



**Application Guidelines for Auditors  
(Undergraduate Subjects)  
AY 2023 Fall Semester**

Ritsumeikan Asia Pacific University

## The Auditor Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University has established an auditor program to allow registered individuals (“auditors”) to audit a certain number of lecture subjects in the colleges. Individuals who wish to audit available subjects should complete the required forms after reading the explanation provided below.

In addition to the auditor program, APU also has a part-time study system. Individuals that wish to receive credit for the subjects they take should refer to the “Application Guidelines for Part-Time Students”.

### I. Applicant Qualifications

There are no special qualifications for auditors. Anyone with an interest and desire to learn may apply to audit a subject.

### II. Colleges that Accept Auditors

The following Colleges and Departments accept auditors.

College	Department
College of Asia Pacific Studies	Department of Asia Pacific Studies
College of International Management	Department of International Management
College of Sustainability and Tourism	Department of Sustainability and Tourism

### III. Lecture Subjects Eligible for Audit and the Credit System

Language Education Subjects Enrollment	NO
Seminar Subjects Enrollment	NO
Examination	YES
Credits Granted	NO

- (1) Subjects that can be audited include APU Common Liberal Arts Subjects and Major Subjects. Language Education Subjects and Seminars cannot be audited.
  - (2) Auditors may sit examinations but they cannot gain credits.
  - (3) There is no limit to the number of credits (i.e. subjects) auditors may audit in any given academic year.
  - (4) Auditors may only audit one class if there are multiple classes of a subject offered.
  - (5) Auditors cannot audit multiple subjects held during the same period on the same day.
  - (6) Lecture Subjects
- \* 2-credit Lecture Subjects: For semester subjects, 1 class will be held each week for a total of 14 classes held over 4 months, with examinations set for the final week. For quarter subjects, courses are completed in two months. 2 classes will be held each week for a total of 14 classes held over 8 weeks, with examinations set for the final week.
- \* Semester dates are shown below. These dates may vary slightly from year to year.
- |                              |                   |
|------------------------------|-------------------|
| Spring Semester 1st Quarter: | April, May        |
| Spring Semester 2nd Quarter: | June, July        |
| Summer Session:              | August            |
| Fall Semester 1st Quarter:   | October, November |
| Fall Semester 2nd Quarter:   | December, January |
| Winter Session:              | February          |

#### IV. Application Period and Methods

(1) Application Period

**Friday, September 1, 2023 – Wednesday, September 6, 2023 (application must arrive at APU by this deadline)**

(2) Application Documents and Screening Fee

(1) Application Form: 1 copy	Please use provided application form.
(2) Photograph: 1	3cm by 2.5cm color photo taken within the last 3 months. Please write your name of the back of the photo and attach to the Auditor Application.
(3) Screening Fee 10,000 yen	See the following section, “How to Pay Screening Fee”, for payment methods. A separate proceeding fee of 700 yen is required. The screening fee is 10,000 yen even if the subjects you wish to audit are offered by more than one college. *Please note that the application fee is not refundable under any circumstances.

Note: Screening fee must be paid every semester.

**[How to Pay Screening Fee] :**

(1) Access the following URL: <http://e-apply.jp/e/apu-payment/>

(2) Pay the 10,000 yen (screening fee) + 700 yen (processing fee)

-Application content: **Other Programs**

-Payment 1: **Screening Fee 10,000 yen**

-Payment 2: **Processing Fee 700 yen**

(3) You will get a payment completion confirmation e-mail. Please forward that email to [ac5971@apu.ac.jp](mailto:ac5971@apu.ac.jp).

\*You must complete all 3 steps above within the application period.

(3) Submit Applications to:

Academic Office: Building B, 1F

\*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

By post:

Academic Office Auditing Student Section

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu-shi, Oita 874-8577

(4) Subjects with Student Capacity Limits

If the number of regular degree students that register for these subjects exceeds student capacity, non-degree students will not be permitted to enroll.

#### V. Procedure for Permission and Registration

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should complete the registration fee and auditor fees payment procedures together with the submission of documents as outlined below by the deadline. If you miss the deadline, your acceptance will be revoked.

