

Spring 2022 RU-APU, AIU-APU Domestic Exchange Program Recruiting Information

<Important Announcement>

Please apply with the understanding that, depending on the future circumstances of COVID-19, you may not be able to go on exchange in the AY 2022 Spring 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 on page 11.

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 or 1 year
- Akita International University
 - 1 semester or 1 year

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

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

4. Number of students to be accepted

- Ritsumeikan University: 10 (1 semester), 10 (1 year)
- Akita International University: 10 (total of 1 year and 1 semester)

5. Application Qualifications

- Applicants must be in their 3rd~6th semester at the time of application.
 - 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.
- Required number of credits : 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 (Advanced Japanese completed)
 - Akita International University : TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61, IELTS 6.5 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 Ritsumeikan University: You may apply for the student dormitories but there is no guarantee that you will be offered a room. Dorm applications will be accepted after your participation is officially accepted.

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

Further information regarding accommodation will be provided as needed.

- Akita International University:

Information as of September 2021. The contents or fee totals below may change.

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

[Accommodation fees]

Spring Semester (4.5months:2022/4/1~2022/8/7)		
	Global Village (52,000 JPY / month)	Sakura Village (45,000 JPY / month)
Rent (Utility fees are included)	234,000	202,500
Meal Plan for 2weeks	14,670	14,670
Room Cleaning Charge	8,500	8,500
Bedding and Linens	10,350	10,350
Activity Fees	10,000	10,000
TOTAL	277,520 JPY	246,020 JPY

[Meal Plan and self-cooking]

- Meal Plans (Semester based)
- During the observation period (the first two weeks) after admission to the dormitory, students are required to purchase boxed lunches (breakfast, lunch, and dinner) from the cafeteria. After the observation period is over, students can purchase a boxed meal plan for breakfast and dinner.
 - ※ Meal Plan periods are 1 month. Prices range from 10,000 – 25,000 JPY
- Participants are able to cook their own food in the room. Cooking equipment must be prepared by participants.

[Bedding and Linens]

Provided: Futon mattress, comforter, blanket, pillow, linens (including a weekly change of bed linens)

[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. *Paid
- 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 semesters.

The university will evaluate your APU grades after your credits are transferred from your host university. After finishing the exchange program, please apply for credit transfer as soon as possible. Please make inquiries at the 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 courses from the college they will be enrolled in.
 - Participants may take small-group lecture courses. However, there are restrictions on course registration for each College. Please check page 8 for more details (Japanese only).
 - 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 a Japanese Basis Student, please plan ahead in taking courses held in English at APU.

2. There is no limit to the maximum number of credits you can take. We recommend that you take about 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 the course or classroom is 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 they graduate 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.
- In general, transferred credits do not count towards Areas of Study. However, 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).
- For APM students: Ritsumeikan University and Akita International University are not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
- Credit transfers are determined by Academic Affairs based on the students' application.

- Timing of Credit Transfer

You will be required to submit a "Tentative Credit Transfer Request" as soon as you have finished course registration at your host university. Based on the results of this, you will be able to confirm to which subject fields at APU the credits you are taking at the host university will be transferred.

Through submitting a "Credit Transfer Request" transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program. More details will be explained during the Guidance Session after acceptance to the program.

- The number of transferable credits

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

The maximum number of credits transferred will be determined by your 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 go on exchange during your 5th or 6th semester, you will not be able to join the 3rd year seminar. If you go on exchange during your 7th semester, you can join Graduation Research or Graduation Research I remotely. If you would like to take a seminar remotely during your 7th semester on exchange, please check the details on the Academic Office Website page “Undergraduate Seminar Courses (for the 3rd & 4th year) (<https://en.apu.ac.jp/academic/page/content0059.html/?c=17>)” -> For students considering participating in an exchange program. Please make sure to submit the “Provision of Remote Instruction” form after receiving permission by the seminar supervisor. If you have any questions, please contact the Academic Office Seminar Desk (seminar1@apu.ac.jp)

