

Application Information for AY 2023 Winter Language Immersion Programs (Intensive Language Learning Overseas)

Application Period	Program Name	Program Duration
Wed. October, 11 - Wed. October, 25 14:00	Korean	Sun, February 18 – Sat, March 23, 2024
	Chinese	Sun, February 25 – Sat, March 17, 2024
	Spanish	Mon, February 26 – Sun, March 24, 2024
	Thai	Sun, February 18 – Sun, March 10, 2024
	Malay-Indonesian	Sat, February 17 – Sun, March 10, 2024

Revised information

Version 2 : Correction of the following additions

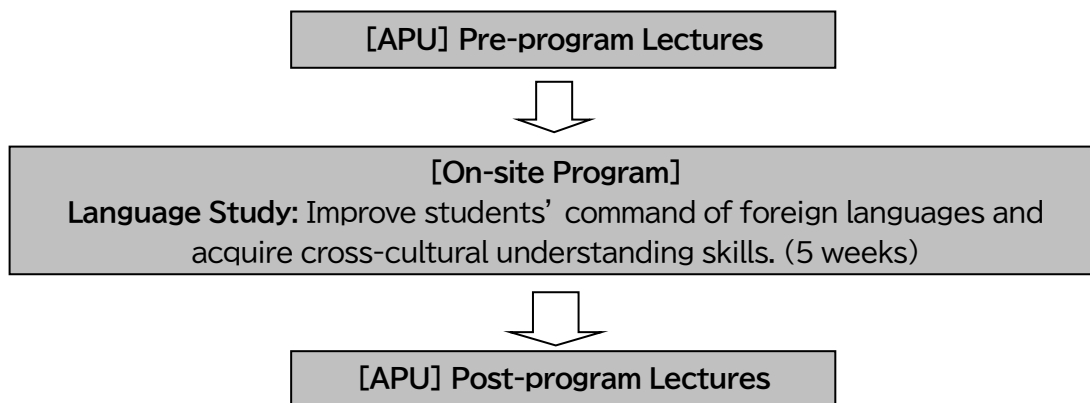
[5. Other Information](#)

[6. Schedule](#)

1. What is the Language Immersion Program?

Subject Overview and Characteristics of the Program

The Language Immersion Program is a curricular subject ("Intensive Language Learning Overseas (Language Education Subject)" for 2017 curriculum students or "Intensive Language Learning(Language Education Subject)" for 2023 curriculum students) composed of pre-departure lectures which are held at APU, the on-site program, and a post-program lecture which is held after students return to Japan. Students will strengthen their proficiency in the target language through the course. Additionally, during the on-site program, students will aim to deepen their cross-cultural understanding by communicating with local people and participating in local activities.



Language Immersion Program Objectives

- (1) Language Immersion Programs serve to complement APU's curricular Language Education Subjects and aim to strengthen students' proficiency in the target language through intensive language training in the country/region in which it is used.
- (2) Participation in these programs stimulates curiosity in the language, culture, and society of the country/region where the language is used, and motivates the student to continue studying that language after completing the program. This also serves as an opportunity for the participant to think deeply about the connection between language and their area of specialization in terms of study/research.
- (3) Students will improve their ability to respect other cultures and work toward mutual understanding through exchange with students and citizens of the program country/region.

Subject Name and Grading

Subject name: 2017 curriculum students: "Intensive Language Learning Overseas"
(Language Education Subject)
2023 curriculum students: "Intensive Language Learning" (Language Education Subject)

Number of credits: Chinese, Spanish, Thai and Malay-Indonesian: 2 credits; Korean: 4 credits

Grading system: A+, A, B, C/F

Subject Registration and Awarding of Credits

The University will register the subject after applicants are accepted to the programs. Credits awarded for this program will not be included in the credit registration limit for that semester. Subjects will be graded as AY 2023 Fall Semester courses, but grades for this course will not be announced until the early April, 2024.

2. Application Information

Program Name and Schedule

The following five programs will be offered in the AY 2023 Fall Semester. Please refer to the comparison table below or the course syllabus for more details. The following costs include the program fee (with accommodations), overseas travel insurance, emergency service registration fees, and airfare. Costs are subject to change.

