

AY2024 Fall Semester SECOND Program Application Information

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1. Overview of the Program

The SECOND (SEIf 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	<p>Students must meet the following conditions to apply:</p> <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:
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	<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 8, 14:00	Payment due of overseas travel insurance fee	* 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, 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.
- 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

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.