

AY2024 Fall Semester SECOND Program Application Information

INDEX

1. Overview of the Program
2. Program Details
3. Application and Screening
4. Overview of Course Schedule
5. Terms and Conditions
6. Disclaimers and Notices
7. Q&A

1. Overview of the Program

The SECOND (SElf CONFirmation and Development) Program is a 10-day fieldwork in Southeast Asia for 1st to 3rd semester domestic and international students. Participants will travel on their own in groups to several designated sites in the region. They will aim to enhance their abilities to learn from intercultural experiences, to collaborate in intercultural settings, and to enhance tolerance and resilience in difficult situations through data collection, field observation, and active communication during the fieldwork. Furthermore, based on the experiential learning in Southeast Asia, participants will aim to improve their own motivation for continued learning and pursue connections with their area of study.

The two countries to visit will be Malaysia and Thailand. The learning objectives of the program are as follows:

- 1) To be able to demonstrate communication and team building skills in Japanese and English through intensive group work and research activities in intercultural settings.
- 2) To be able to act autonomously and responsibly.
- 3) To be able to learn purposefully from experience in intercultural contexts.
- 4) To be able to demonstrate intercultural sensitivity with increased tolerance for stress and resilience through intercultural experience.

2. Program Details


The SECOND Program for the AY 2024 Fall Semester will be held as follows:

Course name	Intercultural Fieldwork II
Instructor	Assistant Professor FUDEUCHI Misa (EDLSC)
Implementation format	Pre- and post-program classes, fieldwork activities, post-return session
Fieldwork schedule	February 26 (Wed.) – March 6 (Thu.), 2025 *Kuala Lumpur Meeting Date and Time: February 25 (Tue.) 16:00 (MYT) *Participation in the entire program, including guidance sessions, pre- and post-classes, as well as fieldwork activities, is mandatory.
Course registration	The university will register the course for students as an AY 2024 Fall Semester subject. (Automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the maximum credit registration limit for the AY 2024 Fall Semester)
Grade	A+, A, B, C / F Course Registered and Graded as: AY 2024 Fall Semester course Grade Announcement: AY2025 Spring Semester (April) Grade Inquiries: Grade Inquiry Period for AY2025SP Courses
Language	E/J
No. of participants	Maximum of 30 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	Students must meet the following conditions to apply: <ul style="list-style-type: none">● Must be in their 1st to 3rd semester (Both domestic and international students).● Must have completed the following number of credits by the end of the previous semester:
-------------	---

	<p>2nd semester students: 14 credits or more / 3rd semester students: 28 credits or more</p> <ul style="list-style-type: none"> ● Must be a student who is enrolled during the semester when the program is offered (as of AY2024 Fall Semester). ● Those whose student status is “study abroad” or “leave of absence” when the program is offered (as of AY2024 Fall Semester) are not eligible to apply.
Application format	<p>Apply through the below online application form: https://forms.office.com/r/SSgvGjVS3K (Only open during application period)</p> <p>*Students need to submit the following in the application form. Please prepare the content in advance.</p> <ul style="list-style-type: none"> ● Essay of motive for application ● Passport information (You can apply even if you do not have a passport or have not renewed it at the time of application) ● Guarantor information (Name, contact number, address) 
Application period	Wed, October 9 – Wed, October 23, 2024 (14:00)
Guidance session	Wed, October 9, 2024 (14:20-15:20) Venue: TBA (on campus)
Screening	Participants will be selected mainly based on the results of the document screening. An interview may be required in some cases.
Announcement of screening results	Announced on Wed, Nov. 6, 2024 via Action Required message on Campus Terminal

4. Overview of Course Schedule

Attendance in all pre-and post-program classes and guidance session is required. We will not accept absences without prior notice.

* All classes will be conducted in person except for those marked “online”.

* Classroom information and Zoom ID will be notified before the session. Online streaming will not be available for in-person sessions.

