university accreditations, and etc.

## TENTATIVE CREDIT TRANSFER RESULTS

After screening the syllabus, APU professors will give one or more of the following tentative credit transfer screening results for each subject. The possible results differ for in-person and online programs. Your tentative results will also show how many APU credits you will receive for each subject based on the credit conversion formula for your host university. Please see "Tentative Credit Transfer Results (Example)" in the "Appendixes" for more information about how to read your results.

### RESULTS FOR IN-PERSON PROGRAMS

| Subject Field After Transfer | Tentative Credit Transfer Screening Result |
|---|---|
| Common Education Credits | Language Education Subject |
| | Common Liberal Arts Subject |
| APS Major Credits | Major Subject (APS) |
| | Major Subject (Culture, Society and Media) |
| | Major Subject (International Relations) |
| | Major Subject (Global Economy) |
| APM Major Credits | Major Subject (APM) |
| | Major Subject (Strategic Management and Leadership) |
| | Major Subject (Marketing) |
| | Major Subject (Accounting and Finance) |
| | Major Subject (Entrepreneurship and Operations Management) |
| ST Major Credits | Major Education Subject (Common) |
| | Major Education Subject (Tourism) |
| | Major Education Subject (Sustainable Society) |
| No Credits | Not Eligible for Transfer to APU |

### RESULTS FOR ONLINE PROGRAMS

| Subject Field After Transfer | Tentative Credit Transfer Screening Result |
|---|---|
| Common Education Credits | Language Education Subject (Distance Learning) |
| | Common Liberal Arts Subject (Distance Learning) |
| APS Major Credits | Major Subject (Distance Learning) (APS) |
| APM Major Credits | Major Subject (Distance Learning) (APM) |
| ST Major Credits | Major Subject (Distance Learning) (ST) |
| No Credits | Not Eligible for Transfer to APU |

## IMPORTANT NOTES

1) If you need to submit an extra application for the same program, please only list the new subjects you are applying for. You do not need to reapply for subjects that you already have the results for or that are currently being screened.

2) You can only apply for subjects that you will receive credits for at your host university. If your host university does not award credits for a subject, then you cannot apply to transfer it to APU.

3) The number of APU credits listed on your tentative credit transfer screening results are subject to change if the number of host university credits listed on your official academic transcripts are different to the number of credits you indicated on your tentative credit transfer application.

4) In some cases, one subject may have multiple results, e.g. “Major Subject (APS/APM)”, “Major Subject (APM)/Major Subject (Global Economy)/Major Education Subject (Sustainable Society)”. If a subject is deemed eligible for transfer to more than one college, then the credits will be transferred as the result which belongs to your own college. I.e. If you are an APS student, the credits will transfer as the APS result. If you are an APM student, the credits will transfer as the APM result. If you are an ST student, the credits will transfer as the ST result.

5) If a host university subject is only eligible for transfer as “Major Subject” credits for a different college besides your own, the credits for this subject will count as “Other College Subjects” at APU after transfer. These credits still count towards the 124 credits required to graduate from APU.

6) In some cases, a host university subject may be eligible for transfer as “Major Subject” credits for both of the two other colleges but not eligible for transfer to your own college. Each host university subject can only be transferred to APU under one subject field during the final credit transfer, so the office will select one of the other college results and transfer the host university subject to APU as indicated in the table below. As all “Major Subject” credits for other colleges count as “Other College Subjects” after transfer to APU, this will not affect your credit requirements for graduation. The only difference is which result will be listed on your APU transcript. E.g. If an ST student takes a host university subject that is deemed eligible for transfer as both “Major Subject (APS)” and “Major Subject (APM)”, then the office will transfer this subject to APU as “Major Subject (APS)” only.

| College | Other College Result that Will be Transferred to APU |
|---|---|
| APM and ST Students | APS result |
| APS Students | APM result |

# RESCREENING REQUEST (OPTIONAL)

## OVERVIEW

All students have the opportunity to submit one rescreening request per subject after they get their tentative screening results. Submitting a rescreening request is **optional**. Please feel free to submit a rescreening request if you do not agree with the tentative screening result. Only APM students have the option to submit a rescreening request if they would like to transfer a host university subject under the name of a specific APM subject. See "Request A" and "Request B" below for more details about the two types of rescreening requests, eligibility, and how to apply. Please note that the faculty may deny your rescreening request.

