

AY2022 Spring Semester SECOND Program Application Information

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1. Overview of the Program

The SECOND (SELF CONFIRMATION and Development) program is designed to offer domestic and international students visiting Southeast Asia the opportunity to have research work and learn more about the diverse cultures of Southeast Asia. The focal areas of learning in this program are as follows:

- 1) Understanding the various religious cultures of Southeast Asia (e.g. Theravada Buddhism, Islam, and Confucianism)
- 2) Understanding transnational culture in the field (e.g. propagation, contact, acculturation, and fusion)
- 3) Gaining a general understanding of the political, social, and economic systems of the countries visited
- 4) Deepening communication in Japanese and English through group work

APU began the FIRST Program in 2007 for domestic students, and the international student program began in the 2009 fall semester. Students can experience a vast improvement in their learning skills through frequent exchange with locals during this short-term field research activities. The SECOND program was developed as a program that provides a higher level of intercultural insight and learning.

As there are many students who cannot have participated in Off-campus study program with overseas dispatch due to the spread of COVID-19, we will open this time's program to 1-6 semester students instead of usual 1-3 semester. After considering the situation of entry restrictions and quarantine requirements in the destination countries, we decided to conduct this program in 2 countries, Malaysia and Thailand for approx. 10 days.

[Important] To implement the SECOND Program, it is a prerequisite that the country of destination does not impose quarantine or have any travel restrictions in place. Although, at the moment, is possible to implement the program, as long as the prescribed vaccinations are completed, there is a high probability that entry restrictions and vaccination requirements to prevent the spread of COVID-19 in the hosting countries change in the future.

In that case, the program may be cancelled or suspended after arrival to the country of destination, or the return date may be extended due to the corresponding quarantine measures if a participant tests positive for COVID-19 or the government agency of the destination country requires it. Thus, please be aware that there is a possibility that additional costs may be incurred.

Please make sure that you read and understood all the related documents: namely, Application Information, Items Common to All Programs, Requirements for Participation, Pledge and the syllabus before submitting your application.

2. Program Details


The SECOND Program for the AY 2022 spring semester will be held as follows:

Course name	Intercultural Fieldwork II
Instructor	Professor KONDO Yuichi (EDLSC)
Implementation	Pre-program sessions on campus, on-site field research activities, and on-

format	site post-program sessions
Fieldwork schedule	Group A: August 4 (Thu.) – August 14 (Sun.) Group B: August 27 (Sat.) – September 6 (Tue.) Group C: August 28 (Sun.) – September 7 (Wed.) *Participants will split into 3 groups to conduct field research activities. Academic Office will allocate students into groups and the results will be informed on the screening results announcement *Students must attend to all classes including participant guidance session not only field work.
Course registration	The university will register the course for students as an AY 2022 spring semester subject. (automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the maximum credit registration limit for the AY 2022 spring semester)
Grade	A+, A, B, C / F Grades will be released during the AY 2022 fall semester, before tuition fee payment deadline
Language	E/J
No. of participants	Maximum of 90 students (Minimum of 5)

3. Application and Screening

Please note that if your application documents are incomplete, you will not be eligible for the screening process.

Eligibility	<p>Students must meet the following conditions to apply:</p> <ol style="list-style-type: none"> Must be in their 1st to 6th semester (domestic or international). ※Usually only 1st to 3rd semester students can apply, however, on this occasion, target semesters have been added. - Must have completed the following number of credits by the end of the previous semester: 2nd semester students: 14 credits or more / 3rd semester students: 28 credits or more 4th semester students: 44 credits or more / 5th semester students: 60 credits or more 6th semester students: 76 credits or more. Must have completed at least the second dose of the COVID-19 vaccine. Also, must have taken the “complete vaccination” for COVID-19, as recognized at the destination country (Malaysia, Thailand). [More details in 5. Terms and Conditions]. Must reside in Japan as of June 20th and do NOT have plans to travel overseas before the program field work.
Application format	<p>Apply using the Online Application Form. (Only open during application period) https://forms.office.com/r/6V1um1LzM9</p> <p>*Students need to submit the following in the applications survey, please prepare them in advance. -Photograph of valid passport (page with your photo and personal information) -Essay of motive for application</p> 
Application period	June 8 (Wed.) – June 17 (Fri.), 2022 (14:00)
Screening	Participants will be selected based on the results of the document screening. Emphasis is placed on the participant’s reason for participation. An interview may be required in some cases.
Announcement of screening results	Announced June 24 (Fri.), 2022 via Action Required message on Campus Terminal
Procedure after announcement of screening results	<p>After announcement of screening results, students must submit the following. The details will be informed in the screening results announcement, but please note that the deadline to submit documents may be tight due to the short-period before traveling. Please refer to 5. Terms and Conditions as well.</p> <ul style="list-style-type: none"> * Pledge for program participants (Digital submission) * Certificate of completed vaccination (electronic certificate or a photo of paper certificate), etc.

