



**Application Guidelines for
Part-Time Students
(Undergraduate subject)
AY 2023 Fall Semester**

Ritsumeikan Asia Pacific University

The Part-Time Study Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University has established a part-time study system to allow registered individuals to enroll in and receive credit for a certain number of lecture subjects in the colleges. Individuals who wish to enroll in subjects should complete the required forms after reading the explanation provided below.

In addition to this program, Ritsumeikan Asia Pacific University also has an auditor program that allows individuals to audit classes without having to fulfill any particular qualifications. If you would like to take subjects without obtaining credit, please refer to the “Application Guidelines for Auditors”.

I. Overview of the Program

Part-time students who are qualified for admission to a College may receive credit for registered subjects if they pass the relevant exams.

Part-Time Student Types

Type of Student	For Credit	Language / Seminar Subject Enrollment	Examination	Description
Part-time Student A	YES	YES	YES	Part-time students enrolled in at least 10 credits worth of subjects per semester
Part-time Student B	YES	NO	YES	Part-time students enrolled in less than 10 credits

Note: Language / seminar subject enrollment: Denotes whether or not students may enroll in language or seminar subjects.

- (1) Part-time students may only enroll in one class of the same subject, even if multiple classes are available.
- (2) Part-time students cannot enroll in multiple subjects held during the same period on the same day.
- (3) Lecture Subjects

*Lecture Subjects are worth 2 credits. There will be 2 classes held each week and the subject will be completed in 2 months. A total of 14 classes will be held over 8 weeks with examinations set for the final week.

*Semester dates are summarized below. These dates may vary slightly from year to year.

Spring Semester 1 st Quarter:	April, May
Spring Semester 2 nd Quarter:	June, July
Summer Session	August
Fall Semester 1 st Quarter:	October, November
Fall Semester 2 nd Quarter:	December, January
Winter Session	February

- (4) Seminar Subjects

*Seminar Subjects are offered on a semester basis.

*Seminar Subjects are worth 2 credits. They are held once per week and will be completed in 4 months. A total of 14 classes will be held with examinations set for the final week.

(5) Language Education Subjects

* Language education subjects are offered on a semester basis.

* Some Language Subjects are worth 2 credits. They are held twice per week and will be completed in 4 months. A total of 28 classes will be held with examinations set for the final week.

* Some Language Subjects are worth 4 credits. They are held 4 times per week and will be completed in 4 months. A total of 56 classes will be held with examinations set for the final week.

II. Application Procedures

(1) Applicant Qualifications

The qualifications for part-time students to enroll are the same as those for regular university enrollment.

Any of the following are acceptable:

- ① Individuals that have graduated from high school or that have completed 12 years of education in a regular program
- ② Individuals whose academic ability has been judged by the Minister of Education, Culture, Sports, Science and Technology to be the same as that of a high school graduate

Note: Applicants currently enrolled in another junior college, university, or graduate school (including distance education) should obtain permission from the school to which they are currently affiliated before they apply to APU.

Ritsumeikan Asia Pacific University Regulations Article 12

- (1) Graduation from high school or other institution of secondary education.
- (2) Completion of twelve years of education via the regular curriculum, or equivalent education by means of a curriculum other than the regular curriculum.
- (3) Completion in a foreign country of a twelve-year school education curriculum or a substitute curriculum, and recognition by the Minister of Education, Culture, Sports, Science and Technology.
- (4) Completion of a curriculum offered by a foreign educational facility in Japan which the Minister of Education Culture, Sports, Science and Technology has recognized to offer a curriculum equivalent to a high school curriculum.
- (5) Recognition by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Successful Completion of the University Admission Qualification Test conducted by the Minister of Education Culture, Sports, Science and Technology pursuant to the Rules Regarding Testing to Qualify for University Entrance Examination (1951 Ministry of Education ordinance No. 13)
- (7) Based on an individual admissions screening, the candidate shall have the recognition by the President that he or she possesses academic qualifications equivalent to a high school graduates and has reached the age of 18

(2) Colleges that Accept Part-Time Students

The following Colleges and Departments accept part-time students.

