

# Overseas Short-Term Summer/Winter Programs AY 2024 Recruitment Guidelines

Ritsumeikan Asia Pacific University  
Outreach and Research Office

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## Program Overview

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- You can participate in curricular summer/winter programs offered at APU's partner universities.
- In principle, you will be required to pay program fees.
- All credits acquired during the program will be reviewed by each college and the Division of Academic Affairs. If approved, these credits will be counted towards the student's graduation at APU.
- Because many summer/winter programs center on intensive courses in English, you must possess a high level of English proficiency prior to participating in the program.
- If you participate in a program in-person, in addition to attending all of the host university's classes, you must actively participate in class activities. Living and studying abroad are invaluable experiences. However, life abroad can also be difficult and stressful. In principle, you are responsible for dealing with any problems you might experience abroad on your own. We expect you to have a keen awareness of your surroundings and the ability to act responsibly to avoid any dangerous situations.

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## Recruitment Information

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### **Programs for Recruitment**

You can apply to any in-person or online program offered by one of APU's partner universities which begins and ends within the below time period. All programs you can apply to are included in the program list. Please research program information, including eligibility, program content, program dates, language(s) of instruction, fees, the number of credits, and accommodation, before applying for the APU internal screening.

Summer Programs	April 1, 2024 – September 20, 2024
Winter Programs	September 21, 2024- March 31, 2025

### **Eligibility : Applicants must fulfill all of the following requirements**

- Applicants must meet the application criteria set by each host university.
- Students must be in or between their 1st and 7th semesters (students who are enrolled in the accelerated graduation program cannot participate during their final semester).
- Applicants must be APU undergraduate students. Graduate students cannot apply.

- Applicants must have a status of “regular” or “exchange” during the semester they participate.
- Applicants must not possess a passport for the country or region of the university they wish to apply to. If an applicant possesses a passport for the country or region of the university they wish to apply to, they must have received less than four years of education in that country or region from Junior High School onwards (beyond G7).
- If a student participates in multiple programs, the program dates must not overlap with each other.
- (For Japanese basis students only) At the time of application, students must have completed Intermediate English A and B (or have been exempt from these courses).

<In-person short-term programs>

- Applicants who will take in-person classes at APU during the 2nd quarter (including semester-based courses) and/or the summer/winter session cannot apply for short-term programs that overlap with those courses.
- Applicants who will take online courses during the 2nd quarter (including semester-long courses) and/or the summer/winter session at APU can participate in a short-term Program as long as it does not overlap with the class times of their APU courses.

<Online short-term programs>

- The time the program is held and the time the student’s APU courses are held cannot overlap in any way.
- Students are required to make a detailed study plan in advance, taking into consideration the time difference and other factors.

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**Notes and Disclaimers**

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**1. Fees**

Participants are responsible for paying for program fees, flights, accommodations, food, visa fees, textbooks, etc. In addition, they must continue paying tuition to APU as usual. In some cases, the program fees may be reduced. Please consult with the Outreach and Research Office after checking the host university website for more details.

Program participation fees
Short-term program fees, fees for textbooks and class materials, fees for any equipment necessary to take program courses
In addition to the above program fees, you will also be responsible for travel fees, accommodation fees, passport fees, visa fees, travel insurance fees, and fees required to join the Risk Management System.

**2. Mandatory Overseas Travel Insurance and Risk Management Support System (Japan IR&C)**

<In-person short-term programs>

In order to provide appropriate information and support in the event of a crisis, students are required to enroll in Overseas Travel Insurance and the Risk Management Support System (Japan IR&C Overseas Risk Management Services, “IR&C Safety Support Desk”) designated by APU. If the host university also requires students to enroll in a specific insurance plan, students must also enroll in the host university’s designated insurance.

The “IR&C Safety Support Desk” is a service that provides students with information and confirms their safety in a crisis. When a crisis takes place, the IR&C Safety Desk will promptly share information with APU, so that the university grasps the relevant information and can provide appropriate support to students.

If an accident occurs, the Overseas Travel Insurance will provide compensation (costs of treating any injuries sustained or illnesses contracted while traveling overseas, hospitalization fees, compensation liability, rescuer’s expenses, etc.).

Details of the insurance coverage and the insurance application process will be explained at the guidance sessions for internally accepted students.

### **3. Travel Cancellation**

The travel cancellation announcements for each program will be made according to the APU Off-Campus Study Program student dispatch criteria. For details, please see “Requirements for Participation in Off-campus Programs” on page 6 and after.

### **4. Notes Regarding Course Registration at APU**

- In principal, students are responsible for cancelling their course registration during either the regular Course Registration Period or the Correction Period for any APU courses that overlap with their short-term program. The university will not delete a student’s course registration.
- As an exception, the university will cancel registration for APM required courses if the applicant applies at least 3 working days prior to course registration period B (only in cases in which the program period overlaps with the class term of the courses to be cancelled).

### **5. Credit Transfer**

- If, after a student is permitted to participate in the program, the participant no longer fulfills all of the stipulations outlined in the “Application Requirements” section due to changes in their enrollment status or course registration status, no credits will be transferred from this program.
- Students are allowed to transfer credits earned from Short-term Programs to APU upon application. Credits transferred through these programs will be transferred as credits obtained in the semester the program was actually conducted and will not be included in that semester’s credit registration limit.

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## **Application Process/Pre-Departure Schedule**

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### **Step 1 [Online Application](#)**

- Please upload a copy of an English Proficiency Score (TOEFL etc.) if you have one.
- (The Admissions Office will not return scores to you that were submitted for the entrance exams.)
- If you possess a passport for the country or region of the university you wish to apply to, please upload a document that proves you received less than four years of education in that country/region from Junior High School onwards (beyond G7). If you are applying for a program in a country/region for which you do not possess a passport, this is not necessary.
- Incomplete applications will be rejected automatically.
- Upon completion of the online application, please print out the application record. If you have specific questions about the content of your application, you must bring a printout of the application record with

you to the Outreach and Research Office. We will be unable to answer specific questions without this record.