4. Overview of Course Schedule

Sessions / Field research	Date / Period	Details
Participant guidance session	June 29 (Wed.) 4th period *In-person	Guidance session, orientation, insurance
Risk management session	Implemented in Pre-program classes	Risk management orientation, explanation about J-TAS
Pre-program classes 1 - 3	July 16 (Sat.) 10:30-17:00 (includes 1-hour lunch break)	Host country overview, cultural understanding, researching the field area, Understanding research methods
Pre-program classes 4 - 6	July 23 (Sat.) 10:30-17:00 (includes 1-hour lunch break) *1 Group A will have pre-departure guidance session on 17:00-18:00.	Thinking about research topics, Setting research topics, pre-departure guidance session *1
Field research and post-program classes	Group A: Aug. 4 (Thu.) – Aug. 14 (Sat.) Group B: Aug. 27 (Sat.) – Sep. 6 (Tue.) Group C: Aug. 28 (Sun.) – Sep. 7 (Wed.)	Field research, reflection and discussion, presentation, alumni event

*Pre-program sessions will be conducted in-person. Classroom information will be notified before the guidance.

*Group allocation for field work will be informed on the announcement of screening results.

(*1) Pre-departure orientation for the students allocated to group “B” or “C” will be held on August 25 (11:00-12:00). Students can attend online.

◎Field research schedule (anticipated)

*Participants will split into 3 groups to conduct field research activities.

Day	Itinerary
Day 1	<u>Travel from Narita airport to Kuala Lumpur by air</u> *Participants need to move to departure airport by themselves Stay in Kuala Lumpur
Day 2	Class1 (In-person), Destination A will be decided by lottery Travel from Kuala Lumpur to Destination A by land Stay in Destination A
Day 3	Field work in Destination A / Stay in Destination A
Day 4	Travel from Destination A to Penang by land Class 2 (In-person); Stay in Penang
Day 5	AM <u>Travel from Penang to Bangkok by air</u> Destination A will be decided by lottery Travel from Bangkok to Destination B by land Field work after arrival / Stay in Destination B
Day 6	Field work in Destination B / Stay in Destination B
Day 7	Field work in Destination B / Stay in Destination B
Day 8	Travel from Destination B to Bangkok by land Class 3 (Online), Stay in Bangkok
Day 9	Visit partner university; presentation preparation; gathering with Alumni Stay in Bangkok
Day 10	Class 4 (In-person) / <u>Travel from Bangkok to Japan by air</u>
Day 11	<u>Arrive at Japan (Haneda or Narita airport)</u>

*The airport where students arrive at will be either Narita or Haneda in Tokyo depend on the field work group.

- * Participants are responsible for arranging their own travel between Beppu and departure airport. (Participants will meet up and disband at departure/arrival airport.)
- * Participants are responsible for arranging their own on-site travel for field research.
- * Participants are responsible for arranging their own accommodation in the destination country. Details will be informed at pre-program sessions.

5. Terms and Conditions

(1) Costs

Program participants are responsible for paying the entire program fee.

Program fee	Approximately 173,000 JPY (The Academic Office will inform participants of the exact of amount when announcing the screening results)
Payment deadline	June 28 (Tue.), 2022 (15:00)
Submission deadline for proof of payment (Online survey)	June 28 (Tue.), 2022 (17:00)
<p>※Information regarding payment procedures and submission procedures for the proof of payment will be announced together with the screening results.</p> <p>※If participants fail to submit online survey for their proof of payment by the submission deadline, they will not be allowed to participate in the program. In such cases, the university will act in accordance with the guidelines set forth in Section 6. Disclaimers and Notices.</p>	

◎Breakdown of program fees.

Included in the package tour	Not included in the package tour (Paid by participants)
Training fees Flight tickets (Tokyo → Kuala Lumpur) Flight tickets (Penang→ Bangkok) Flight tickets (Bangkok → Tokyo) 1 SIM card for each group Overseas travel insurance (Plan B) J-TAS risk management system fee	Transportation and accommodation fees not included in the left column (approximately 60,000 JPY) Transportation fees between airport in Tokyo and the student's home Food and other personal expenses Equipment, photocopy fees, etc. for research activities Visa fees (if applicable) Immunization fees (optional) PCR or Antigen test prior to departure from Japan (Free to about 5,000JPY) *1 PCR test and issuance of certificate before leaving Thailand (Around 20,000JPY) *2 *Additional costs may be incurred.