Language	Korean	Chinese	Spanish	Thai	Malay-Indonesian
Pre-class	End of December 2023 ~ Mid-February 2024 (Refer to the syllabus)				
Program Period	Feb. 18 – Mar. 23, 2024	Feb. 25 – Mar. 17, 2024	Feb. 26 – Mar. 24, 2024	Feb. 18 – Mar. 10, 2024	Feb. 17 – Mar. 10, 2024
Post-class	Mar. 25, 2024	Mar. 19, 2024	Mar. 26, 2024	Mar. 26, 2024	Mar. 18, 2024
Host University	Korea University	Dongbei University of Finance and Economics	University of Granada (Modern Languages Center)	Suan Dusit University	Gadjah Mada University (Indonesian Language and Culture Learning Center)
Total Cost	Approx. 300,700 JPY	Approx. 181,400JPY	Approx. 718,900 JPY	Approx. 487,300JPY	Approx. 458,400 JPY

Application Period

Wednesday, October 11- Wednesday, October 25, 2023 by 14:00

Eligibility and Application Requirements

Applicants must fulfill the following requirements as well as those listed in the syllabus.

- Must be in 1st – 7th semester
- Accelerated graduation program students cannot apply in their last semester.
- Applicants must be serious about learning from the program, have a desire to study, and understand the purpose and aim of the program. Applicants should also have a positive attitude that will facilitate their study of intercultural understanding overseas

How to Apply

Access the application survey at the following URL or using the QR code.

<https://forms.office.com/r/YXFur5MNim>

- The application survey will be available during the application period.
- If you submit the online application multiple times, only the most recent application will be accepted.
- Prepare the following items before applying:
 - 1) Photograph of your passport (photo page)
(If you do not have a passport, please say this on the application form.)
 - 2) Essay stating why you want to participate in the program



[About Passports]

- Check the passport expiration date requirements stipulated by each country BY YOURSELF. If your current passport does not meet the deadline specified by the country you will travel to, renew your passport immediately. As a general rule you must have at least 3 months or 6 months left on your passport, but please check the specific requirements for the period of validity by yourself.
- If you don't have a passport: look up how to apply for one and receive it **by the end of November, 2023.**

[Uploading a Picture of your Passport]

- When you upload the file, use the file name format shown below:
Passport_StudentID_Name (ex. Passport_11223344_RitsumeiTaro.jpg)
- The picture of your passport should be taken from above and all information should be shown clearly. Make sure that all letters and numbers are visible, the flash does not obscure any text or your photo, and that your picture contains all the information shown in the sample below.



Application Deadline

Wednesday, October 25, 2023 by 14:00

***Precautions before completing your application**

- If you are selected to participate in the program, you will be asked to submit the "[Pledge](#)" online. **Please make sure to obtain the consent of your guarantor before applying.** The Pledge must be signed by both the applicant and guarantor. The guarantor must be your parent, grandparent, uncle, aunt, or guardian.

***When applying for multiple programs**

- Students can apply for multiple programs as long as you meet the application conditions. In addition to separately applying online for all of the programs you would like to participate in, please answer "Yes" to "Please answer this question if you apply for more than one program" on the first page of the application.
- Even if you answer "Yes" to the question "If you get accepted to all the programs whose dates for pre/post lectures and practicum period do not overlap, would you like to participate in all the programs?" your application will be screened based on the priority you selected in the application if there is a schedule conflict between programs.

Screening

- Applicants will be screened based on their submitted essays (from the online application) as well as the results of their interview.

Interview Period (Only for those for who require interviews)

Wednesday, November 1 (2nd – 5th periods)

- After the document screening, interviews will be held with some applicants during the periods shown above. Detailed information will be sent to students via an “Action Required” message on Campus Terminal after the end of the application period.
- Screening will mostly be carried out based on the documents, so in some cases interviews will not be held. Only those who require interviews will be notified.
- Please arrange your non-class schedule to ensure you will be able to attend the interview.
- Thursday, November 2 and Friday, November 3 will be backup dates in case you are unable to attend the interview screening on Wednesday, November 1. However, as a rule, the interview date is Wednesday, November 1.
- Those selected for interviews who do not show up to the interview without prior notice will be considered to have withdrawn from the program.
- Those who are not contacted regarding interviews will be notified of the results of their application by the date shown below.