12. Recruitment and Screening Schedule

Application Period: Wed. 6 October ~ Fri. 22 October 16:30

Notification of Screening Results and Interview Date: Mon. 25 October

Interview Period: Tue. 26 October ~ Thur. 28 October

Announcement of selected participants: Wed. 1 December

Guidance Session: Wed. 8 December

*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 the online application

- Note! Please read the instructions [\(see the above webpage\)](#) before you apply online.
- Please upload your portrait photograph.
- For AIU applicants, a copy of TOEFL score is requested to upload upon application

Application Period: Wed. 6 October ~ Fri. 22 October 16:30

Step 2: Please submit the following documents to “Submission Box” inside the Academic Office.

1) Pledge

2) Statement of Financial Support

The forms are available to download from the [Academic Office website](#).

Note: Above two forms must be signed by both an applicant and his/her guardian and financial sponsor and only the original documents will be accepted.

Submission deadline: Thur. 4 November 16:30 (arrive by)

Note: Submission deadline for above two documents differs from the deadline of online application.

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:

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

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

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Useful website:

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

履修制限について

(1) 全学部共通制限科目（履修不可科目）

- ① 全学副専攻
外国語コミュニケーションコース・・・受講不可
- ② 教職課程科目
- ③ 外国語科目
- ④ 留学生対象の日本語科目
- ⑤ 通年科目（通年在籍学生は可能）、小集団科目等の演習科目（学部により一部可能）、夏期集中科目（通年在籍学生は可能）、大学コンソーシアム単位互換科目
- ⑥ 所属学部で許可されている他学部受講科目以外の他学部科目
- ⑦ 留学プログラム（海外スタディ、異文化理解セミナー等）
- ⑧ インターンシップ（全学インターンシップ等）

(2) 全学部共通制限科目（一部制限のもと履修可能科目）

- ① 教養科目：原則として受講可。ただし、受講登録方法が、抽選科目登録もしくは選考科目登録となっている授業は、定員が設定されているため、正規生の受講登録の結果、定員に空きがある場合のみ受講可。

(3) 各学部独自制限科目

- ① 法学部
 - ・ 専門科目・・・原則として各科目の配当回生に従って受講できる。
ただし、下記科目は受講不可。
「社会に生きる法」（1回生配当）
演習科目（「特修〇〇法」などを含む）
実習関連科目（「公共政策実習」・「法務実習」等）
※ 法学を初めて学修する学生は、1・2回生以上配当の基礎的な科目を履修することを推奨。
※ 1年間留学する学生は履修相談を踏まえ、専門演習ⅠⅡ・卒業研究を除く演習科目についても、選考の上、受講を認める場合があります。
- ② 経済学部
原則として全ての科目受講を認める。ただし、半年間留学する学生は、演習科目について受講不可とする。（1年間留学する学生は履修相談の中で受講を認める場合もある。）
- ③ 経営学部
原則として全ての科目の受講を認める。ただし、選考科目および抽選科目は受講できない場合がある。また、半年間留学する学生は、「専門演習」が受講不可。（1年間留学する学生は、選考の上、受講が可となる場合があります。）
- ④ 産業社会学部
通年開講科目
 - ・ 基礎演習：受講不可
 - ・ 企画研究：担当教員が受講を許可した場合に限り受講を認める。
 - ・ ゼミナールⅠ・Ⅱ：担当教員が受講を許可した場合に限り受講を認める。
 - ・ 卒業研究：受講不可

