

Application Information for
Field Study Program / Field Research Project
- AY2021 Summer Session-

Application period	Program period	Programs offered
Thu., May 6, 2021 ~ Thu., May 20, 2021 – 16:30	AY2021 Summer (August - September, 2021)	Refer to P.4



[Precautions before application]

- **The program may be cancelled due to the condition of COVID-19 spread.**
- **In case the program is cancelled, no alternative program (e.g. online program) will be held to make up the cancellation.**
- **In case the program is cancelled, no grades nor credits will be awarded even if the program has already started.**
- **Program participants will borne any cancellation fees incurred and will not make a claim to APU nor concerned organizations.**

**Ritsumeikan Asia Pacific University
Academic Office
1st Edition
(April 7, 2021)**

Field Study / Field Research Project

■Field Study■

Overview and the Characteristics of the Subject

[College of Asia Pacific Studies (APS)]

Programs in APS aim to help students to learn a certain framework of Asia Pacific Studies comprehensively and to act with expertise, integrity, and compassion in the global society. Students are expected to learn to communicate adequately with others from different cultures and with different values, and explore, observe, analyze and investigate different matters, discuss multivalent issues.

[College of International Management (APM)]

※No programs will be offered by the College of International Management (APM) this time.

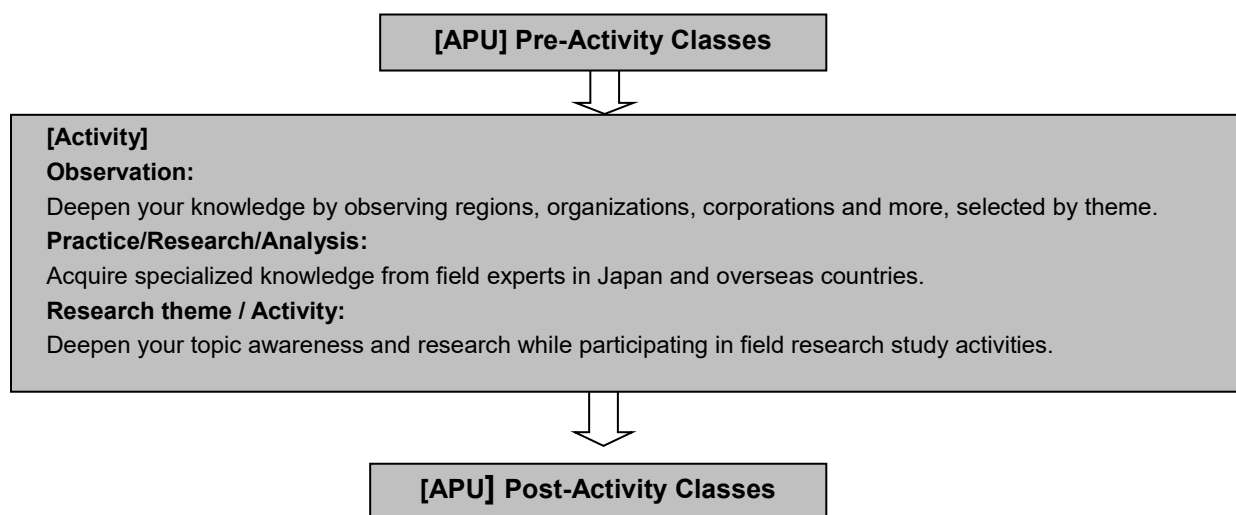
Programs of APM aim to foster students' growth as talents who are globally-minded and possess critical knowledge and skills through Field Study. These programs are aligned with major subjects in the curriculum and offer reflective experience imperative for a deeper understanding of business.

■Field Research Project■

Field Research Project is a collaborative study program for 3rd and 4th year students taking specialist (seminar) subjects. This program is for students taking seminar subjects under a Project Research supervising member of faculty. In addition to seminar classes, students who take part in Applied Training / Field Research Project can develop a deeper and more specialized knowledge of their chosen research theme which they can then apply to the completion of their graduation thesis.

*This subject is referred as 'Applier Training' for AY2011 curriculum and is referred as 'Field Research Project' for AY2017 curriculum.

Program Overview



Eligibility

■Field Study■

[Semester]

- Must be a student who is 3rd ~ 7th semester at the time of application. (as of AY2021 Spring Semester)

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2021 Spring Semester)
- A student whose student status is “*study abroad*” or “*leave of absence*” when the program is offered (as of AY2021 Spring Semester) is not eligible to apply.
- A student who is in their final semester when the program is offered (AY2021 Spring Semester) is not eligible to apply.
- A student whose student status is currently suspended is eligible to apply if the period of their suspension will end before the program’s application deadline date.

[Status of Language Studies at APU]

A student must have met the following conditions **before** the semester when the program is offered. (AY2021 Spring Semester)

English basis students participating in programs offered in Japanese:

Must have enough Japanese skills to be able to understand classes conducted in Japanese.

[College]

- In some cases, selection priority is given to students affiliated with the sponsoring college, however students from other colleges may also apply.

[Other]

- Beside those listed above, please check the ‘Recommended qualifications knowledge’, ‘Requirements for students’ in syllabus (scheduled for release on May 6) for the program-specific conditions if any.