## APPLICATION DEADLINE

The application deadline is **16:30 (JST) seven days from the day after you receive your tentative credit transfer screening results** from the office. Rescreening requests will not be accepted outside this period. The office will notify students of the specific deadline when returning tentative credit transfer screening results to students.

Please submit your rescreening request on Moodle. A "Rescreening Request" assignment will be available during the rescreening request application period.

## REQUEST A

### STUDENTS ELLIGIBLE TO APPLY

APS, APM, and ST students

### OVERVIEW

Rescreening Request A is for students who would like a subject to be rescreened as one of the Major Education Subject results for their own college. APS students can request for host university subjects to be rescreened as "Major Subject (APS)" or one of the APS Areas of Study. APM students can request for host university subjects to be rescreened as "Major Subject (APM)" or one of the APM Areas of Study. ST students can request for host university subjects to be rescreened as "Major Education Subject (Common)", "Major Education Subject (Tourism)" or "Major Education Subject (Sustainable Society)".

Please note that students participating in online programs can only request for host university subjects to be rescreened as "Major Subject (Distance Learning) (APS/APM/ST)", not one of the APS/APM Areas of Study or as ST's "Tourism" or "Sustainable Society" subjects (See "Credit Transfer Policy for Distance Learning Courses").

For example, you are an APS student and your tentative screening result was "Common Liberal Arts Subject", but you think the subject should be transferred as "Major Subject (APS)" or as one of the APS Areas of Study because the course content was specialized and related to APS.

## HOW TO APPLY

1) Fill out the “Rescreening Request Form” for your college. Please fill out one form per subject. (APM students need to select “Request A” on the form.)
2) Choose **one** of the rescreening request options for your college.
3) Write a detailed explanation for your request based on the course content and syllabus.
4) Please rename the Word application document to “Rescreening_Student ID_Name_Course Name” and save it.
   Example: Rescreening_11111111_RitsumeiTaro_BusinessEthics
5) Submit the completed “Rescreening Request Form” and host university syllabus on Moodle by the deadline.

# REQUEST B

## STUDENTS ELLIGIBLE TO APPLY

APM students **ONLY**

## OVERVIEW

Rescreening Request B is for APM students who would like a subject to be rescreened for transfer under the name of a specific APM subject. For example, you are an APM student who took a course on business ethics at your host university and want the credits to transfer to APU as the APM subject “Business Ethics and Social Responsibility”, not only “Major Subject (APM)”. Please note that students participating in online programs are not eligible to submit Request B (See “Credit Transfer Policy for Distance Learning Courses”).

## HOW TO APPLY

1) Select “Request B” on the “Rescreening Request Form” for APM students. Please fill out one form per subject.
2) Fill in “Subject Name at APU” with the name of the APM subject you want your host university subject to be transferred as.
3) Check “I confirm that I have not completed this subject at APU already”.
4) Write a detailed explanation for your request based on the course content of the host university and APU syllabi.
5) Save a PDF or take a screenshot of your Grade Report page on Campus Web. Make sure the PDF or screenshot shows the information for all your completed subjects as well as your full name. The office will use the screenshot to confirm you have not earned credits for the requested APM subject already.
6) Submit the completed “Rescreening Request Form”, host university syllabus, APU syllabus, and PDF or screenshot of your Campus Web Grade Report page on Moodle by the deadline.

## IMPORTANT NOTES

### GENERAL

1) You cannot submit a rescreening request for subjects that have been deemed ineligible for transfer to APU during the initial tentative credit transfer screening.

2) Please write a detailed explanation for your request. If your explanation is too short or does not relate to your request, the office may ask you to resubmit the "Rescreening Request Form" with more information. Your request should be based on the course content at your host university. Your explanation should provide objective evidence for your request, not just a subjective opinion.

3) Students participating in online programs are not eligible to request for a host university subject to be transferred as one of the APS or APM Areas of Study, as "Tourism" or "Sustainable Society" credits for ST, or under the name of a specific APM subject (See "Credit Transfer Policy for Online Programs").

### REQUEST B

1) Host university subjects are not eligible for transfer under the name of specific APM subjects which you have already earned credits for at APU. The office will check which courses you have completed at APU using the PDF or screenshot of your Campus Web Grade Report page that you submit with your rescreening request(s). However, it is the student's responsibility to check that they have not completed the course at APU already and provide accurate information to the office. If you submit a rescreening request for a subject you have already completed and that request is approved, the credits for your host university subject may not be transferred to APU at all during the final credit transfer process.

