

Application Information for Glocal Immersion Program AY2024 Fall Semester

Application period	Program period
Wed., October 9 - Wed., October 23, 2024 - 14:00	January - February, 2025



※The parts within this application information that do not relate to the programs being offered this year are grayed out.

【Important】 Several important changes starting in AY2024.

When applying to the program, please check the syllabus, application information, program common items, and pledge, and make sure that you understand and accept all of them, particularly the following items carefully.

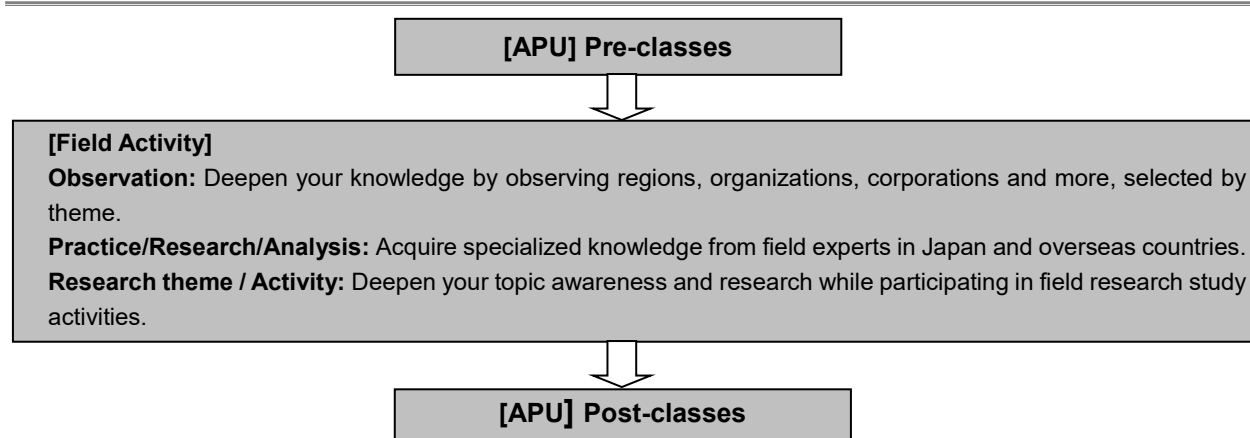
- Collection of program fees
- Students are responsible for arranging their own transportation (accommodation) to and from the meeting place (overseas airline tickets are to be arranged by the students).
- Stricter deadlines for various submissions and program fees related to the program.

Characteristics of Program

The course aims to provide opportunities for students to engage in real world applications and to explore business outside the classroom. Students will go on a tour in Japan or abroad to visit local and global businesses, government agencies and any sites that contribute to an understanding of how external factors and systems affect businesses. Students will work on a project in teams and learn by thinking, doing, and reflecting on their field experiences.

- Identify the opportunities and challenges of innovation in a business setting.
- Demonstrate comprehensive understanding of the complexity and interconnectedness of businesses, economies, and societies of the globalized world.
- Apply theories of effective leadership and team development to promote diversity and inclusion.
- Demonstrate ability to leverage diversity and work productively in teams.

Program Overview



Eligibility

[Student Status]

- Must be a Graduate School of Management (GSM) student who is enrolled during the semester when the program is offered (as of AY2024 Fall Semester).
- Must be a GSM student in **1st – 3rd semester** (as of AY2024 Fall Semester).
- Students whose student status is **leave of absence** when the program is offered (as of AY2024 Fall Semester) are **NOT** eligible to apply.
- Students whose student status is currently suspended are eligible to apply if the period of their suspension will end before the program's application deadline date.
- Besides those listed above, please check the 'Recommended Qualifications / Knowledge', 'Requirements for Students' in syllabus for the program-specific conditions if any.

[Number of Participants]

- Maximum number of participants in each program is as stated in the syllabus.
- Due to the screening process, not all applicants may be able to participate even if the number of applicants is below the maximum number.
- If the number of applicants falls below the minimum number stated in the syllabus, the program will be closed.

[Eligibility of Participation]

- Students who have not been approved will not be allowed to participate in the program.

Application Information

Programs offered

- Please be sure to check the syllabus for offered programs.
- Program content (schedule and practicum sites) may be subject to change due to unavoidable circumstances.

Course Registration

- Credits awarded will not be counted within the maximum number of credits per semester.
- Course registration for this program is handled by the university.

How to apply

During the application period, please submit your application as follows.

Application period: **Wednesday, October 9 ~ Wednesday, October 23, 2024, 14:00**

Please **apply online**.

- Online application site will be available for use on [the Off-campus Programs website](#) when the application period starts.
- If you submit the online application multiple times, only the most recent application will be accepted.
- The following items are required during the online application process. Please prepare the items below before applying:
 - (1) Essay: Reasons for application (Approx. 300 words)
 - (2) Guarantor's information
 - (3) ***Not Applicable for AY 2024 Fall Semester** (Overseas Programs Only) Passport photo page (If you have not obtained a passport or plan to renew it, please declare so on the application page.)

Screening method

A comprehensive selection process will be conducted. (Applicants will be contacted separately if an interview is required.)

Application Guidance: Video On-Demand

[OneDrive where the video is stored](#)

Announcement of screening results

Date: Wednesday, November 6, 2024

The applicant will be notified via "Action Required" section on Campus Terminal.

Guidance for confirmed participants *Attendance is mandatory****

Date/time: Wednesday, November 13, 5th period (16:10-)

Format: In-Person (Classroom: TBA)

***Not Applicable for AY 2024 Fall Semester**

Risk Management Guidance Session (Overseas program participants only)

Date/time: N/A

Format: N/A

Release of Grades / Grade Inquiries

Course Registered and Graded as: AY2024 Fall Semester Course

Grades Awarded: April 2025

Grade Inquiries: Grade Inquiries Period for AY2025 Spring Semester Courses

Submissions after acceptance into the program

After you have been accepted into the program, there are several required items and submissions that you will need to handle.