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. Application Period and Methods

(1) Application Period

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

(2) Application Documents and Screening Fee

(1) Application Form	1copy	Please use the provided application form.
(2) Statement of Intent	1copy	Approximately 250 – 300 words. Please use the designated form.
(3) Graduation / Completion Certificate from most recent educational institution	1copy	Certification of classes completed. Must adhere to Section II “Application Procedures”, subsection (1) Applicant Qualifications
(4) Photograph	1sheet	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 Part-Time Student Application.
(5) Screening Fee	10,000yen	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.

*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) Number of Subjects and Credits for which Students may register

There is no upper limit for the number of credits for which students may register.

(5) Notes on Permission to Enroll

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

(6) Important Application Information

Once permission for registration has been confirmed, it is not possible to make any changes, deletions or additions to your class selection. Be sure to carefully check the subjects you have selected for registration when submitting the Application Form.

IV. 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 part-time student 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: September 13 (Wed)

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

(2) Payment of Registration Fees and Part-time Student Fees

Please pay the full amount due for registration fees and part-time student 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 part-time student fees are non-refundable.

	Part-time Student A	Part-time Student B
Registration Fee	50,000 yen	50,000 yen
Part-time Student Fees (Fixed)	380,000 yen	—
Part-time Student Fees (per credit)	22,500 yen	48,000 yen

*1) Registration Fee must be paid each semester

*2) Registration fees and part-time student 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 Summer 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 Part-time Students	From Wednesday, October 4, 2023

V. Student Status for Part-Time Students

- (1) Individuals who successfully pass the screening process and receive permission to study at APU, and who complete the procedures within the allocated time period (including payment of the registration fee and part-time student fees) will be issued a Part-Time Student ID Card.
- (2) If the student passes the final examinations in subjects for which he/she is registered, credits gained in the subject can be recognized. The Part-time Student's recognized credits can be transferred if the student chooses to later enter a regular program (Please note that there is a limit to the number of credits that can be transferred).
- (3) Part-time Students can be issued a certificate of part-time study and transcripts if needed. Please note that part-time students cannot be issued a "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a student bus pass.
- (4) Delivery of APU-Net User Account Information: Part-time students 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.
- (5) 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.
- (6) Part-time students can use the APU Library.
- (7) Part-time student status is only valid for one semester. Part-time students must reapply to take subjects the following semester.

VI. Other

(1) Class Times

Quarter/Semester Timetable

1st 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 for the AY 2023

Fall Semester will be available online from Early September, 2023

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

(3) Course Timetable

The course timetable for the AY 2023 Fall Semester will be available online from Early September, 2023.

* The Syllabus and course timetable may not be available for viewing on the scheduled date. Thank you for understanding.

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

APU Academic Office Web Site : https://en.apu.ac.jp/academic/class_info/timetable/

The screenshot shows the APU Academic Office website. The main navigation menu on the left includes 'Course Information and Absences' (expanded) and 'Common Education Subjects'. The 'Course Information and Absences' menu lists: Course Timetable · Classroom Changes (selected), Syllabus, Course Numbering, Class Evaluation Survey, Class Absences and Tardiness, and Class Cancellation and Make-up Classes. The main content area features a breadcrumb trail: HOME | Course Information and Absences | Course Timetable · Classroom Changes. The page title is 'Course Information and Absences | Course Timetable · Classroom Changes'. Below the title is a share section with icons for Facebook, Twitter, LINE, and a star. A 'Contents' table of contents is displayed, listing: Course Timetable, Course Timetable and Class Times, Open Classrooms for Attending Online Classes, and Classroom Changes. The 'Course Timetable' section is highlighted in red.

(4) If seeking a degree approved by the National Institution for Academic Degrees and University Evaluation (NIAD-UE)

Individuals who have graduated from a junior college or technical school, or who have completed at least 62 credits in at least 2 years of enrollment at a university may apply to NIAD-UE with the credit they've received as a part-time student to receive a bachelor's degree.

Since the subject areas required by NIAD-UE differ depending on the type of degree, the applicant must request the guidelines entitled "A New Path to a Bachelor's Degree" from NIAD-UE, and complete steps ①~③ before submitting his/her application.

- ① confirm the basic requirements for applying for a degree
- ② identify subjects in the areas that he/she has not completed
- ③ verify if there are APU subjects that meet these requirements

<Contact>
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