Date/Period/Format	Content	Details
2024		
Wed, November 13, 5 th and 6 th period	Guidance for the accepted participants	Guidance and explanation regarding travel insurance, immunizations.insurance, immunization
Thu, November 14, 14:00	Program fee payment and pledge submission due	* Details will be notified together with screening result. * Your participation will be canceled if you miss the deadline for any reasons.
Wed, December 11, 14:00	Submission due of program procedures	* Details will be explained in the Guidance for the confirmed participants. * Your participation will be canceled if you miss the deadline for any reasons.
Wed, December 11, 5 th and 6 th period	Pre-program class 1, 2	Orientation; setting learning goals; understanding basics of intercultural sensitivity and intercultural learning
2025		
Wed, January 8, 5 th and 6 th period	Pre-program class 3, 4	Selecting a research topic, research questions, and research methods
Wed, January 15, 5 th period	Pre-program class 5	Research preparation; progress report
Wed, January 22, 5 th period (Online)	Risk management guidance	Risk management guidance
Wed, January 22, 6 th period	Pre-departure guidance	Distribution of travel insurance documents, explanations regarding personal belongings, physical condition

		management, procedures for obtaining Malaysia Digital Arrival Card, etc.
Thu, February 20, 2 nd period (Online)	Pre-program class 6	Reflection on learning goals and self-assessment; finalizing research design
Wed, February 26 – Thu, March 6	Fieldwork	Fieldwork; gathering with Thai alumni; reflection discussion; mini-project group presentation
	Post-program class	Final group presentation on the results of fieldwork; comprehensive reflection on experience
May or June (TBA) (Optional participation)	Post-return session	Reflection on learning; future goal setting and planning

©Fieldwork schedule (Tentative)

Day	Itinerary
Day 0 (Feb. 25)	Meeting time: Tuesday, February 25, 2025, 16:00 (MYT) Meeting Venue: Hotel at Kuala Lumpur arranged by each group
Day 1 (Feb. 26)	Class (In-person) Travel from Kuala Lumpur to Destination A by land [Stay in Destination A]
Day 2 (Feb. 27)	Field work in Destination A [Stay in Destination A]
Day 3 (Feb. 28)	Travel from Destination A to Penang by land Class (In-person) [Stay in Penang]
Day 4 (Mar. 1)	AM: Class (Online) PM: Travel from Penang to Bangkok by air Gathering with Alumni [Stay in Bangkok]
Day 5 (Mar. 2)	Travel from Bangkok to Destination B by land Fieldwork after arrival [Stay in Destination B]
Day 6 (Mar. 3)	Field work in Destination B [Stay in Destination B]
Day 7 (Mar. 4)	Travel from Destination B to Bangkok by land Class (Online) [Stay in Bangkok]
Day 8 (Mar. 5)	Presentation preparation [Stay in Bangkok]
Day 9 (Mar. 6)	Class (In-person): To be finished around 15:00. *Dismiss on-site.

* Participants are responsible for the following arrangements. Details will be informed in pre-program classes:

- Their own transportation (air ticket, etc.) to Kuala Lumpur on Day 0 and transportation from Bangkok for their return trip on Day 9.
- Their own on-site travel for fieldwork.
- Their own accommodation in the destination countries.

5. Terms and Conditions

(1) Costs: Program participants are responsible for paying the entire program fee.

Program fee	Approximately 55,000 JPY (The exact of amount will be informed together with the screening results announcement)
Payment deadline	Thursday, November 14, 2024, 14:00
※Information regarding payment procedures will be announced together with the screening results.	

◎Breakdown of program fees.

Included in the program fee	Not included in the program fee (Paid by participants)
<ul style="list-style-type: none"> ● Fieldwork fees ● Flight ticket (Penang→ Bangkok) ● 1 SIM card for each group ● Risk management system fee 	<ul style="list-style-type: none"> ● Transportation fees other than “Penang-Bangkok flight ticket” shown on the left column, including international airfare ● Accommodation fees ● Overseas travel insurance ● Food and other personal expenses ● Equipment, photocopy fees, etc. for research activities ● Visa fees (if applicable) ● Immunization fees (optional) <p>*Additional costs may be incurred.</p>

(2) Required procedures for participants

-Meeting & Dismissal on Site

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place.
- Meeting place and date is written in the “[4. Overview of Course Schedule](#)”.
- Please arrange and purchase your own airline tickets and other transportation so that you can arrive at the designated meeting place by the designated date and time.
- You will not be allowed to participate in the Off-campus Programs if any of the countries or regions on your route from departure to return to Japan are classified as [Level 2 or higher risk by the Ministry of Foreign Affairs of Japan](#).

