

Fall 2021

RU-APU, AIU-APU Domestic Exchange Program

Recruiting Information

<Important Announcement>

Please apply with the understanding that, depending on future circumstances, you may not be able to go on exchange in the AY 2021 Fall semester. For more information, please refer to “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” within the Items Common to All Programs.

1. Outline of Domestic Exchange Program

Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Ritsumeikan University (RU: Kyoto City, Kyoto / Kusatsu City, Shiga / Ibaraki City, Osaka)
- Akita International University (AIU: Akita City)

2. Host Colleges

- Ritsumeikan University
 - Kinugasa Campus (Kyoto)
College of Law, College of Social Sciences
College of International Relations, College of Letters
 - Biwako-Kusatsu Campus (BKC: Kusatsu City, Shiga)
College of Economics, College of Science and Engineering
College of Sports and Health Science
 - Osaka Ibaraki Campus (OIC: Ibaraki City, Osaka)
College of Policy Science, College of Business Administration

The Colleges below are currently not accepting exchange students.

The Colleges of Image Arts and Sciences, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Comprehensive Psychology, Gastronomy Management, Global Liberal Arts

Note: In order to apply for the College of Science and Engineering, applicants must have the necessary academic ability. Screening is made on a case-by-case basis.

- Akita International University
Faculty of International Liberal Arts (Akita City)

3. Exchange Period

- Ritsumeikan University: 1 semester
- Akita International University
 - semester or 1 year
 - Winter program (Please see Page 8)

*There is no possibility to extend your exchange period after participation is approved by APU officially.

*If you have participated in any domestic exchange program (1semester/1 year exchange program) in the past, you are not able to apply.

4. Number of students to be accepted

- Ritsumeikan University: 10
- Akita International University:10

5. Application Qualifications

- Applicants must be in their 3rd~6th semester in 2019 Spring semester
 - Applicants must be in their 4th ~7th semester at the time of departure.
 - *You cannot participate in the program in your last semester.
 - *3rd-year transfer students cannot apply.
 - *2nd-year transfer students can apply from their 4th semester.
- The number of credit required : The number of credits you have taken must be the number of your previous semester \times 14 or above.
 - *I.e. students in their 5th semester : $4 \text{ (previous semester)} \times 14 = 56$ (Total number of credits taken must be 56 or above)
- Cumulative GPA : 2.50 or above
- Language Requirements :
 - Ritsumeikan University: Sufficient Japanese Ability (complete Advanced Japanese)
 - Akita International University : TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61 or higher

6. Tuition and other fees

Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present.

The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

7. Accommodation

- Ritsumeikan University:

Participants are required to find the accommodation on their own.

- Renting local apartment: You may find the housing through Ritsumeikan Co-op.
- The student dormitories operated by the Ritsumeikan University: You may apply for the student dormitories but no guarantee to be offered a room. Application will be accepted after your participation is accepted officially.

Website for Ritsumeikan dorms: <http://en.ritsumei.ac.jp/lifecareer/dorm/>

● Akita International University:

Participants will be housed in either “Global Village” or “Komachi Hall” (Dormitory). Akita International University will decide which accommodation you will stay at.

[Accommodation fees]

Please note that the below cost and contents may change.

Fall Semester (4.5months:2021/8/25~2021/12/24)		
	Global Village (44,000-46,000JPY / month)	Sakura Village (40,000-42,000JPY / month)
Rent (Utility fees are included)	202,000JPY	184,000JPY
Meal Plan for 2weeks	14,670JPY	14,670JPY
Room Cleaning Charge	8,500JPY	8,500JPY
Bedding and Linens	10,350JPY	10,350JPY
Activity Fees	10,000JPY	10,000JPY
TOTAL	245,520JPY	227,520JPY

[Meal Plan and self-cooking]

- Participants are able to cook their own food in the room. Cooking equipment must be prepared by participants.
- Meal Plans (Semester based)

Participants are required to buy the meal plan for the first 2 weeks as a one of AIU's policies. You may choose the meal plan options below after that if you would like to continue to buy the meal plan. In this case, you are required to pay the meal plan fees at the AIU shop by the deadline.