For more details on each due date, please refer to "[Submissions after acceptance into the program](#)" listed at the end of this Application Information.

Notes on Participation

【Important】

Before submitting an application, please read through the main important points listed in the attachment at the end of this Application Information – “[Requirements for Participation in Off-Campus Programs](#)”. Conditions for participation which are unique to this program are listed below. Please read through them carefully, before considering your application.

1. Fees

Program fee

- The specified program fee must be paid to participate in the program. The estimated fees for each program are listed in the syllabus. For overseas programs, the finalized fees may exceed the estimated amount due to the rising demand for overseas travel and the depreciation of the Japanese Yen etc. The final amount of the program fee (payment amount) will be notified at the announcement of the screening results.
- You are responsible for payment of the program fee by the deadline: November 14 (Thu), 14:00. If you fail to pay the fee by the deadline, your participation in the program will be cancelled for any reason. In such a case, you will be responsible for any fees already incurred such as fees that had to be arranged up to that point, cancellation fees, and fees that should be divided by the number of participants.
- The fees listed below are only estimates as a rough guide, and the actual amount will be the total amount of various expenses already incurred at the time your participation is cancelled.

Domestic program: Thousands of yen to tens of thousands of yen

Overseas program: Tens of thousands to hundreds of thousands of yen

Insurance

*** Details will be provided at the Guidance for the confirmed participants.**

*** If the practicum is to be conducted both in Japan and overseas, you will need to purchase insurance for both.**

(Domestic programs with overnight stay) *Not Applicable for AY 2024 Fall Semester

- Including cases where students have already individually taken out an insurance policy, program participants must take out domestic travel insurance as designated by APU.
- The insurance subscription period is from the date of gathering to the date of disbandment, and APU will arrange for the insurance subscription all together.

(Domestic programs without overnight stay)

- "Gakkensai": Personal Accident Insurance for Students Pursuing Education and Research, which all students are covered by upon enrollment at APU, applies to program activities as well. Therefore, there is no need to purchase separate insurance.

(Overseas programs) *Not Applicable for AY 2024 Fall Semester

- Including cases where students have already individually taken out an insurance policy, program participants must take out overseas travel insurance as designated by APU and the host institution, 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/>

2. Preparation before departure

Arrange transportation to field activity site

***Details will be provided at the Guidance for the confirmed participants.**

Transportation (and accommodation) arrangements to the practicum on-site

NOTE: From the AY 2024, all participants will meet and dismiss on-site.

[For domestic programs]

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place.
- Meeting places and dates are listed in the syllabus for each program.

[For overseas programs] ***Not Applicable for AY 2024 Fall Semester**

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place at your own responsibility.
- Meeting places and dates are listed in the syllabus for each program.
- 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.

Transportation and accommodation arrangements during practicum

- Depending on the programs, the university may make arrangements for students, or students may make their own arrangements under the guidance of their instructor. Arrangement details for each program will be informed after the student has been selected.

3. Disclaimer and Precautions

Stricter deadlines for various submissions and 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.**

Precautions for course registration

- Please check the academic calendar, other activities and program periods carefully in advance as you cannot take regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs that overlap with the Glocal Immersion.
- You may apply to the program even if the program period (pre-classes, practicum, and post-classes) of the Glocal Immersion you wish to pursue overlaps with the 2nd Quarter and Winter Session courses of the AY2024 Fall semester for which you have already registered. However, if you wish to enroll in the Glocal Immersion, you must make sure to remove your course registration for 2nd Quarter and Winter Session courses of the AY2024 Fall semester during the Course Registration Correction Period 2.
- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with extra-curricular activities, or training programs.

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 (including cases of suspension or other student disciplinary action), 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.

4. Program Cancellation

The University will make the decision to cancel student dispatch if the following conditions are met:

- A) In the event the Ministry of Foreign Affairs of Japan's “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.
- B) In case 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.

- C) In the event a host institution decides to cancel the acceptance of students from APU which involves overseas travel.

In the above cases, you must pay any fees incurred up to that point.

5. Risk Management & Health Monitoring 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. Students are asked to take responsibility for risk management and monitoring their health during the program.

Schedule

Date	Description
2024	
October 9 (Wed)	Application period begins. The application guidance video releases here .
October 23 (Wed.) 14:00	Application deadline
November 6 (Wed.)	Announcement of the screening result
November 13 (Wed.) 5 th period (16:10-)	Guidance session for confirmed participants *Attendance is mandatory
2025	
January - February	- Pre-program lectures at APU - Field activity onsite - Post-program lectures at APU (Please check the syllabus for details.)
April	Grade announcement (After the Registration Period B)
August - September	Grade Inquiries

In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

Submissions after acceptance into the program

[Important] You are responsible for submitting all required documents and paying program fees 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.

[For domestic programs]

Deadline	Submissions or Payment Items
Nov. 14(Thu.) 14:00	<input type="checkbox"/> Pledge: At the time of application, please make sure to obtain the consent of the guarantor. The Pledge must be electronically signed by both the applicant and guarantor (Online). <input type="checkbox"/> Payment due for the program fee: In some programs, the program instructor may collect the program fee. Please follow the directions of the instructor for such cases.
Dec. 11(Wed.) 14:00	<input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, Confirmation related to program publicity

For inquiries about Glocal Immersion Program

Outreach and Research Office (Maruyama, Ito, Idonuma, Ninomiya, Kagami)
 2nd Floor of Building A
 TEL 0977-78-1101 / FAX: 0977-78-1102
 Email: atfs@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.