Announcement of Results

- The University will notify all applicants of their acceptance/non-acceptance via an “Action Required” message on Campus Terminal.

Friday, November 10, 2023

3. Required Procedures for Participants

If you are accepted to the program, you must join the guidance sessions shown below.

Guidance Session for Confirmed Participants:

Date / Time: Wed, November 15, 2023 – 5th period (16:10~)
Format: Online (Zoom MTG ID will be shared separately after confirming participants.)

Emergency Management Guidance (Only for participants in overseas programs):

Date / Time: Wed, January 17, 2024 – 5th period (16:10~)
Format: Online (Zoom MTG ID will be shared separately after confirming participants.)

Various Submissions and Payment of Fees

The Academic Office will provide details on how and where to submit the forms and fees at the Participant Guidance Session.

① Submission of Self-report of Health Condition and Necessary Support in Studies, and Declaration Form.

You will have to submit it online. More details will be provided later.

Deadline for ①

Wednesday, November 22, 2023

② Submission of Pledge

You will have to submit the "Pledge" online. Details will be provided later.

③ Transfer of Insurance Premiums

Please check "[Items Common to All Programs](#)" at the end of this handout for more information. Costs will be provided later.

④ Payment of Program Fee and Airfare

Please see section 4, "Additional Notes and Warnings," section 1 – 2. Details of costs will be provided later.

Deadline for ②③④

Wednesday, November 29, 2023

⑤ Visa Issues

- There may be cases where students will need to obtain a visa depending on the country/region where the program will be held, or due to the student's nationality.
- If the host country allows application by proxy, the University will coordinate the visa application process for all of the program participants as necessary. Only in such cases will affected persons be provided information about the separate visa guidance session.
- Visa application methods differ by country and by student nationality. There may be some cases where it is difficult to obtain a visa. Students who are unable to obtain a visa will not be able to take the subject and may be charged a cancellation fee.
- For details, please see "[Items Common to All Programs](#)" at the end of this handout.

Deadline for ⑤

December 2023 – January 2024 (Details will be announced via Moodle later.)

⑥ Immunizations

Other types of immunizations will be introduced at the Off-campus Study Program Participant Guidance Session. Immunization is not compulsory. Please decide whether or not you will get the immunizations based on the information provided at the guidance session. Students who would like to receive the immunizations should go to the APU Health Clinic for further assistance.

4. Notes and Warnings for Participation

[Important] Basic information is provided in the "[Items Common to All Programs](#)" section at the end of this handout, so be sure to check it before applying. Conditions for participation are listed below, so please read through it carefully before considering whether to apply.

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.
- If payment is not received by the due date, acceptance into the program will be cancelled as of the day after the due date. In such a case, the student will be treated as if he/she had "declined participation" and will be responsible for any fees already incurred.
- COVID-19 may cause restrictions and prevent you from entering the country, and you may be required to pay additional fees to enter the country. In such cases, the participants will be responsible for any expenses incurred.

2. Preparation before Departure

Arrange transportation to field activity site

- The university will arrange the airline tickets. You will be notified of payment methods for each program after everything has been confirmed. In addition, depending on the airfare arranged by the university, in some cases you may be required to stay in a hotel overnight before or after your flight.
- The travel route will be from/to Japan, and you will travel to/from Japan together with other participants. Meeting and disbanding on-site are not allowed. No changes can be made to the schedule or plane tickets for personal reasons.

3. Disclaimer and Precautions

Precautions for course registration

- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs. Please check the academic calendar, your schedule, and program details carefully.
- You may apply to the program even if the program period (pre-classes, dispatch, and post-classes) of the Immersion Program you wish to pursue overlap with the AY 2023 fall semester 2nd Quarter and Winter Session courses for which you have already registered. However, if you decide to enroll in the Immersion program, after the application results are announced, please be sure to drop your registration for those AY 2023 fall semester 2nd Quarter and Winter Session courses during Course Registration Correction Period 2.
- You are responsible for any cancellation costs, including in the event of program suspension.