- A. 2 meals per a day (Lunch and Dinner, Weekdays only, not including holidays): Approx. 60,000JPY per semester
- B. 3 meals per a day (Breakfast, Lunch and Dinner, everyday): Approx. 100,000JPY

*Please note that there may be a case that meals cannot be provided on special occasion days.

* You may also buy food at the cafeteria after the first 2 weeks without buying meal plan.

[Bedding and Linens]

Provided: Futon mattress, comforter, blanket, pillow, linens (including changing the bed linens once a week)

[Room Facilities]

Air conditioning, bed, desk, chair, shelf, closet, desk lamp, small fridge and IH cooker, microwave

[Miscellaneous]

- Free wired and wireless internet connection is available.
- 24h Laundromat is in the building. *Laundry charge will be incurred.
- Rooms are private rooms. Sakura Village has shared washroom, bathroom, toilet, and kitchen.

8. Scholarships

As a basic rule for APU tuition reduction plan or scholarship, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criterion for two consecutive semester.

University will evaluate your APU grades after you receive certain amount of credits transferred from your host university. After finishing exchange program, please apply to credit transfer as soon as possible. Please make inquiries at Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

9. Courses Registration and Credits

- Ritsumeikan University:
 - Participants may only take the courses from the college they will be in.
 - Participants may take small-group lecture courses. There are some subjects restricted by colleges.
 - There are some courses restricted by year level.
 - Only a small number of classes are taught in English.
 - Individual guidance will be provided during the course registration period, in accordance with the class registration limit, students' personal academic history and study plan.

Note:

1. Only a small number of courses are offered in English in Ritsumeikan University.

If you are Japanese Basis Students, please plan ahead and take the courses held in English at APU as much as possible.

2. There is no limit to the maximum number of credits you can take. We recommend that you take

at least 20 credits per semester.

- Akita International University:
 - EAP (English for Academic Purposes) subjects will not be offered for exchange students. Some other courses have a limit for registration or a prerequisite. Please see the class schedule and course syllabus for more information.
 - Exchange students are able to register courses regardless of the year level.
 - All subjects are taught in English. Only a small number of classes are taught in Japanese.
 - The capacity of courses and/or classrooms are limited.
(AIU students have priority in registration for the courses. APU students may not be able to register in those courses.)

10. Credit Transfer

The maximum number of credits participants are eligible to transfer by the time their graduates is 60 credits including all other credit transferrable programs regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:

All credits taken at the host university will be transferred as “Subject Field”.

*(For AY 2011 Curriculum and AY 2017 Curriculum APM students)

Transfer credits do not count towards Area of Study.

*Credit transfer will be determined by Academic Affairs based on students’ application.

Important Note for Students enrolled under the AY 2017 Curriculum:

- For APM students: Ritsumei University and Akita International University does not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
- For APS students, up to 10 credits may be approved to count towards an Area of Study based on the screening carried out by the College of Asia Pacific Studies (APS).

[Timing of Credit Transfer]

Transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program.

You cannot confirm earlier that the credits you have taken at the host university transfer to which subject fields at APU.

[The number of transferable credits]

In general, all credits obtain at the host university could be transfer back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by APU credit registration limit.

[Grades]

Transferred subjects will appear as “ T ” (Transfer) on your grade report. “ T ” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example:

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

11. 3rd and 4th Year Seminars

If you plan to register for 3rd or 4th Year Seminar (Major Seminar I , Major Seminar II , Graduation Research I , Graduation Research II), please come to the Academic Office for a consultation before applying the exchange program.

12. Recruitment and Screening Schedule

Application Period: Wed. 7 April ~ Fri. 23 April 16:30

Notification of Screening Results and Interview Date: Wed. 5 May

Interview Period: Mon. May 10 ~ Wed. May 12

Announcement of selected participants: Wed. July 7

Guidance Session: Wed. July 14

*Selected candidates will be notified of detailed information later.