(1) Date of Decision

Date of Decision: March 13 (Mon)

\*Notifications of Acceptance / Non-Acceptance will be sent after decisions have been made.

(2) Payment of Registration Fees and Auditor Fees

Please pay the full amount due for registration fees and auditor fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please use the bank transfer instructions included with your Notification of Acceptance. Please note that the registration fee and auditor fees are non-refundable.

Registration Fee	50,000 yen
Auditor Fees (per credit)	48,000 yen

\*1) Registration Fee must be paid each semester

\*2) Auditor fees are reviewed when tuition fees are adjusted.

(3) Submission of documents

A Student Information Card will be enclosed with your Notification of Acceptance. Please fill out the card, attach the photo of yourself, and submit it to APU's Academic Office by the deadline. Please read the Written Pledge/Consent Form printed on the reverse side of Student Information Card thoroughly, and write the date and sign your name.

(4) Schedule

(1st Quarter, 2nd Quarter and Session Subjects)

Syllabus and Class Schedule available on-line	Early September, 2023
Application Period	September 1(Fri.) – September 6 (Wed.) Forms must arrive at the office by September 6 (Wed.)
Notification of Screening Results and Payment Statement Issued	Wednesday, September 13, 2023
Deadline for the submission of Registration Documents	Wednesday, September 27, 2023
Payment Deadline	Wednesday, September 27, 2023
Start of Classes, Distribution of Student IDs for Auditors	From Wednesday, October 4, 2023

## VI. Student Status for Auditors

- (1) Individuals who are accepted to the Auditor Program and who pay their fees by the deadline will be issued Auditor ID Cards.
- (2) Auditors may sit the final examinations for the classes they are permitted to audit, but they cannot receive credits for those subjects.
- (3) If necessary, auditors may choose to receive a Certificate of Audit. Please note that auditors cannot be issued "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a student bus pass.
- (4) Auditors can use the APU Library.

- (5) Delivery of APU-Net User Account Information: Auditors will be sent a user account and password so that they can use the computer classrooms and multimedia rooms. No application is required to receive an APU-Net user account.
- (6) Please use the Campus Terminal to check for information on cancelled classes and make-up classes. To access the Campus Terminal, part-time students should go to the Ritsumeikan Asia Pacific University website and click on the “Current Students, Faculty & Staff” tab, then log in using their username and password.
- (7) Auditor student status is only valid for one semester. Auditors must reapply to audit subjects the following semester.

## VII. Other

### (1) Class Time

Semester/Quarter Timetable

1 <sup>st</sup> Period	2nd Period	3rd Period	4th Period	5th Period	6th Period
8:45~10:25	10:35~12:15	12:30~14:10	14:20~16:00	16:10~17:50	18:00~19:40

Session Timetable

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:45~10:25	10:35~12:15	13:05~14:45	14:55~16:35	16:45~18:25

### (2) Syllabus

The syllabus will be available online as of Early September, 2023.

<https://portal2.apu.ac.jp/campus/slbsskgr.do>

### (3) Course Timetable

The timetable will be available online as of Early September, 2023.

\*Lecture subject names suffixed with a J are held in Japanese, and those suffixed with an E are held in English.

Language Education Subjects (Japanese, English, Korean, Thai, etc.) and Seminar Subjects (Preliminary Seminar, Major Seminar, etc.) cannot be audited.

The screenshot shows a web browser window with the URL [https://en.apu.ac.jp/academic/class\\_info/timetable/](https://en.apu.ac.jp/academic/class_info/timetable/). The page header includes the APU logo and the text "Ritsumeikan Asia Pacific University Academic Office". The main content area is titled "Course Information and Absences" and "Course Timetable · Classroom Changes". A sidebar on the left lists various course-related options, with "Course Timetable · Classroom Changes" selected. A "Contents" section lists the following items: "Course Timetable", "Course Timetable and Class Times", "Open Classrooms for Attending Online Classes", and "Classroom Changes". The "Course Timetable" item is highlighted. Below the contents, the heading "Course Timetable" is visible.

<Contact>  
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