2) If a host university subject is transferred under the name of a specific APM subject, then you can no longer register for that subject at APU.

3) Your host university subject must be worth 2 or more credits at APU after transfer to be eligible for rescreening under the name of a specific APM subject.

4) If your host university subject is worth more than 2 APU credits after conversion, then only 2 of those credits will count towards the APM subject you requested it to be transferred as. Any remaining credits will be transferred as the original tentative credit transfer screening result.

5) You can only request for subjects to be rescreened as undergraduate APM subjects from your own curriculum. You cannot request for subjects to be transferred as a 2017 curriculum subject or as a graduate school subject.

6) Students can only apply to transfer a host university subject under the name of an APM required subject if you are participating in an in-person program and your host university has AACSB, EQUIS, or EPAS accreditation. (See "APM Policy" under "Credit Transfer Policy".)

# CREDIT TRANSFER REQUEST

## OVERVIEW

Submitting your Credit Transfer Request is the final stage of the credit transfer process. The office will check your grades on your host university transcripts and transfer the subjects you passed to APU, unless you request otherwise. In principle, your host university subjects will be transferred to APU based on the results on your tentative credit transfer screening results.

You can only submit the Credit Transfer Request **once**. Please note that by submitting your request, your credit transfer results are finalized and no further changes can be made. Therefore, please make sure that you have completed a tentative credit transfer application for all the subjects you want to transfer to APU, as well as any rescreening requests before submitting your request.

## APPLICATION DEADLINES

Please submit your Credit Transfer Request on Moodle by the applicable deadline in the semester after your program. The submission deadline is earlier for students who are scheduled to graduate in the semester after they participate in an Overseas Short-term Summer / Winter Program to ensure that their host university credits are transferred to APU in time for graduation.

You can submit your Credit Transfer Request only after APU receives your host university transcripts if you have already submitted all the required reports and received your tentative credit transfer screening results. We recommend confirming with your host university coordinator about how and when your transcript will be issued so you can complete all necessary procedures before completing your program, especially if you are scheduled to graduate from APU in the semester after your program.

| | **Program** | |
|---|---|---|
| | **Summer Program** | **Winter Program** |
| **Submission Deadline** (for students scheduled to graduate in the semester after the program) | November 30, 16:30 (JST) | April 30, 16:30 (JST) |
| **Submission Deadline** (for all other students) | January 10, 16:30 (JST) | June 30, 16:30 (JST) |
| **Credits Reflected on APU Transcripts** | Grade release date | Grade release date |

*If the office is closed on the date of the application deadline, the deadline will be extended to the next day the office is open. Please refer to the reminder emails sent each semester for the specific deadline.

## REQUIRED REPORTS

Students must submit the **"Overseas Short-term Summer / Winter Program Report (Notice of Completion)"** report on Moodle before submitting their Credit Transfer Request. Your credits may not be transferred if you fail to do so.

## ACADEMIC TRANSCRIPTS

Your credits will be transferred to APU based on the grades on your official academic transcripts issued by your host university. Before completing your program, please ask the coordinator at your host university to issue your academic transcripts.

APU will only accept academic transcripts that are submitted in one of the following ways:

1. Hard-copy transcripts sent to APU by post directly from the host university
2. Hard-copy transcripts submitted to the office by the student
3. Digital transcripts (PDF, etc.) sent directly from the host university to APU by email (outbound@apu.ac.jp)

Some universities only issue hard-copy or digital transcripts. Please consult with your host university about how they will issue your transcripts. In principle, we cannot accept digital copies of transcripts sent to us from students. The office will notify you once we receive your transcripts from your host university.

If you submit your Credit Transfer Request before we receive your academic transcripts, the office will not process your request, and we will ask you to resubmit your Credit Transfer Request after we receive your transcripts.

## EXCEPTIONS

The office has already confirmed that the following host universities cannot issue hard-copy transcripts or digital copies directly to APU. We will accept digital transcripts directly from students or through the host university's online platform for these universities **only**.

**1) Students Download Original Copy:**

For the following universities, students must download their transcripts from the host university's online platform themselves. Transcripts from these universities have digital authentication, so we accept digital transcripts directly from students by email.