(*1) According to the rules set by the university, participants are required to take a PCR or antigen test within 72 hours before traveling abroad to show that the results are negative.

(*2) According to Japanese Government policy, everyone entering Japan must submit a negative certificate showing that they are negative for the novel coronavirus, which is tested within 72 hours prior to entry. (As of the end of May 2022)

(2) Required procedures for participants

-Passport

Students who have a passport should submit the photo data in the application survey. Students who don't have a passport should begin application procedures as soon as possible to ensure they receive their passport. Students are responsible for obtaining their own passports. If a student is unable to obtain a passport by the designated date,* they will not be able to take the course. Students will be responsible for reimbursing the university for any and all expenses incurred up to the point of cancellation. Cancellation fees and grades will be handled following the guidelines set forth in Section 6. Disclaimers and Notices, Items Common to All Programs. If a student's passport is set to expire in the near future, they may not be able to enter one or more of the 4 countries depending on the expiration date. Students should check this information themselves and renew their passports beforehand if necessary.

*The designated deadline to receive a passport for participation in the SECOND program is written in 6. Disclaimers and Notices, (2)④.

•Visa

A visa may be required depending on the participant's nationality. Students must research their individual visa requirements themselves beforehand. Students are responsible for applying for required visas independently. If a student is unable to obtain the required visa(s) by the designated date,* they will not be able to take the course. Students will be responsible for reimbursing the university for any and all expenses incurred up to the point of cancellation. Cancellation fees and grades will be handled following the guidelines set forth in Section 6. Disclaimers and Notices. Students must also ensure they apply for a re-entry permit for re-entering Japan if necessary.

*The designated deadline to receive visa(s) for participation in the SECOND program is written in 6. Disclaimers and Notices, (2)④.

*Visa-on-arrival may be available depending on the participant's nationality. However, if a participant is unable to obtain the visa(s) at a local airport or similar facility and becomes unable to continue their participation in the program, the university will consider the participant as withdrawn from the program. In such cases, no special course considerations will be given, and cancellation fees and grades will be handled according to the guidelines set forth in Section 6. Disclaimers and Notices, Items Common to All Programs.

◎Visa requirements for destination countries as of May 1 2022

Destination country / Nationality	Japan / Korea / Thailand / Vietnam / Indonesia / Philippines	China / India / Bangladesh / Uzbekistan / Sri Lanka / Myanmar
Visa requirements for Malaysia	Not required	Required / YOU MUST APPLY FOR VISA ON YOUR OWN Visa application fee: depends on nationality
Visa requirements for Thailand	Not required	Required / YOU MUST APPLY FOR VISA ON YOUR OWN Visa application fee: 4,500JPY

•Insurance

Participants must be covered by the university's designated overseas travel insurance and JCSOS risk management regardless of whether they are already covered by their own insurance. Further details regarding insurance will be explained at the participant guidance session.

•Pledge

Participants must sign and submit a "Requirements for Program Participation (Pledge)". Participants must acknowledge the conditions listed on the form before participating in the program. Participants will be informed of the deadline and submission method upon acceptance to the program.

•Immunizations

The types of immunizations and the required level will be introduced at the participant guidance session. Immunizations are not a requirement so students must determine whether or not to receive immunizations after taking into account information such as recommendation levels. Students who would like to receive immunizations should go to the APU Health Clinic for further assistance.

•Covid-19 vaccination

Participants must have completed the vaccinations indicated below and will also be required to submit a certificate showing completion of vaccination. Details regarding the certificate will be provided after the announcement of screening results.

<Types and number of vaccines doses required>

3 or more doses: Sinovac/Sinopharm

2 or more doses: **Pfizer / Moderna / AstraZeneca** / Covaxin / Novavax / Sputnik V / Johnson & Johnson

*Vaccine names with bolded letters are mainly used for vaccination in Japan.

*In principle, a combination of several vaccines is also acceptable (e.g., Moderna for 1st and 2nd doses, Pfizer for 3rd dose, etc.). However, each participant must confirm in advance that the combination of vaccines is approved in each destination country.

*The above is based on the information confirmed by the Academic Office as of the end of May. Students should confirm on their own, if the types of vaccines they have taken are accepted under the latest vaccination requirements posted by government, in the country of destination.

•Required documents and procedures for entry and departure

When traveling under [COVID-19 pandemic] conditions, participants are required to download the related App, register in the system and submit a pledge form as designated by each destination country and Japan. Details will be provided at the participant guidance and pre-departure guidance sessions.

6. Disclaimers and Notices

(1) Important point for participants in Off-Campus Study Programs

Please be sure to confirm the attachment "Items Common to All Programs"

(2) Other specific information for the SECOND Program.