General Notes

- Since the program is offered as a regular program at APU, if there are any differences between the program rules provided by the partner university and the rules in the APU application guidelines, the APU rules will apply.
- This program is not a faculty-led program. In some cases the faculty member in charge of the program may partially lead the program, depending on the situation. However please understand that such cases are exceptions to the rule.

4. Precautions related to COVID-19

COVID-19 Vaccination & PCR Testing

- From AY 2023, students are not required to be vaccinated against COVID-19 or to take a PCR/antigen test before departure in order to participate in Off-campus Study Programs.
- However, participants must adhere to any requirements regarding vaccination or submitting proof of a negative test result if stipulated by the destination country or institution. Students who do not adhere to such requirements will have their participation in the program cancelled. Furthermore, students must cover any program costs incurred until that point.

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, or circumstances at the host institution. Please refer to "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" in the attached "[Items Common to All Programs.](#)"
- In the event of cancellation or interruption of 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.
- In the event of cancellation, grades and credits will not be awarded even if the program has already started.

5. Other Information

① Handling of Personal Information

- Only information necessary to process travel or insurance application procedures will be provided to the host organization, travel agency, insurance providers, embassy, consulate, Ministry of Foreign Affairs of Japan, etc. That information includes your name, gender, nationality, email address, date of birth, passport number, and enrollment status at APU.

② Scholarships

- Only students participating in the Korean program are eligible to apply. Other language programs are too short to be eligible for a scholarship.
- The number of students who can receive a scholarship is limited. We will screen the applicants comprehensively based on criteria such as their GPA, economic situation, etc.
- Only students who possess Japanese nationality or permanent residence can apply for this scholarship.
- Even if you are planning on receiving the scholarship, you must pay the full program fee by the deadline.
- International students are encouraged to seek out scholarships offered by governments and organizations in their home and destination countries on their own, as needed.

Scholarship Details: Scholarship System for Study Abroad

<https://en.apu.ac.jp/abroad/support/scholarship/>

③ Exemption Exam (Not mandatory)

- Participants who wish to take the exemption exam may take the exam during the on-site program. Participants who pass the exam may be exempted from AP language subjects of the language program in which they are participating.
- Japanese-basis students must complete or be exempted from “Elementary English A and B” in order to register AP Language Courses. English-basis students must complete or be exempted from “Japanese Foundation I, II and III” in order to register AP Language Courses.

④ Release of Grades / Grade Inquiries

- The program will be registered and graded as a course in the semester during which the on-site program is held. However, grades will be awarded in the following semester. Please note, the grade inquiry period will also be held in the following semester.

(e.g.) If the on-site program takes place in February-March 2024

Semester for on-site program: AY 2023 Fall Semester

Course Registered and Graded as: AY 2023 Fall Semester course

Grades Awarded: April 2024

Grade Inquiries: Grade Inquiry Period for AY 2024 Spring Semester Courses (August – September)

⑤ Attitude

- Participants’ positive attitudes and efforts make a difference in whether or not their experience in the program is a positive one. Participants are required to be flexible and have a positive attitude that will facilitate their study of intercultural understanding overseas. Participants must understand the purpose of their participation and set their own goals.
- Participants must follow the APU Active Learning rules. Participants are not allowed to drive cars and motorcycles, drink alcohol, or engage in leisure sports.
- Participants must attend all pre-departure and post-program lectures and guidance sessions. Participants must not be absent without notice. Participants must pay strict attention to the deadlines for submitting documents and assignments.

⑥ Accommodations

- Participants must stay at the accommodations designated by APU. Weekend or overnight stays elsewhere are not permitted.
- Participants must follow the lifestyle and rules of the dormitory.
- Accommodation facilities differ by program. There are some facilities where participants are able to have their own room and others where students will have to share rooms with two or more people.

⑦ Risk Management and Health Checks during the Program

- During the program, students may use their personal judgement in deciding whether or not to wear a mask, but you must be sure to follow the directions of your host institution.

