

# **7. Other Information and Programs**



## 7.1 Accelerated Graduation Program

The Accelerated Graduation Program has been devised to encourage the academic efforts of outstanding students who wish to graduate in three years or three and a half years. Those accepted to the program are allowed to register extra credits and higher level subjects each semester (with the exception of certain subjects). Students must understand the specific program criteria, such as the credit requirements and GPA. Those who aim for accelerated graduation must have clear plans for the future and be ready to make ongoing efforts to achieve their goals.

Transfer Students from a non-4 year university or 3rd year transfer students are not eligible to register for the Accelerated Graduation Program.

### Application and Registration

#### Application Period

- When moving to the 2nd year: Apply during the 2nd semester
- When moving to the 3rd year: Apply during the 4th semester

#### Eligibility

AY 2017 Curriculum APS students are required to register for their Area of Study before they can apply for this program.

\* Students can change their Area of Study multiple times during the designated registration period (refer to p.37).

#### ● **Application prior to the start of the 2nd year (during the 2nd semester)**

Applicants must have completed 32 credits by the end of their 2nd semester and have a cumulative GPA of 3.20 or higher.

Students who apply during their 2nd semester and who register for the Accelerated Graduation Program from their 3rd semester will be assessed at the end of the 4th semester. Students will have their registration revoked if they do not meet the necessary conditions.

The assessment criteria are as follows:

- Completion of 74 credits or more, and a cumulative GPA of 3.20 or higher
- Completion of all mandatory Language Education Subject credits by the end of the 4th semester

#### ● **Application prior to the start of the 3rd year (during the 4th semester)**

Applicants must have completed 64 credits by the end of their 4th semester and have a cumulative GPA of 3.20 or higher. In addition, applicants must have completed all required language courses by the end of the 4th semester.

The University is not able to assess whether applicants are eligible or not at the time of application. Students who are found to be eligible after the initial screening of the application documents will be registered for the Accelerated Graduation Program. Screening results will be announced on the same day as semester grade results are released.

## Application Materials

- Application for APU Accelerated Program (designated form)
- Essay for Accelerated Program (designated form)

## Schedule

Description	Application for AY2021 Fall Semester	Application for AY2022 Spring Semester
Application Materials Available	Early July 2021	Early January 2022
Application Period	Mon, July 5 - Fri, July 9, 2021	Tue, January 11 - Fri, January 14, 2022
Results Announced	Mon, September 13, 2021	Mon, March 14, 2022
Program Registered	Tue, September 21, 2021	Fri, April 1, 2022

- Dates are subject to change; refer to the application materials available on the Academic Office website for more information.

## **Important Information for Accelerated Graduation Program Students**

### Credit Registration Limits

The credit registration limits for students in the Accelerated Graduation Program are different.

#### **Maximum Number of Credits**

Semester	1st	2nd	3rd	4th	5th	6th	7th
Credits	-	-	24	24	24	24	24

### Automatic registration of Required Subjects for APM students (Only AY 2017 Curriculum students)

Please note that "Global Management (Capstone)" will be automatically registered for the 6th semester regardless of your expected date of graduation. Other subjects will be automatically registered during the semester shown in p.58 "Required Subjects (APM)."

### Application for Preferred Graduation Date

The University surveys all Accelerated Graduation Program students every semester in regard to their preferred graduation date during the following periods.

Spring Semester : Mid-July

Fall Semester : Mid-January

### 3rd and 4th Year Seminar Enrollment

Please refer to p.163 (AY 2017 Curriculum students) for more information. Students should consult with their supervisors about when they will start writing their undergraduate thesis and proceed accordingly.

### Notes regarding Studying Abroad

Students who fall into either of the following categories must consult with the exchange program supervisor before applying for the Accelerated Graduation Program.

Students are not permitted to participate in exchange programs in their final semester (i.e., semester of scheduled graduation).