**Deakin University (Australia)**
**Universiti Sains Malaysia (Malaysia)**
**Salzburg University of Applied Sciences (Austria)**
**Neoma Business School (France)**
**Karlshochschule International University (Germany)**
**University of Bergen (Norway)**

**2) Students Give APU Access to Transcripts Online:**

For the following universities, students need to give the office access to their transcripts through the host university's online transcripts system. Please follow the instructions from your host university.

**Singapore Management University (Singapore)**
**Oxford Brookes University (UK)**
**The University of Hertfordshire (UK)**
**HEC Montreal (Canada)**
**University of Waterloo (Canada)**
**St. Edward's University (U.S.A.)**
**James Cook University (Australia)**
**The University of Newcastle (Australia)**

If your host university is not included on either list but says they cannot issue your transcripts through one of the three methods above, please contact the office.

## APU MAILING ADDRESS

If you host university will send your academic transcripts by post, please ask them to mail the transcripts to the following address:

**Student Exchange Coordinators (Outbound)**
**Outreach and Research Office, Ritsumeikan Asia Pacific University**
**Jumonjibaru, Beppu, Oita 874-8577 Japan**

## CREDIT TRANSFER REQUEST

After the following four requirements are completed, please submit your Credit Transfer Request on Moodle:

1. Student receives all tentative credit transfer screening results, including rescreening request results.
2. Student submits all the required reports listed in “Required Reports”.
3. The office receives the official academic transcripts issued by your host university.
4. Student confirms that the information on the official academic transcript matches their course registration and grades at their host university.

In principle, all the subjects you passed at your host university that were deemed eligible for transfer will be transferred to APU after you submit the Credit Transfer Request form. If there are any subjects you do not want to transfer to APU, please indicate this on your Credit Transfer Request.

### LATE SUBMISSION

If you are unable to submit your Credit Transfer Request or academic transcripts by the submission deadline for reasons outside of your accountability, please submit the “Request for Late Submission of Credit Transfer Request and Transcript” form on Moodle at least 7 days before your Credit Transfer Request submission deadline by 16:30.

After submitting this form, your request will be considered by the Division of Academic Affairs, and you may be granted permission to submit your Credit Transfer Request and academic transcripts at a later date.

### SUBJECT NAME CONFIRMATION FORM

You will be asked to submit this form if there is a difference between the subject name on the syllabus and the subject name on your host university’s academic transcript. This form needs to be completed by the professor or program coordinator at your host university. Please follow the instructions from the office and submit this form on Moodle.

## PROCESSING TIMES

Credit Transfer Requests are processed in large batches and not on an individual basis. This means it will take **several months** for credit transfer to be completed from when you submit your request form on Moodle. If you complete the necessary procedures by the application deadline, then your transferred credits should be reflected on Campus Web by the grade release date in the semester after your program. Depending on when you complete your application, your transferred credits may be reflected on your APU credit record earlier or later than this. For this reason, we encourage students to submit all required reports as soon as they finish their program and to submit their Credit Transfer Request as soon as they confirm their official academic transcript from their host university.

## CONFIRMING CREDIT TRANSFER RESULTS

After your Credit Transfer Request is processed, you will receive an email announcement about the exact timing of when the credits you earned at your host university will be reflected on your APU credit record and Campus Web. Please make sure that you check your credit transfer results at the time and date indicated.

## IMPORTANT NOTES

1) As a rule, you must submit your Credit Transfer Request after you and the office have received the official academic transcript from your host university. If you submit your request before you and the office have received your official academic transcript, you will be asked to resubmit your Credit Transfer Request.

2) In principle, unless you have been granted permission by APU, we cannot accept Credit Transfer Requests submitted after the submission deadline.

3) Host university subjects that do not have a tentative credit transfer screening result will not be transferred to APU. If you have not submitted a tentative credit transfer application for any subjects, please complete the tentative credit transfer screening for those subjects before submitting your Credit Transfer Request.

4) You cannot submit a rescreening request after you submit your Credit Transfer Request. Please wait until you receive any rescreening results before submitting your Credit Transfer Request.

5) If the number of host university credits listed on your academic transcripts differs to the number of credits you wrote on your tentative credit transfer application, then the number of APU credits after transfer will be changed to match the information on your host university transcripts.

6) Transferred subjects will be listed on your APU transcripts based on the year and semester in which you joined the program. (i.e. Summer Program subjects will count as Spring Semester credits, and Winter Program subjects will count as Fall Semester credits.)