■Field Research Project■

[Semester]

- Must be a student who is 5th ~ 7th semester at the time of application. (as of AY2021 Spring Semester)

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2021 Spring Semester)
- A student whose student status is “*study abroad*” or “*leave of absence*” when the program is offered (as of AY2021 Spring Semester) is not eligible to apply.
- A student who is in their final semester when the program is offered (AY2021 Spring Semester) is not eligible to apply.
- A student whose student status is currently suspended is eligible to apply if the period of their suspension will end before the program’s application deadline date.

[Other]

- Students who will be taking the Seminar course*; including the Sub-seminar course, for 3rd and 4th year students given by the faculty member in charge of the program during the semester that it is offered (AY2021 Spring Semester), and s/he plans to continue the same Seminar course* during the next semester (AY2021 Fall Semester)
- If a student belongs to the Seminar of the faculty member in charge, s/he may apply regardless of the affiliated college.
- If there are program-specific conditions, students will be selected according to those conditions. (For details, see the syllabus) (scheduled for release on May 6)

Select Field of the Field Study

Subject field

■ Field Study ■

[AY2011 Curriculum]

Sponsoring college	APS students	APM students
APS	Major education subjects	General elective

[AY2017 Curriculum]

Sponsoring college	Course name	APS students					APM students
		APS Major education subjects	Area of Study's Major Education Subject				APM Major education subjects
			Environment & Development (ED)	Hospitality & Tourism (HT)	Int'l Relations & Peace Studies (IRP)	Culture, Society & Media (CSM)	
APS	Field Study for Environment and Development (ED)	Yes	Yes	-	-	-	Other College Subjects

■ Field Research Project ■

[AY2011 Curriculum]

Sponsoring college	APS students	APM students
APS	Major education subjects	General elective

[AY2017 Curriculum]

Sponsoring college	APS students	APM students
APS	Major education subjects	Other College Subjects

Programs offered

■Field Study■ *No programs will be offered by the College of International Management (APM) this time.

Sponsoring college	Area of Study	Subject Name [Upper]AY2011 Curriculum, [Lower]AY2017 Curriculum	Program name	Faculty in charge	Activity site	Program Schedule	No. of credits	Lang.
APS	ED	Field Study	Disability and Society 障害と社会	YAMAGATA Tatsufumi	OITA, Beppu city, Hiji town	Pre-activity: August 1 Activity: August 2 to August 5 Post-activity: August 6	2	E/J
		Field Study for Environment & Development						
APS	ED	Field Study	持続可能な地域の価値づくり: 長野県飯田市における調査	TSUCHIHASHI Takuya	NAGANO, Iida city	Pre-activity: June 30(5 th & 6 th period), July 14(6 th period) Activity (Online): August 10 & 11 Activity (On-site): September 7 to 10 ※Schedule might be shorten	2	J
		Field Study for Environment & Development						

■Field Research Project■

Sponsoring college	Program name	Faculty in charge	Activity site	Program Schedule	No. of credits	Lang.
APS	NPO/NGO 研究	SEIKE Kumi	NIIGATA Kami-Echigo city	Pre-activity: June 8, 15, July 6, 13, 20 (5 th period) Activity: September 6 to 13 Post-activity: September 14 (4 th period)	4	J

[NOTE] Please check the syllabus (scheduled for release on May 6) on the Academic Office homepage for more details. (URL of the homepage is on Page.4)
Credit awarded will not be counted within the maximum number of credits per semester.

Grade information for respective Field Studies**■Field Study■**

Program name	Faculty in charge	Semester in which credits will be awarded.	Grade announcement	Grade evaluation
Disability and Society (障害と社会)	YAMAGATA Tatsufumi	2021SP	2021FA (the end of Oct.)	A+, A, B, C, F
持続可能な地域の価値づくり：長野県飯田市における調査	TSUCHIHASHI Takuya			

■Field Research Project■

Program name	Faculty in charge	Semester in which credits will be awarded.	Grade announcement	Grade evaluation
NPO/NGO 研究	SEIKE Kumi	2021SP	2021FA (the end of Oct.)	A+, A, B, C, F

Application Information

Programs offered

Please refer to P.4.

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 enter “Yes” under “Please answer this question if you apply for more than one program.” on the first page of the application site.
- Even if you answered “Yes in the question “If you get accepted to all the programs that its date 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 conflict in the schedule between/among the programs that you have applied for. (Conflict in the schedule does not comply with the application conditions.)

How to apply

Please do the following **2 steps** during the application period.

Step 1 **Thu., May 6, 2021 ~ Thu., May 20, 2021 – 16:30**

Please **apply online**. Online application site will be announced on the Academic Office homepage when the application period starts.

* If you submit the online application multiple times, only the most recent application will be accepted.

👉 Academic Office homepage:

<https://en.apu.ac.jp/academic/page/content0017.html/>



Step 2: **Thu., May 6, 2021 ~ Thu., May 20, 2021 – 16:30**

Please submit the pledge online from the designated URL during the application period.