- Students scheduled to participate in international or domestic exchange programs.
- Students scheduled to participate in individually arranged exchange programs.

## Accelerated Graduation Assessment

Accelerated Graduation Program students who have satisfied the conditions detailed below and who subsequently pass the early graduation assessment interview will be eligible to graduate upon completion of their 6th or 7th semester. Students who do not meet these requirements may graduate as regular students after their 8th semester or later.

### Eligibility

- Submission of the Graduation Assessment Application at during the designated period at the end of the semester prior to the semester of intended graduation
- Meet all the designated graduation requirements of that student's college.  
Please refer to p.38 (APS students) or p.56 (APM students) for information about each college's graduation requirements.
- Cumulative GPA of 3.20 or higher
- Completion of at least 20 credits of Lecture / Seminar subjects held in their non-basis language (excluding E / J classes and language subjects)

### Schedule

	Spring 2021 Graduation	Fall 2021 Graduation
Announcement of Results	Wed, September 1, 2021	Wed, March 2, 2022

## Accelerated Graduation and Tuition

Accelerated graduation students will pay adjusted tuition fees according to the tuition model below. Because of these changes, once a student has registered for accelerated graduation they will pay a comparatively higher tuition fee per semester than regular students. Be sure to confirm the tuition fees for each semester. Once a student has registered for the Accelerated Graduation Program, they will be unable to return to normal student status unless their registration is revoked during re-evaluation in their 4th semester. Students graduating in three and a half years will not be billed Tuition Fee B (registered credit based fee) for the 7th semester. Please refer to the "Campus Life Handbook" on the Student Office website for more information.

### Tuition Fees for Accelerated Graduation Students

	1st Year	2nd Year	3rd Year	4th Year
Regular Student	1,300,000 JPY	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Accelerated Graduation A	1,300,000 JPY	1,870,000 JPY	1,870,000 JPY	-
Accelerated Graduation B	1,300,000 JPY	1,870,000 JPY	1,315,000 JPY	1,315,000 JPY
Accelerated Graduation C	1,300,000 JPY	1,500,000 JPY	2,240,000 JPY	-

- Accelerated Graduation A: Regular student (non-transfer) registered for the program in their 2nd year
- Accelerated Graduation B: Regular student (non-transfer) registered for the program in their 2nd year, but removed from the program after the 4th semester re-evaluation
- Accelerated Graduation C: Regular student (non-transfer) registered for the program in their 3rd year

## Cancellation of Registration in Accelerated Graduation Program

Once students are registered in the Accelerated Graduation Program, students are not allowed to cancel their registration in the program for any reason.

A student's registration will be revoked if the student does not meet the required conditions at the rescreening performed at the end of their 4th semester, or if the student does not pass the Accelerated Graduation Assessment performed at the end of their 7th semester.

### Renewal of Visa

International students who are registered in the Accelerated Graduation Program can only extend their student visa until the end of their 6th or 7th semester accordingly.

## 7.2 College Transfer

"College Transfer within the University" is a system whereby an APU student, scheduled to proceed to the 2nd or 3rd year level, transfers from the College in which they are currently studying to another College within the University. As a general rule, transfer from a college is only available when there are openings in the other College. Details can be found on the Academic Office website.

## Application and Screening

### Application Period

- When moving to 2nd year: Apply during 2nd semester
- When moving to 3rd year: Apply during 4th semester

### Eligibility

Transfers at the 2nd year level (2nd semester students):

- Students must obtain at least 30 credits by the end of their first year of study and maintain a cumulative GPA of at least 2.50.

Transfers at the 3rd year level (4th semester students):

- Students must obtain at least 60 credits by the end of their second year of study and maintain a cumulative GPA of at least 2.50.
- Students must have completed all required language courses by the end of the 4th semester (excluding AY 2011 curriculum students).

The University is not able to assess whether applicants are eligible to transfer at the time of application. Interviews will be conducted for applicants who pass the initial application document screening. Transfer within the University will be permitted for students who pass the interview screening and who are found to meet the eligibility standards. Screening results will be announced on the same day as semester grade results are released.