⑧ Prohibited Behaviors

- Driving cars and motorcycles (even if it is considered legal in the country that you are in)
- Drinking alcohol (even if it is considered legal in the country that you are in)
- Engaging in leisure sports (marine sports, winter sports, bungee jumping, skydiving, sport with potential risk such as swimming in the ocean and river, etc.)
- Gambling (even if it is legal in the country that you are in)
- Traveling to neighboring countries or regions as well as other cities within the host country
- Hitchhiking
- Behavior that serves to tarnish the reputation of APU and the host university

6. Schedule

Date	Content
2023	
Wed. October 11 – Wed. October 25, 14:00	Application Period
Wed, October 11 (1) 15:40 – 16:40 (2) 18:20-19:20	Program Recruitment Guidance Session
Wed, November 1 – 2 nd – 5 th Pd.	Interviews (Backup days- Thurs, Nov 2, Fri, Nov 3)
Fri, November 10 - Afternoon	Results Announced
Wed, November 15, 5 th pd. (16:10 ~)	Off-campus Study Program Participant Guidance Session
Wed, November 22	Deadline to Self-report of Health Condition, and necessary support in studies, and Declaration Form
Wed, November 29	Deadline to submit Pledge, and pay insurance premiums / program fees / airfare costs.
End of December– Middle February	Pre-program classes (check program syllabus)
2024	
Wed, January 17, 5 th pd. (16:10 -)	Emergency Management Lecture
February – March	Programs held, AP Language Exemption Test (applicants only)
Middle to End of March	Post-program course
April	Grades Awarded
August - September	Grade Inquiry Period

* There might be additional guidance sessions in addition to those listed above. Selected participants will be informed of the guidance session schedule after the first guidance session.

* If you are unable to attend the pre- or post-program class, please consult with your respective instructor in advance by e-mail.

7. Inquiries Regarding Language Immersion Programs

Academic Office: B Building 1st Floor
 Contact: Sugiyama (Mr.), Byrd (Ms.), Ninomiya (Ms.), Namba (Ms.), Ashikari (Ms.)
 TEL 0977-78-1101 / FAX: 0977-78-1102
 E-mail: immerse@apu.ac.jp

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, 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 Risk Management System, 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. In the case of credit-granting programs, as a general rule, students who withdraw will be assigned a grade of "F".

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.

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

Please refer to the pledge that will be sent to successful applicants 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".

AY2023 Ritsumeikan Asia Pacific University Off-campus Study Programs Requirements for Participation in Off-Campus Study Programs

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) **[Overseas Student Exchange, Double Degree Program, Short Term Summer/Winter Program, and EXPLORE]** Participants are required to purchase overseas health and travel insurance designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of the program. In addition, participants will also be required to enroll in Risk Management System that covers the period designated by APU including the period of the program.

[All other programs not listed above] Participants are required to purchase the university designated overseas health and travel insurance and Risk Management System **[for overseas programs]** and domestic travel insurance **[for domestic programs]** before departure.

- (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.
- (8) **[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE]** Any actions taking place outside the period which APU was notified of in advance, which will begin with the participants’ departure from Japan and end upon their re-entry to Japan, will be the participants’ sole responsibility. APU will not be responsible for participants’ actions outside of this period.

4. Immigration and Departure (Overseas programs only)

[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE]

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date of their re-entry to Japan.
- (2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of any changes, participants must submit their new itinerary to APU.

[All other programs not listed above]

- (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.

Haruaki Deguchi
President
Ritsumeikan Asia Pacific University

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, 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 AY 2017 curriculum: Intensive Language Learning Overseas (AP Language)/ Special Lecture (JIP)
AY 2023 curriculum: Intensive Language Learning (AP Language/ JIP)
(Language : _____)

College (APM / APS / ST)

Year (1 / 2 / 3 / 4 / Other)

Zip Code _____

Address _____

* Please make sure the address you entered is correct before submitting.

To be completed by the applicant’s guarantor

As the applicant’s guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, 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 Parent/Guardian _____ * Use “Draw” to sign. (Please do not use “Type”.)

Zip Code _____

Address _____

* Please make sure the address you entered is correct before submitting.

Telephone Number _____

Relationship with the student _____

* The above should be completed by a parent, a guarantor, etc.

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