-Passport

- Students who don't have a valid passport should begin application procedures as soon as possible to ensure they receive their passport and submit their passport image to the office by Wednesday, December 11th, 14:00.
- Students are responsible for obtaining their own passports. If students are unable to obtain a passport by the designated deadline, they will not be able to take the course.
- If the remaining validity period of student's passport is less than the period specified for each destination country, student will not be allowed to enter that country. Students should check this information themselves and renew their passports beforehand if necessary.

-Visa

- Students must research their individual visa requirements themselves beforehand whether or not a visa is required in each country they will be traveling through from departure to return. Please make sure to have enough time to complete the necessary procedures.
- Students are responsible for applying for required visas themselves. If students is unable to obtain the required visa(s), they will not be able to take the course.
- International students must also ensure they complete the procedures for re-entry permit for re-entering Japan if necessary.

-Insurance

- Including cases where students have already individually taken out an insurance policy, program participants must take out overseas travel insurance as designated by APU, join a risk management system, and so on.
- The insurance coverage period must include all days from the date of departure from Japan

to the date of return to Japan, regardless of the program duration. Insurance premiums are calculated based on the dates of travel abroad, but approximate prices are as follows.

Number of days of travel	The overseas travel insurance premiums	The crisis management system fee
For up to 7 days	Approx. 7,500 yen	1,870 yen
For up to 14 days	Approx. 12,000 yen	1,870 yen
For up to 21 days	Approx. 15,000 yen	1,870 yen
For up to 34 days	Approx. 17,000 yen	3,740 yen

Reference: The overseas travel insurance premiums URL:

<https://www.creohuman.co.jp/business/travel-ins/>

*Details will be explained in the guidance session for accepted participants.

-Pledge

- Participants must sign and submit a “[Ritsumeikan Asia Pacific University Off-campus Programs Requirements for Participation in Off-campus Programs / Pledge](#) (hereinafter referred to as “Requirements”). Participants must acknowledge the conditions listed on the form before applying to the program. * “Requirements” will be uploaded by the end of September.
- 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.

-Regarding Deadlines for Various Submissions & Program Fees Related to the Program

- If you are accepted into a short-term off-campus program, the Outreach and Research Office will inform you of the required documents to be submitted for each program (e.g., pledge, surveys, etc.) and payment of the program fee.
- **You are responsible for paying and submitting all required documents and program fees (e.g., passport, visa, program fee payments, insurance, and any other documents specified by the university or host institution) by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.**
- **If you are unable to participate in the program due to failure to submit materials or pay the program fee by the designated deadline, you must pay any fees incurred up to that point.**

-Cancellation or Withdrawal of Participation

- As stated above, failure to submit all required submissions and pay program fees by the designated deadline will result in cancellation of participation in the program.
- In principle, withdrawal after application will not be accepted.
- Even for unavoidable reasons, students who cancel or withdraw from the program after their participation has been confirmed must pay the fees incurred up to that point.
- In the case of cancellation or withdrawal of participation, the student will receive an “F” grade in principle.

6. Disclaimers and Notices

- (1) Important point for participants in Off-Campus Programs
Please be sure to confirm the attachment “[Requirements](#)”

- (2) Cancellation of Dispatch

The university may decide to cancel the program's dispatch depending on the current situation; for example, due to the spread of infectious diseases, the social climate, and circumstances at the host institution.

(Please refer to “[5. Costs and Compensation](#)” in the attached “Requirements”)

In the event of cancellation or interruption of the dispatch, or change of content, participating students may not make a claim against the University or host institution for any expenses incurred as a result of cancellation. Students will be responsible for any cancellation fees incurred.

(3) Risk Management & Health Monitoring During the Program

Participants can choose whether they wear a mask, but if wearing a mask is required by the host institution, then participants must adhere to these rules. Furthermore, during the program students will have to study in an environment that is different from their daily life while staying overnight at the program destination. Therefore, students are asked to take responsibility for risk management and monitoring their health as they would during the COVID-19 pandemic.

(4) Attitude

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 classes and guidance 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.

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](#)" 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 2024 Fall 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.

8. Contact

Outreach and Research Office (Building A, 2nd Floor)

SECOND Team: Mizobe, Nguyen, Idonuma, Kagami

Email: first@apu.ac.jp