**Note:**

- Please note that Accelerated Program students cannot apply for college transfer at the 3rd year level.

**Application Materials**

- Application Form (Use the designated application form)
- Essay: A typed A4 essay outlining the reason you wish to change colleges. Japanese essays should be 2,000 characters; English essays should be 800 words.
- College Transfer Application Fee 10,000 JPY (Pay by credit card OR purchase a certificate stamp from the automatic certificate dispenser and submit it to the office.)

**Schedule**

	Transfer from AY 2021 Fall Semester	Transfer from AY 2022 Spring Semester
Application Materials Available	Early June 2021	Late November 2021
Application Period	Mon, June 14 - Fri, June 18, 2021	Mon, November 29 - Fri, December 3, 2021
Interviews	Mon, June 28 - Fri, July 2, 2021	Tue, January 11 - Fri, January 14, 2022
Results Announced	Mon, September 13, 2021	Mon, March 14, 2022
Procedure Deadline	Mid-September 2021	Late March 2022
Effective Date of Transfer	Tue, September 21, 2021	Fri, April 1, 2022

- Dates are subject to change; refer to the College Transfer page of the Academic Office website for more information.

**Handling of Credits after College Transfer**

Credits obtained in the college before the transfer will remain on a student's transcript after the college transfer. Credits will be transferred to Subject Fields that correspond to the new college.

Please note that transferred credits may be placed in Subject Fields different from those in the previous college. In this way you need to be very careful when undertaking course planning.

## 7.3 Graduate School Subjects Early Enrollment Program

The Graduate School Subjects Early Enrollment Program provides undergraduate students in their 7th or 8th semester the opportunity to take subjects of their choice in one of the graduate schools while retaining their undergraduate status.

If the student later enrolls in an APU graduate school, credits earned while studying in this program can be transferred upon application as long as they are deemed academically beneficial by the graduate school in question.

This program affords students thinking of advancing to graduate school the opportunity to prepare for their graduate studies in a conscious and well-planned manner. Moreover, taking graduate school subjects early will reduce students' workload after enrollment in graduate school and will allow them to focus on their research. Students who want to use their time wisely and prepare for the next stage of their studies before advancing to graduate school are encouraged to take full advantage of this program.

### Applying for the Graduate School Subjects Early Enrollment Program

#### Application Period

- When moving to the 7th semester: Apply during the 6th semester
- When moving to the 8th semester: Apply during the 7th semester

#### Eligibility

##### ● GPA and Credits

Semester	Cumulative GPA	Completed Credits
When moving to the 7th semester	At least 3.00 and above are preferred at the end of their 5th semester	At least 102 completed credits by the end of their 6th semester
When moving to the 8th semester	At least 3.00 and above are preferred at the end of their 6th semester	At least 118 completed credits by the end of their 7th semester

##### ● Official Test Scores

Students may submit any of the following official test scores. However, this requirement does not apply to English-basis students or students who received six or more years of education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.

Official Test	TOEFL iBT® Test	TOEIC® L & R TEST	IELTS™ (Academic Module)	PTE Academic	Cambridge English Language Assessment
Test Scores	85+	800+	6.5+	58+	176+

#### Notes:

- Students who cannot satisfy the above conditions should consult with the Academic Office before submitting their applications.



## Application Materials

Application Materials	Number	Notes
Request for Early Enrollment in Graduate School Subjects	1	Please use the designated application form.
Statement of Intent	1	Approximately 1,000 words. Please use the designated form.
Student Information Card	1	Please use the designated form.
Photograph	1	3 cm x 2.5 cm color photograph taken within the last three months. Write your full name on the reverse side. Affix one to the Student Information Card.
Certification of English Language Ability	1	Not required for English-basis students or students who received six or more years of education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.
Screening Fee	10,000 JPY	Pay by credit card OR purchase a certificate stamp from the automatic certificate dispenser and submit it to the office.