①Field work schedule

The university will decide at the time of screening whether you will be assigned to Group A, B, or C for the field work. Although it is possible to declare the dates you cannot participate in the program on the application form, please be aware that the university will assign you to a group according to the information provided in the application which will affect the results of the selection process. Please refer to the following regarding schedule overlapping with other school activities.

- Students who are enrolled in summer session courses for AY2022 Spring Semester will be placed in Groups B and C. However, be aware that you will not be able to participate in the program if the number of participants is so small that only the Group A can participate in the program. (In this case, students will be notified that they have not been accepted for the program.)
- Participants taking "Elementary English" or "Pre-Intermediate English" in AY2022 Spring Semester, who become eligible to participate and wish to participate in the Intensive English course after the announcement of screening results for the SECOND program, must withdraw from the SECOND program if there is overlap between the field work period for this program and the Intensive English course period. In such cases, cancellation fees and grades will be handled in accordance with "Items Common to All Programs". Please refer to page 73 (English version) of the "2022 Undergraduate Academic Handbook" for more information on the Intensive English course.

②Program precautions related to COVID-19

- Depending on the COVID-19 spread conditions (including "post-travel quarantine" becoming mandatory), field work may be canceled.
- In the event of program cancellation or suspension, or changes to the program, neither APU nor any hosting facility will be charge for any costs incurred, the participant must pay for any cancellation costs.
- In the event of cancellation, grades and credits will, in principle, be handled as follows:
 - A) If the program is cancelled before the pre-program sessions begin: The program is cancelled. No grades (credits) are given.
 - B) If the program is cancelled after the pre-program sessions begin but before the start of the field work: The field work will be conducted online and 2 credits (letter grade) will be given.
 - C) If the program is suspended during the field work: The remaining field work will be conducted online and 2 credits (letter grade) will be given.

The information on immigration and activity-travel restrictions is based on the regulations applicable to Japanese nationals. Students with other nationalities should apply only after confirming that they are not subject to activity-travel restrictions or quarantine requirements in the hosting country that do not allow them to participate in the program.

Additional costs for entry and departure from the hosting country may hereafter occur. In such cases, in principle, the participant will be responsible for the additional expenses.

③Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all pre-and post-program sessions and guidance sessions is required. We will not accept absences without prior notice. Absences without prior notice, may result in your removal from the program and receiving "F" grade.

④Deadline to obtain passport / visa(s)

Students who need to renew their passports or obtain visas, should begin the related procedures immediately. Failure to submit the documents by the deadline, July 15th (Friday), will result in

the cancellation of your participation in the program.

Please also make sure to meet deadlines for submitting documents and other assignments. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the “Requirements for Program Participation (Pledge),” students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports. Please follow the regulations and instructions of the accommodation facilities.

7. Q&A

I have registered the maximum number credits for AY 2022 Spring Semester. Can I still apply for the SECOND program?

→ Yes, you can apply. The credits granted under this program are not included in the maximum number of credits for the semester.

I would like to choose the period for the field work. (Period of stay in the destination country).

→ Please refer to 6. Disclaimers and Notices point (2) ①Field work schedule.

Can I meet at the airport in Kuala Lumpur / leave at the airport in Bangkok?

→ No, it is not allowed. Meeting and disband points will take place only at the airports in Japan as stated in this application information.

What will happen if I test positive for COVID-19 in the destination country (quarantine and costs)?

→ You may be required to do quarantine in accordance with the local government's policy applicable at that time; as a result, there is a possibility that the return date is changed. If you test positive for COVID-19 by a local doctor, in principle, your overseas travel insurance will cover the related cost. (Please be aware that the insurance company will make the final decision on whether or not to pay the costs.)

What is a vaccination certificate?

→ Students who have been vaccinated in Japan, can obtain a vaccination certificate issued by the municipal government from which they received the vaccination ticket. (If you have your [My Number Card] you can also obtain it digitally.) If you are an international student who has recently entered Japan and have documents related to vaccination submitted at the time of entry, you will be asked to submit those documents.

8. Contact

Academic Office Building-B Ground Floor

Email: first@apu.ac.jp

SECOND program team: Maeda (Mr.), Hashizume (Ms.), Aso (Ms.)

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".

AY2022 Ritsumeikan Asia Pacific University Off-campus Study Programs
Requirements for Participation in Off-Campus Study Programs (excluding Overseas Student Exchange,
Double Degree Program, EXPLORE, and APU Global Research Program, Short-Term Summer / Winter Program)

1. Required Attitude

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

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

2. Health Management

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

3. Costs or Compensation

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

4. Immigration and Departure (Overseas programs only)

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

5. Submission of Pledge

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