7) As outlined in "Important Notes" under "Tentative Credit Transfer Application", each host university subject can only be transferred to APU under one subject field. If a host university subject is eligible for transfer as "Major Subject" credits for both of the two other colleges but is not eligible for transfer to your own college, the office will select one of the other college results and transfer the host university subject to APU as indicated in the table below. As all "Major Subject" credits for other colleges count as "Other College Subjects" after transfer to APU, this will not affect your credit requirements for graduation. The only difference is which result will be listed on your APU transcript.

| College | Other College Result that Will be Transferred to APU |
|---|---|
| APM and ST | APS result |
| APS | APM result |

8) Please note that making changes or additions to your Credit Transfer Request, including withdrawing your request, is not permitted after the results have been reflected on your APU credit record.

# APPENDIXES

## TENTATIVE CREDIT TRANSFER RESULTS (EXAMPLE)

Your tentative credit transfer screening results will be returned as a PDF with the following information:

**2023 Curriculum Tentative Credit Transfer Form (Outbound Exchange Program)/2023 カリキュラム単位認定見込申請書(海外交換留学)**

**To be filled in by the student/学生記入欄**

| | Student Number /学籍番号 | Name/氏名 | Curriculum | Host University/派遣先大学 | Country/国 | Target AY (2025, 2026 & etc.) /対象年度 (2025年、2026年など) | Semester (1 = Spring/2 = Fall)/対象セメスター (1春学期/2秋学期) | Course Title/科目名 | Language of Instruction/開講言語 | Online Subject/オンライン科目 | Course subject type at the host univeristy (Common liberal arts, major, & etc)/派遣先大学での科目区分 (共通教養、専門など) | Host University Credits |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sample ① | 11xxxxxx | 立命 太郎 | APS23E | Ritsumeikan Asia Pacific University | Japan | 2026 | 1 | Health Science | English | | Major Subject | 15 |
| Sample ② | 12xxxxxx | APU TARO | APM23JAT | Ritsumeikan Asia Pacific University | Japan | 2025 | 2 | Basic Spanish | Spanish | | Language Education Subject | 8 |
| Sample ② | 13xxxxxx | APU HANA | ST23JST | Ritsumeikan Asia Pacific University | Japan | 2025 | 2 | Intercultural Communication | English | ● | Common Liberal Arts | 8 |

①Please select your curriculum from the dropdown menu.

②Please select the semester from the dropdown menu.

③ Please select ● from the dropdown menu if the course is offered online or on-demand.

## TENTATIVE CREDIT TRANSFER RESULTS (EXAMPLE 2)

The following information regarding your tentative credit transfer results will be returned via Moodle.

Host University Subject Information

Tentative Screening Result

| Syllabus Number シラバス番号 | Student Number 学籍番号 | Name 氏名 | Curriculum カリ | Host University Code 派遣先大学コード | Country 派遣国 | Host University 派遣先大学 | Target AY 対象年度 | Target Semester 1 SP / 2 FA 対象セメスター 1春/2秋 | Course Title 科目名 | Language of Instruction 開講言語 | Host University Credits 派遣大学単位数 | Online Subject オンライン科目 | Certified Year 認定年度 | Certified Semester 1 春 2 秋 | Tentative Result 認定科目 | Certified Language 認定言語 | Certified Credits 認定単位数 | Certification Status 認定状態 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 11XXXXXX | 立命 太郎 | APS23JAT | 990XXX | Japan | Ritsumeikan Asia Pacific University-A | 2025 | 2 | Philosophy of Leadership | E | 6 | | 2025 | 2 | Common Liberal Arts Subject | E | 3 | ① 認定予定 |
| 2 | 11XXXXXX | APU TARO | APM23E | 990XXX | Japan | Ritsumeikan Asia Pacific University-B | 2026 | 1 | International Marketing | E | 3 | ● | 2026 | 1 | Major Subject (Marketing) | E ④ | 2 | 認定予定 |
| 3 | 13XXXXXX | APU HANA | ST23JST | 990XXX | Japan | Ritsumeikan Asia Pacific University-C | 2026 | 2 | Basic Chinese | CHN | 3 | ● | 2026 | 2 | Language Education Subject(Distance Learning) ③ | | 1 | 認定予定 |
| 4 | 13XXXXXX | APU HANA | ST23JST | 990XXX | Japan | Ritsumeikan Asia Pacific University-C | 2026 | 2 | Spanish home-style cooking Class | Spnaish | 3 | ● | 2026 | 2 | Not eligible for transfer to APU | | | ② 認定不可 |

1) If your subject is eligible for transfer to APU, the transfer status with be “認定予定” (scheduled for transfer), and the tentative credit transfer screening results will be listed under “Tentative Screening Result” and “APU Credits”.