The recruitment schedule, requirements, application documents, etc. are subject to change. Please refer to the Graduate School Early Enrollment program page of the Academic Office website for details.



## **Student Status and Fees**

### Student Status

Early Enrollment Program student status is only valid for one semester at a time. Students who wish to continue taking subjects through the program in the following semester must reapply.

### Screening Fee

Early Enrollment Program students must pay a screening fee of 10,000 JPY upon application, including students reapplying to continue the program in the following semester.

## **Subjects Available**

Program students can only take subjects offered by the graduate school for which they applied (i.e., Graduate School of Asia Pacific Studies (GSA) or Graduate School of Management (GSM)). All graduate school courses are held in English only. Please refer to the timetables for both graduate schools which are available on the graduate school website.



## Credit Transfer upon Advancement to an APU Graduate School

Based on applications filed by program students, credits earned from subjects completed through this program will be approved as credits obtained prior to admission as long as they are deemed academically beneficial by the graduate school in question.

However, students who are planning to enroll in a graduate school other than APU should consult with that graduate school about whether credits earned through this program may be transferred.

### 7.4 Credit Transfer for Studies Conducted at Other Universities (First Semester Students Only)

APU understands the significance of learning through a wide range of channels. Therefore, the University will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd year transfer students). Credits will be transferred only if applicants fulfill the credit transfer conditions.

Here are the necessary conditions for a Credit Transfer:

1. Credits obtained at another university or junior college before enrolling APU.
2. Credits obtained as a part-time APU student prior to enrollment.

#### Maximum number of credits

30 credits

#### Application Materials:

- (i) Application form
- (ii) Original Academic Transcript
- (iii) Course syllabi (which include subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes).

\*To submit (ii) and (iii), please proceed as follows.

- Please contact the Academic Office or the professor in charge at your previous university and ask them to issue (ii) and (iii). (\*Please make sure that the syllabi include the official seal of your previous university.)
- Please ask your previous university to send the issued documents directly to APU. (\*Please note that the documents must be sent in an official envelope of your previous university and the university's seal must be stamped across the flap of the envelope.)

If the conditions listed above are not met, your application cannot be accepted.

#### Application Period:

Applications are only accepted in the first semester immediately after a student's enrollment at APU. APU will not authorize a credit transfer after this time under any circumstances.

**Notes:**

- The credits will be transferred as APU subjects. Therefore, the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.
- "T" (transfer) will be shown for all transferred subjects in the evaluation section of the student's grade report. \*A maximum of 60 credits are transferrable, including all forms of transferred credits at APU. Please also refer to p.83 for more information regarding the credit transfer system.
- If you do not submit all the requested documents, your application will not be approved.
- If a syllabus is not written in Japanese / English, please submit it with a Japanese / English translation attached.

Further details regarding credit transfer will be available on Campus Terminal early each semester.

## 7.5 Credit Transfer Programs for Credits Earned at Other Universities in Japan

To ensure that APU students are devoting sufficient time to their regular curricular studies and not taking more classes than they can handle, limits are set on subjects and credits for which students can apply and semesters for which students can enroll for the following programs.

Program Name	Subjects / Credit Limits for which Students can Apply and Semesters for which Students can Enroll
Open University of Japan	<ul style="list-style-type: none"> <li>• Maximum 3 subjects (6 credits) per semester for all programs combined at the time of application(s).</li> <li>• Semesters for which students can enroll: 3rd-7th (3rd-6th for students taking RU Summer Session)</li> </ul>
Curricular Exchange Program with Oita University	
Oita University, On Demand	
Oita Learning (Toyono-Manabi) Consortium Credit Transfer	
"Create Oita Subjects" Credit Transfer	
Ritsumeikan University Summer Session Exchange Program	

\* If a student applies for more subjects than they are allowed to take, subjects which exceed the credit limit will be automatically rejected.