資格取得の目的のために開講されている以下の科目：受講不可

- ・ 子ども社会専攻の「教科教育」の科目と「実習科目」
- ・ 社会調査士プログラム履修者のための科目

- ・ 「社会調査士Ⅰ・Ⅱ・Ⅲ」、「社会調査情報処理」
- ・ 社会福祉士課程のための科目
「社会福祉援助技術演習Ⅰ・Ⅱ・Ⅲ」、「社会福祉援助技術実習指導Ⅰ・Ⅱ・Ⅲ」、「社会福祉援助技術現場実習」
- ・ 外国語科目：受講不可。必修外国語（12単位）は、部分的な科目の履修は認めない。
- ・ 産業社会学部英語副専攻：受講不可
産業社会学部英語副専攻はパッケージで単位の認定を行うため、部分的な履修は認めない。また、産業社会学部英語副専攻を基礎とした履修モデル「グローバル・フォーカス」の履修指定科目のうち「国際セミナーⅠ・Ⅱ」「国際社会入門」の履修は認めない。
- ・ 上記の他、一般講義系科目の受講を認める。

⑤ 国際関係学部

- ・ 基礎演習および1・2回生必修外国語：受講不可とする。
- ・ 専門外国語：原則、受講可とする。ただし、Academic SkillsⅠ～Ⅲは受講不可とする。
- ・ 専門演習：受講時に3回生（在学第5セメスター目）以上であることを前提とし、定員に空きのあるクラスのみ事前に課題レポートを提出し選考の結果、受講を許可する。半期の交流学生で希望があった場合は、オブザーバーとしての半期の聴講を認める場合がある（単位認定はしない）。この場合、担当教員が所定の志望理由書をもとに選考を行なったうえで、許可を得ることが条件となる。

⑥ 政策科学部

- ・ 演習科目：
「研究実践フォーラムⅠ・Ⅱ（2回生）」、「政策構想演習Ⅰ・Ⅱ（3回生）」は、希望があれば受講を認める。ただし、担当教員の許可を得ることが条件となる。
- ・ EPS科目・グローバル言語科目：定員の空いているクラスに対して受講可。
- ・ 情報技法科目：定員の空いているクラスに対して受講可。
- ・ 抽選科目は定員に空きがある場合のみ受講可。
- ・ CRPS専攻（英語基準）の科目を受講したい場合は、受講登録時に別途、政策科学部事務室に相談すること。

⑦ 文学部

- ・ 基礎科目：抽選科目は定員に空きがある場合のみ受講可。
- ・ 文学部専門科目：各学域・専攻の学生のみ受講できる科目は不可とする。文学部生全員が受講できる科目のみ受講可とする。
- ・ 実験科目・実習科目、全学副専攻、イノベーション副専攻、エリアスタディ、文学部インターンシップ：受講不可
- ・ 演習科目・講読科目：許可制
- ・ 教職課程科目・学芸員科目・図書館司書科目・学校図書館司書教諭科目：受講不可

⑧ スポーツ健康科学部

- ・ 全学部共通履修制限科目に加えて、下記科目を受講制限科目とする。
「インターンシップ（国内）」
「インターンシップ（海外）」
「サービスマーケティング（専門）」
「クリニカルATインターンシップ（海外）」
「クリニカルATインターンシップ（国内）」
「スポーツ健康科学特殊講義Ⅱ」
「スポーツ指導実習（健康運動指導士実習）」
「スポーツ指導実習（水泳）」
「解剖・生理学実習」
- ・ 定員の定められた科目に関しては、定員に空きのある場合に受講を認める。
- ・ 学部小集団科目である「基礎演習Ⅰ」「基礎演習Ⅱ」「研究入門Ⅰ」「研究入門Ⅱ」に関し

ては、学部で受講クラスを決定して受講を認める。同じく学部小集団科目である「専門演習Ⅰ」「専門演習Ⅱ」「専門演習Ⅲ」「専門演習Ⅳ」に関しては、1年間のプログラム学生の場合には、受講可能な基礎知識の有無や定員の空き等を勘案して受講可否を決定する。半期のプログラムの学生の場合には、オブザーバーとして聴講を認める場合がある（単位認定なし）。

- ・ 外国語科目については、本人の履修希望を確認した上で履修を認めることがある。

⑨ 理工学部

- ・ 選考科目および抽選科目は受講できない場合がある。
- ・ 小集団科目、演習、実験、実習等定員の定められている科目は選考の上、受講可否を決定する。

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 the 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 the 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".