- For short-term programs requiring a home university nomination, we will nominate students in the order in which we receive their applications. Applicants must apply internally to APU at least two weeks before the host university deadline.

#### Step 2

Be notified of the results of the internal screening.

#### Step 3

- Apply to the host university. (Please consult with the Outreach and Research Office if you require a nomination from APU.)
- When you apply to the host university, apply not as an exchange student, but rather as a fee-paying student. In principle, you will be required to pay a program fee. Please check each program's website and brochure for more information.
- The host university will make the final decision regarding your acceptance to the short-term program.

#### Step 4

After you are accepted by the host university, as a general rule, you will be responsible for all program preparations. If your program requires travel, you must make your own travel arrangements, such as your flight, entry permit (visa), etc. in accordance with the schedule designated by the host university.

#### Step 5

All participants must attend a guidance session. If you will participate in a program that requires travel, you must also participate in a risk management class. Specific times and dates will be announced to accepted students. Should you fail to attend these sessions, you will no longer be considered a valid program participant by APU. As such, you will not be eligible to transfer credits earned through your program.

#### Step 6

Submit your Pledge (in-person programs only) and Overseas Short-term programs Request Form to the Outreach and Research Office. We will inform you of the submission method and deadline during the guidance for accepted students.

#### Step 7

Credit transfer will take place as described in the "Short-Term Summer/Winter Program Credit Transfer Manual". Please check the manual before beginning the designated processes. Deadlines are indicated in the manual.

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### APU Internal Application Deadline

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#### **One week before the host university deadline**

However, if an applicant would like to delete their course registration for any APM required subjects, they must apply internally to APU by 14:00 JST at least three business days before the beginning of the course registration period that semester. For programs which require applicants to be nominated by APU, applicants must apply internally to APU at least two weeks before the host university deadline. You can find the deadlines for each university on the program list.

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### Contact for Inquiries Related to Summer/Winter Programs

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Outreach and Research Office (A Building 2nd Floor)

TEL: 0977-78-1101

Email: [outbound@apu.ac.jp](mailto:outbound@apu.ac.jp)

## 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 to as Programs) must abide by the following.

#### 1. Required Attitude

- (1) Participants must understand the aim and purpose of their chosen program, and should participate actively approaching their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner, refraining from any conduct that may harm the reputation of Ritsumeikan Asia Pacific University (hereinafter, "APU") and the host university or 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. Also, participants must follow all instructions from staff and faculty at both APU and the Host Institution during the program.
- (4) Participants must attend all pre-program and post-program classes, guidance sessions, and so on held before and after dispatch.
- (5) Withdrawals after the selection result announcement will not be accepted since the selection process assumes that the applicants intend to participate in the program at the time of application.
- (6) Participants must not protest if their participation in a program is cancelled or if they are ordered to return to Japan due to breaching these Requirements for Participation in 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)]

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. 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]

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. 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, the student's participation in the program may be cancelled even after the results have been announced in any of the following cases apply.

- A) If it is determined that it is not appropriate for the student to join the program, taking into account their attitude and attendance status
- B) If the participant is 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) If the participant loses their student status at APU.
- G) In the case of any other violations of the duties of the student

##### (4) If a student's participation is cancelled, they shall be given a "F" grade. (If participation is cancelled before the pre-program classes start, then their course registration will be "deleted." However, this item does not apply to Exchange, Double Degree programs, Campus Asia programs, and Short-term summer /Winter programs.)

##### (5) 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 be dismissed 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 itinerary to APU.
- (3) Once an itinerary has been submitted to APU, it should not be changed without valid reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for the participant's conduct outside the travel period required for program participation, and students must take responsibility for their own conduct outside of this period.

##### [FIRST, Service Learning]

- (1) Participants are not permitted to meet or be dismissed on-site, and they 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 and Safety Management

(1) **[All Overseas Programs (excluding FIRST, Service Learning)]** Before departure, participants must purchase an overseas health and travel insurance policy designated by APU for the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan. In addition, participants are also required to enroll in the risk management system for the period specified by APU.

**[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 as designated by APU.

(2) Participants are responsible for managing their own personal health. Also, they must report any health conditions and required learning support using the designated form.

(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) In the event that a participant needs emergency medical attention or surgery but there is insufficient time to obtain the consent of the student or guarantor, the student agrees to be treated at the discretion of a doctor or faculty/staff from APU or the Host Institution.

(6) If APU or the Host Institution determines that the participant 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 whatever issue may arise as a result.

(7) If a student wishes to receive a vaccine recommended by APU, they must make a hospital appointment through APU Health Clinic. 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 the program due to their failure to submit documents or 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) 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 program discontinuation, cancellation of participation, or withdrawal. The participant must understand that 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 incidents 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 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 (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs) and 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 information you entered is correct before submitting.

### To be completed by the applicant's guarantor \*To be completed by a parent or guarantor.

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs), and 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 Guarantor \_\_\_\_\_ \* Use "Draw" to sign. (Please do not use "Type". The applicant must not sign on the guarantor's behalf.)

Zip Code \_\_\_\_\_

Address \_\_\_\_\_

\* Please make sure information you entered is correct before submitting.

Telephone Number \_\_\_\_\_

Relationship with the Applicant \_\_\_\_\_

[In any of the following cases, this 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 sections.
- If any of the information provided is deemed false.