AY 2017 Curriculum APS students are required to register for their Area of Study before they can apply for the above programs.

\*Students can change their Area of Study multiple times during the designated registration period (refer to p.37).

## Credit Transfer Process and Schedule

### Notes:

1. Application periods differ depending on the host university. Be sure to check the dates on Campus Terminal every year.
2. Students can enroll if they will be in their 3rd to 7th semester when they take the subjects; however, only 3rd to 6th-semester students can take Ritsumeikan University Summer Session subjects.

No.	Program Name	Application Period (Last AY)	Program Period (Enrollment Period)	Semester of Credit Transfer	Reflection of Transfers in Grade Reports
1	Open University of Japan	January	Spring (S)	Spring Semester	Fall Semester (Correction Period 2)
2	Open University of Japan	June	Fall (F)	Fall Semester	Spring Semester (Correction Period 2)
3	Curricular Exchange Program with Oita University	March (before Spring semester begins)	Spring (S)	Spring Semester	Fall Semester (Correction Period 2)
4	Curricular Exchange Program with Oita University	September (before Fall semester begins)	Fall (F)	Fall Semester	Spring Semester (Correction Period 2)
5	Oita University, On Demand	September (before Fall semester begins)	Fall (F)	Fall Semester	Spring Semester (Correction Period 2)
6	Oita Learning (Toyono-Manabi) Consortium Credit Transfer	March (before Spring semester begins)	Spring (S)	Spring Semester	Fall Semester (Correction Period 2)
7	Oita Learning (Toyono-Manabi) Consortium Credit Transfer	September (before Fall semester begins)	Fall (F)	Fall Semester	Spring Semester (Correction Period 2)
8	Ritsumeikan University Summer Session	May	Spring (S)	Spring Semester	Fall Semester (at the time of grade announcement)
Notes					

You can apply to take a total of three subjects (6 credits) from all eligible programs in which you enroll each semester. Before you apply, please draw up a study plan for all of the domestic credit transfer program subjects you wish to take each semester.

2020	2021		2022		2023
Fall	Spring	Fall	Spring	Fall	Spring
Key: (S)= Spring semester program (F)= Fall semester program					
Application (S)	Enrollment (S)	Application (S)	Enrollment (S)	Application (S)	Enrollment (S)
Enrollment (F)	Application (F)	Enrollment (F)	Application (F)	Enrollment (F)	Application (F)
Application (S)	Enrollment (S)	Application (S)	Enrollment (S)	Application (S)	Enrollment (S)
Enrollment (F)	Application (F)	Enrollment (F)	Application (F)	Enrollment (F)	Application (F)
Enrollment (F)	Application (F)	Enrollment (F)	Application (F)	Enrollment (F)	Application (F)
Application (S)	Enrollment (S)	Application (S)	Enrollment (S)	Application (S)	Enrollment (S)
Enrollment (F)	Application (F)	Enrollment (F)	Application (F)	Enrollment (F)	Application (F)
	Application / Enrollment (S)		Application / Enrollment (S)		Application / Enrollment (S)
You may take a combined total of up to three subjects (6 credits) from the programs marked "Application (S)" and those marked "Application / Enrollment (S)" for Spring 2021.	You may take up to three subjects (6 credits) from all programs marked "Application (F)." *You may take a combined total of up to three subjects (6 credits) from the programs marked "Application / Enrollment (S)" and those marked "Application (S)" for Fall 2020.	You may take a combined total of up to three subjects (6 credits) from the programs marked "Application (S)" and those marked "Application / Enrollment (S)" for Spring 2022.	You may take up to three subjects (6 credits) from all programs marked "Application (F)." *You may take a combined total of up to three subjects (6 credits) from the programs marked "Application / Enrollment (S)" and those marked "Application (S)" for Fall 2021.	You may take combined a total of up to three subjects (6 credits) from the programs marked "Application (S)" and those marked "Application / Enrollment (S)" for Spring 2023.	You may take up to three subjects (6 credits) from all programs marked "Application (F)." *You may take a combined total of up to three subjects (6 credits) from the programs marked "Application / Enrollment (S)" and those marked "Application (S)" for Fall 2022.