- Pledge has to be electronically signed both by an applicant and his/her guarantor (guardian).
- The entry for the student's signature should be completed by the student his/herself; the field for the guarantor should be completed by the guarantors his/herself.

<How to submit the pledge online>

- 1) The student themselves open the pledge document, available on the Field Study website.
- 2) The student themselves fill out and sign the entries requested of them to complete. ***The signature must be drawn by the mouse cursor, not typed.**
- 3) After the student completes the required entries, the student specifies the guarantor's (guardian) e-mail address, and sets it to send.
- 4) The student confirms the e-mail that arrives in their inbox and clicks “Confirm E-mail Address”
- 5) After clicking “Confirm E-mail Address”, the pledge document will be automatically sent to the guarantor's (guardian) e-mail address.
- 6) The guarantor (guardian) opens the pledge document sent to them, completes and signs the required fields. ***The signature must be drawn by the mouse cursor, not typed.**
- 7) When the pledge has been signed by all required parties, a completed copy of the pledge will be sent to all relevant persons in PDF format (submission complete).

·In case you are unable to submit the electronic pledge, please contact the email you find below on this page. Please enter 'Pledge for Field Study' in your email title.

Email: atfs@apu.ac.jp

Screening method

- A comprehensive selection process will be conducted by screening school records with an emphasis on the personal statement. (Applicants will be contacted separately if an interview is required.)
- Applicants who are in the college that offers a program are given priority in the screening process.

Application guidance session *① and ② will be same contents

Date/time: ① Mon., May 10, 5th period ② Wed., May 12, 5th period
Zoom MTG ID: 936 6732 7727

Announcement of the screening result

Tue., June 8, 2021 *The applicant will be notified via Campus Terminal in the afternoon.

Matters to be attended to Participate

【Important】 Before submitting an application, please read through the main important points listed in the attachment at the end of this Application Information – “Items Common to all 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. For details, please see the syllabus for each program.
- Please be sure to check the costs associated with the program listed on the syllabus.
- Please follow the instructions given by the staff in charge regarding payment method/deadline for the program.
- Please purchase the domestic travel insurance from CREOTECH. Further details will be announced when we notify you of selection results.
- If you do not enroll in the domestic travel insurance by **Wednesday, June 23**, your participation in the program will be cancelled.

2. Preparations before departure

- Participants will arrange for transportation to the local destination by themselves following advice from a supervisor.

3. Notice

Precautions for course registration

- There will be no special consideration for any issues that may arise due to the conflict of the period of the program (including pre/post activity classes and practicum) overlapping with the timetable of the regular classes, make-up classes, exams (including make-up exams), course registration period.
- Students are still eligible to apply even if subjects they have already registered for the 2021 Spring 2nd Quarter or Summer Session overlap with the period of their desired Field Study or Field Research Project program (including pre-practicum classes, practical work, and post-practicum classes).
However, if accepted into the program, students must delete those spring semester 2nd quarter and summer session subjects from their course registration during correction period 2 on their own.
- In the case a student's participation is cancelled due to any reasons including the “withdrawal”, the student is responsible for any costs for cancellation.

4. Cancellation of the programs

- The program may be cancelled due to the condition of COVID-19 spread.
- In case the program is cancelled, no alternative program (e.g. online program) will be held to make up the cancellation.
- In case the program is cancelled, no grades nor credits will be awarded even if the program has already started.
- Program participants will borne any cancellation fees incurred and will not make a claim to APU nor concerned organizations.

Others

Accommodation

- Please check the details on the syllabus regarding the type of accommodation.
- Participants must follow the rules and instructions provided by the facilities.

Participation qualification

- Participation without application is not allowed.

Schedule

Date	Description
2021	
May 6 (Thu.)	Application period begins
May 10 (Mon.) 5 th Period May 12 (Wed.) 5 th Period	Application guidance session (Zoom MTG ID: 936 6732 7727) *Contents of the session will be the same.
May 20 (Thu.) 16:30	Application deadline
	Submission deadline for Pledge
June 8 (Tue.)	Announcement of the screening result
June – Aug. (Depend on Program)	Pre-activity classes at APU (Please refer to the Syllabus)
Aug.-Sep.	Field activity onsite, Post-activity classes at APU. (Please refer to the Syllabus for more details.)
End of October	Grade announcements

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

Enquiries

Academic Office Bldg.B, 1st Floor
TEL 0977-78-1101 / FAX: 0977-78-1102
Academic Office (Mr. Hirochi, Ms. Tsuda, Ms. Ito, Ms. Itonuma)
Email: atfs@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 by the date set, 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 JCSOS Crisis Management System (J-TAS), 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 Programs may be cancelled or program contents may be changed in the event that any of the following apply. Students should put together a reasonable registration plan having taken these possibilities into consideration.
 - A) In the event the Ministry of Foreign Affairs Travel Advice and Warning on Infectious Diseases is Level 2 or above for the country or region of dispatch
 - B) In the event a program cannot be operated safely in view of social conditions
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; or other unforeseen circumstances.
 - C) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel
 - D) In the event APU decides to cancel a program or change program contents due to safety-related issues in the region of dispatch
- 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.

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

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 see the pledge 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".