13. Application and screening procedures

- Screening by application documents and interview:

Selection will be conducted based on applicant's comprehensive ability (language ability, essay, GPA and interview).

*There will be a special screening for applicants of College of Science and Engineering.

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

Step 1: Please apply through [Academic Office website](#).

- 1) [Complete online application](#)

- Note! Please read the [instruction](#) before you apply online.

- Please upload your face photograph.

- For AIU applicants, a copy of TOEFL score is requested to upload upon application

Application Period: Wed. 7 April ~ Fri. 23 April 16:30

Step 2: Statement of Financial Support (PDF, JPEG etc.)

-Please ask your financial sponsor to download and sign this form from the [Academic Office website](#).
You will need to add your own signature as well before submitting the form.

-The file name must match this format: "Financial_Support_Student ID Number_Your Name."

E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

14. Revocation of Acceptance

Please refer to the below "Common Items for All Programs" regarding other Items. Please note however, that 1-3 do not apply to this program.

15. Contact

Academic Office 1st floor, B building

Contact: Mr. Jacob and Ms. Mishiro

Useful website:

AIU Website <http://web.aiu.ac.jp/>

RU Website <http://www.ritsumei.ac.jp/>

国際教養大学 (AIU) 冬期プログラムについて

Akita International University (AIU) Winter Session Exchange Program

【冬期留学プログラム / Winter Session Exchange Program】

国際教養大学(AIU)の「冬期科目」を履修できる短期留学プログラムです。

1年または1セメスター(秋学期)留学した場合も、オプションで冬期科目を履修することができます。

Students are able to register “winter session subjects” at Akita International University (AIU).

If you apply for the year/ semester exchange (fall semester), you will be able to register winter session subjects as well.

【開講期間 / Program term】

2022年1月5日(水)～3月1日(火)

※ APUの秋セメスター2Qの授業期間と重なります。よって、派遣が決定した場合は、APUのセメスター開講授業及び2Qの授業を受講することはできません。

※ The program will be offered during the 2nd quarter of the Fall Semester at APU. If you are selected, you will not be able to register semester subjects or 2nd quarter subjects.

【選考 / Screening】

選考は1年/セメスター留学と同時に行います。

The screening will be conducted together with the 1 year/semester exchange program.

【注意事項 / Points to concern】

- 冬期プログラム科目の履修の上限が9単位となっており、APUの履修上限単位数までしか認定できません。

(例)APUでのセメスター履修上限単位数が20単位である場合において、1Qで12単位のクォーター

授業を履修した場合、冬期プログラムでは 8 単位まで(20-12=8)の単位認定が可能です。

The maximum number of credit which may be completed in the winter program is 9, however **the maximum number of credits which may be transferred is limited by the APU course registration limit.**

(Example) If the APU credit registration limit is 20 credits, and during the first quarter a student completes 12 credits, then up to 8 credits may be transferred from the winter program (20-12=8).

【住居について / Dormitory】

1 年/セメスター留学と同様に、AIU 留学では学生宿舎「グローバルヴィレッジ」、「さくらヴィレッジ」に入居していただきます。

Students have to stay in the university dorms "Global Village" or "Sakura Village". 下記金額及び内容は変更する場合がありますので、ご了承ください。

	冬期プログラム / Winter Program (2ヶ月間: 1月5日~3月1日)	
	グローバルヴィレッジ Global Village 月/month 44,000 円/yen ~月 /month 46,000 円/yen	さくらヴィレッジ Sakura Village 月/month 40,000 円/yen ~月 /month 42,000 円/yen
部屋代 / Room charge 2.5ヶ月間(1月4日~3月7日)	114,000 * utilities included	104,000 * utilities included
食費 / Meal plan	0	0
退去時清掃費 / Room cleaning charge	8,500	8,500
寝具 / Bedding (クリーニングあり)	5,750	5,750
活動費 / Activity fee	5,000	5,000
合計 / Total	133,250 円/yen	123,250 円/yen

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".