## 7.6 Open University of Japan

With the aim of offering a university education that is open to everyone in the nation regardless of age and profession, the Open University of Japan places emphasis on lifelong learning and distance education in providing courses through internet, radio, and television broadcasts. Incorporating a broad spectrum of knowledge, there are numerous subjects offered at the Open University of Japan. There will be a mid-term report and final examination requirement for each subject. To be eligible to receive credits, students must take a final examination. This examination will be held at the Oita Gakushu Center (Beppu City) and other gakushu centers across Japan. Students must clearly state their preferred testing location on their initial application form. Note that all Open University of Japan courses are taught in Japanese. Although there are no specific language requirements, students are required to understand classes taught in Japanese. Credits obtained will appear as a "T" (Transfer) on the APU transcript.

Item	2021 Fall Semester	2022 Spring Semester	Forms and Details	Office
Application Period	Mon, June 21- Fri, June 25, 2021	Thu, January 6- Thu, January 13, 2022	Official Open University of Japan Application Form (green sheet) and APU Open University of Japan Application Form	Academic Office
Payment of Tuition Fees	Mid-September	Mid-March	Invoice will be sent directly to current address by the Open University of Japan	Open University of Japan
Start of Classes	Fri, October 1	Fri, April 1		
Final Examinations	Late January	Late July		Gakushu Center
Results Released	Late February	Late August	Report sent to students	Open University of Japan
Credits Transferred	During Spring Semester Correction Period 2	During Fall Semester Correction Period 2	Results will be displayed on the Campus Terminal Grade Report screen	Academic Office

### Tuition Fees and Application Method

Tuition fees for the Open University of Japan are calculated on a credit-based system (1 credit = 5,500 JPY; no admission fees are required). As most of the subjects offered are 2 credits, each subject will cost 11,000 JPY (as of AY 2021).

Students may apply for Open University of Japan courses through the Academic Office during the designated period. Please note that the class periods (including sessions) and the final examination periods at the Open University of Japan and APU may coincide. Therefore, please register only for Open University of Japan courses with examinations which do not clash with your APU courses. Neither university offers any special measures for students

whose Open University of Japan classes and / or examinations coincide with their APU ones.

- There is no application required for credit transfer. The Open University of Japan will send all student grades to APU. Credits that a student passed will be transferred.
- The maximum number of credits a student is eligible to transfer by the time he / she graduates is 60 credits.
- Transferable credits from the Open University of Japan will not be included in a student's maximum credit limit for that semester.
- Students who are in their 8th semester or beyond are not permitted to enroll in Open University of Japan subjects.
- If you apply directly to the Open University of Japan, you cannot transfer those subjects to APU. Make sure you apply at the Academic Office.
- For more details on how Open University of Japan subjects transfer to APU, please refer to the "Open University of Japan" page on the Academic Office website.
- Credits obtained under the Open University of Japan Retesting System will not be eligible for transfer.

Please refer to the Academic Office website for more information on application requirements and the application schedule.

**Note:**

Please also check p.193-195, "Credit Transfer Programs for Credits Earned at Other Universities in Japan" if you apply for this program.

Please refer to p.83 for more information regarding the credit transfer system.

## 7.7 Curricular Exchange Program with Oita University

This program allows APU students to enroll in lecture subjects offered at Oita University. Credits obtained at Oita University can be transferred to APU. Recruiting is conducted twice a year near the beginning of each semester.

**Note:**

Please also check p.193-195, "Credit Transfer Programs for Credits Earned at Other Universities in Japan" if you apply for this program.

Please refer to p.83 for more information regarding the credit transfer system.