2) If your subject is not eligible for transfer to APU, the transfer status will be “認定不可” (not eligible for transfer), and the “Tentative Screening Result”, “Language of Instruction on APU Transcript”, and “APU Credits” columns may be blank.

3) The “Language of Instruction on APU Transcript” column will also be blank if your subject was taught in any language besides English or Japanese, or if the subject will be transferred as a “Language Education Subject”.

4) The total number of credits for courses with a status of “Pending Approval” is the estimated total number of approved credits.

## RESCREENING RESULTS: REQUEST B (EXAMPLE)

If you submit a rescreening request to transfer a host university subject under the name of an APM subject (Request B) and your request is approved, your updated results will be returned as a PDF with the following information added:

| Course Title | Language of Instruction | Host University Credits | Online Subject | 認定年度 | 認定セメ 1 春 2 秋 | Tentative Transfer Result (APS) | Certified language | APU Credits | Pair Subjuect | Certification status |
|---|---|---|---|---|---|---|---|---|---|---|
| International Marcoeconomics and Finance | E | 3 | | 2025 | 2 | Major Subject (APM) | E | 1 | 1:2 | 認定予定 |
| International Marcoeconomics and Finance | E | | | 2025 | 2 | International Finance | E | 2 | 1:2 | 認定予定 |
| POLISH LANGUAGE COURSE | CHN | 3 | | 2025 | 2 | Language Education Subject | | 2 | 認定不可 | 認定不可 |

- If your host university subject is worth 3 or more APU credits after transfer, it will be listed twice on your results. 2 credits will count towards the APM subject and the remaining credits will be transferred as the original tentative result. “1:2” will be added to the “Pair Subject” column to indicate the results are for the same subject.

# (For 2023 Curriculum APS Students) Rescreening Request Form

Please fill out one form per subject

Date

| | | | |
|---|---|---|---|
| Full Name | | Student ID | |
| College | APS | Curriculum | 2023 |
| Host Institution | | | |
| Country / Region | | | |
| Year / Participating Program | 20 ☐ Summer ☐ Winter | Program Format | ☐ In Person ☐ Online |

**Subject Name at Host University:** _____

**Tentative Screening Result:**_____

**Please select one option only. If you choose more than one option, we will ask you to resubmit the form.**

**Please submit this form and the required documents tothe Student Exchange Teamon Moodle.**

**Request A**: I request that the above subject is transferred as:(*Please select **one** option only. Only students participating in an **in-person** program are eligible to select the options marked with a *.)

☐ Major Subject (APS)

☐ Major Subject (International Relations)*

☐ Major Subject (Global Economy)*

☐ Major Subject (Culture, Society and Media)*

**Required Documents:**

☐ Host university syllabus

Please give a detailed reason for your request based on the course contents and syllabus.

| |
|---|
| |

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Office Use Only

| Approved | Denied | Comments |
|---|---|---|
| | | |

# (For 2023 Curriculum APM Students) Rescreening Request Form

Please fill out one form per subject

Date

| | | | |
|---|---|---|---|
| Full Name | | Student ID | |
| College | APM | Curriculum | 2023 |
| Host Institution | | | |
| Country / Region | | | |
| Year / Participating Program | 20 ☐ Summer ☐ Winter | Program Format | ☐ In Person ☐ Online |

**Subject Name at Host University:** _____

**Tentative Screening Result:** _____

**Please choose either Request A or Request B. If you choose both requests, we will ask you to resubmit the form.**

**Please submit this form and the required documents to the Student Exchange Team on Moodle.**

☐ **Request A**: I request that the above subject is transferred as: (*Please select **one** option only. Only students participating in an **in-person** program are eligible to select the options marked with a *.)

- ☐ Major Subject (APM)
- ☐ Major Subject (Accounting and Finance)*
- ☐ Major Subject (Strategic Management and Leadership)*
- ☐ Major Subject (Marketing)*
- ☐ Major Subject (Entrepreneurship and Operations Management)*

**Required Documents:** ☐ Host university syllabus

☐ **Request B**: I request that the above subject is transferred under the name of the following APU subject (*In-person programs **only**):

**Subject Name at APU:** _____

☐ I confirm that I have not completed this subject at APU already. (*Confirmation required)

**Required Documents:** ☐ Host university syllabus

☐ APU syllabus

☐ Screenshot of your Grade Report page on Campusmate

Please give a detailed reason for your request based on the course contents and syllabus.

| |
|---|
| |

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Office Use Only

| Approved | Denied | Comments |
|---|---|---|
| | | |

# (For 2023 Curriculum ST Students) Rescreening Request Form

Please fill out one form per subject

Date

| | | | |
|---|---|---|---|
| Full Name | | Student ID | |
| College | ST | Curriculum | 2023 |
| Host Institution | | | |
| Country / Region | | | |
| Year / Participating Program | 20 ☐ Summer ☐ Winter | Program Format | ☐ In Person ☐ Online |

**Subject Name at Host University:** _____

**Tentative Screening Result:**_____

**Please select one option only. If you choose more than one option, we will ask you to resubmit the form.**

**Please submit this form and the required documents tothe Student Exchange Teamon Moodle.**

**Request A**: I request that the above subject is transferred as:(*Please select **one** option only. Only students participating in an **in-person** program are eligible to select the options marked with a *.)

- ☐ Major Education Subject (Common)
- ☐ Major Education Subject (Tourism)*
- ☐ Major Education Subject (Sustainable Society)*

**Required Documents:**

- ☐ Host university syllabus

Please give a detailed reason for your request based on the course contents and syllabus.

| |
|---|
| |

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Office Use Only

| Approved | Denied | Comments |
|---|---|---|
| | | |

Shape your world

APU

Ritsumeikan
Asia Pacific University

# Syllabus Translation Confirmation Form

Dear Partner University,

We kindly ask you to please confirm that the contents of the translation(s) provided by the student for the following subject(s) are correct.

Subject(s):

Student Name:
Name of Student's Host University:
Student Exchange Coordinator or Professor in Charge of Subject:
E-mail address:

Signature _____ Date _____

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Asia Pacific University

# Subject Name Confirmation Form

Student Name:

APU Student ID:

I confirm that the below subjects are the same:

| | Term Subject Offered<br>e.g. Fall 2019 | Subject Name as Shown on Transcript | Subject Name as Shown on Syllabus |
|---|---|---|---|
| Subject 1 | | | |
| Subject 2 | | | |
| Subject 3 | | | |
| Subject 4 | | | |
| Subject 5 | | | |

Name of Student's Host University:

Name of Professor or Student Exchange Coordinator:

Title:

Email address:

(To be completed by the Professor or Student Exchange Coordinator)

Signature Date

# Request for Late Submission of Credit Transfer Request and Transcript

Date: 20 / (MM)/ (DD)

| | | | |
|---|---|---|---|
| Name | | Student ID | |
| College | ☐APM ☐APS ☐ST | Curriculum | ☐2017 ☐2023 |
| Host University | | | |
| Country / Region | | | |
| Departure Semester | 20 ☐ Spring ☐ Fall | Exchange Period | ☐ 1 semester ☐ 1 year |

| | |
|---|---|
| Date which the transcript can be issued by your Host University | 20 / (MM)/ (DD) |
| Date which you can submit your Credit Transfer Request and transcript to APU | 20 / (MM)/ (DD) |

In order to submit this form, you must have completed your Tentative Credit Transfer screening and submitted the after-return reports. If these conditions are not met, late submission of your transcript will not be permitted.

| | |
|---|---|
| Have you completed your application for Tentative Credit Transfer and received tentative results for all subjects you obtained credits for at your host university? | ☐ Yes |
| Have you submitted all the required reports that need to be submitted before applying for your Credit Transfer Request? | |
| ・Student Exchange Report: 1st Semester | ☐ Yes |
| ・Student Exchange Report: 2nd Semester (only for students on one-year programs) | ☐ Yes |
| ・Final Student Exchange Report | ☐ Yes |
| ・Notice of Completion of Exchange | ☐ Yes |

Please write a detailed explanation of why you cannot submit your transcript by the submission deadline.

| |
|---|
| |

Please submit this form to the Overseas Student Exchange Program course on Moodle

For inquiries: outbound@apu.ac.jp

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Office Use Only

| | |
|---|---|
| Late Submission | ☐Approved ☐Denied |
| New Submission Date (only if approved) | 20 / (MM)/ (DD) |

*Requests for further delays of document submission are not permitted