

## Spring 2022

# APU – Salzburg University of Applied Science (Austria) Undergraduate Double Degree Program Application Guideline



Application Period	Mon. May 24, 2021 – Fri. June 25, 2021 (16:30)
Guidance Sessions Zoom ID: 952 4573 7249	<ul style="list-style-type: none"> <li>➤ Wed. June 2: 4<sup>th</sup> period in Japanese / 5<sup>th</sup> period in English</li> <li>➤ Wed. June 16: 4<sup>th</sup> period in Japanese / 5<sup>th</sup> period in English</li> </ul>
Announcement of 1 <sup>st</sup> Stage Results and Interview Times	Fri. July 9, 2021 *announced on Campus Terminal / Action Required
Interviews	Tue. July 13, Thu. July 15, or Fri. July 16
Announcement of Internal Selection Results	Tue. July 27, 2021 * announced on Campus Terminal / Action Required
Announcement of Final Selection Results	Mon. Sep 13, 2021 * announced on Campus Terminal / Action Required
Guidance Sessions for Participants	<ul style="list-style-type: none"> <li>*Scheduled to be held at least 4 times before departure.</li> <li>*Your attendance is mandatory.</li> <li>1<sup>st</sup> session: Wed. July 28, 2021</li> <li>2<sup>nd</sup> session: Wed. September 15, 2021</li> <li>3<sup>rd</sup> session: Wed. October 13, 2021</li> <li>4<sup>th</sup> session: Wed. January 12, 2022</li> </ul>
Leave for Austria	Early February, 2022

\*The above schedule is subject to change.

\*APU will decide the interview date. During the interview period, please aim to be available at any time aside from regularly scheduled classes.

\*We may ask you to come for an individual consultation outside of the interview period. In such cases, we will contact you to let you know the time and date.

### <Important Notice>

Please note that we may ultimately be unable to send students on exchange in Spring 2022 depending on the situation caused by the state of the novel coronavirus. For details, please refer to “(4) Program Cancellation or Change of Program Contents, Cancellation of Participation” after page 12 under “Items Common to all Programs”.

# Table of Contents

1.	PROGRAM OBJECTIVE AND OUTLINE .....	2
(1)	OUTLINE .....	2
(2)	YOUR ENROLLED COLLEGE AND DEPARTMENT AT <b>SUAS</b> .....	2
(3)	ABOUT STUDY AT <b>SUAS</b> .....	2
(4)	PROGRAM PERIOD .....	2
(5)	NUMBER OF PARTICIPANTS.....	2
(6)	ENROLLMENT STATUS AT <b>APU</b> .....	2
(7)	ACQUIRED DEGREE: .....	2
(8)	IMPORTANT POINTS ON TIMING OF GRADUATION .....	2
2.	APPLICATION REQUIREMENTS AND SELECTION CRITERIA.....	3
(1)	APPLICATION REQUIREMENTS.....	3
(2)	REQUIREMENTS FOR EXEMPTION FROM SUBMITTING AN ENGLISH PROFICIENCY SCORE SHEET .....	4
(3)	APPLICATION PROCEDURE .....	4
(4)	SELECTION .....	6
(5)	ANNOUNCEMENT OF FINAL RESULT .....	6
3.	PROCEDURES AFTER BEING ACCEPTED TO THE PROGRAM.....	7
4.	ACADEMICS AND INDEPENDENT STUDY AT APU PRIOR TO DEPARTURE.....	8
(1)	STUDY AT <b>APU</b> DURING THE AY 2021 FALL SEMESTER.....	8
(2)	INDEPENDENT STUDY .....	8
5.	CREDIT TRANSFER / ACADEMICS DURING AND AFTER THE PROGRAM .....	8
(1)	CREDIT TRANSFER .....	8
(2)	ACADEMICS DURING AND AFTER THE PROGRAM .....	9
(3)	APS AREAS OF STUDY.....	9
(4)	LANGUAGE EDUCATION SUBJECT EXEMPTION (ENGLISH/JAPANESE/AP LANGUAGE SUBJECTS) .....	9
(5)	REGISTRATION OF JAPANESE SUBJECTS FOR ENGLISH-BASIS STUDENTS (CAUTION).....	9
6.	GRADUATION REQUIREMENTS .....	10
(1)	MODEL OF CREDIT ACQUISITION .....	10
(2)	SUAS REQUIREMENTS FOR PROGRAM COMPLETION.....	10
(3)	SUAS COURSE LIST .....	11
7.	PROGRAM FEES .....	12
8.	REVOCATION OF ACCEPTANCE .....	13
9.	APU TUITION AND SCHOLARSHIPS .....	13
10.	JASSO SCHOLARSHIP (NO REPAYMENT OBLIGATIONS).....	13
11.	CONTACT .....	13

# 1. Program Objective and Outline

## (1) Outline

This program will be implemented under the agreement concluded between Salzburg University of Applied Sciences (hereafter SUAS) and APU. The aim of the program is to enable participants to take courses for two years at APU and two years at SUAS (four years in total) to receive degrees from both universities. SUAS was founded in 1995. It has 17 Bachelor programs and 9 Master programs. The student body counts around 2,500 students. It has 2 campuses, Urstein and Kuchl. The participants of this program will take their courses in English at the Urstein campus.

Academic Year	College Year	Semester	Enrolled University	Enrollment Status at APU
AY 2021	1 <sup>st</sup> Year	1st Semester	APU	Enrolled
		2nd Semester		Enrolled
AY 2022	2 <sup>nd</sup> Year	3rd Semester	SUAS	Exchange
		4th Semester		Exchange
AY 2023	3 <sup>rd</sup> Year	5th Semester	SUAS	Exchange
		6th Semester		Exchange
AY 2024	4 <sup>th</sup> Year	7th Semester	APU	Enrolled
		8th Semester		Enrolled

## (2) Your enrolled college and department at SUAS

College: College of Business and Social Sciences

Department: Innovation and Management in Tourism (IMT)

## (3) About Study at SUAS

The curriculum in SUAS is not limited to just courses specialized in the field of Tourism but also the courses such as Business, Finance, Economics which are relevant to the APM curriculum.

The participants are also required to take German language courses, do an internship, and submit a graduation thesis. The final graduation assessment will be conducted through an oral exam by SUAS faculty. In order to meet the graduation requirements as well as graduating from both universities, the participants are required to have strong will and effort for a deep expansion of their knowledge and practical learning.

## (4) Program Period

- February, 2022 ~ February, 2024

## (5) Number of Participants

- Maximum 3 students

## (6) Enrollment Status at APU

- Enrollment status will be changed from “Enrolled” to “Exchange” while studying abroad.
- You are not able to register for subjects at APU when you are on exchange.

## (7) Acquired degree:

- Degree awarded by APU : Bachelor of Social Science
- Degree awarded by SUAS : Bachelor of Arts in Business

## (8) Important points on timing of graduation

Graduation at APU will be March, 2025, at SUAS will be July, 2025.

## **2. Application Requirements and Selection Criteria**

### **(1) Application Requirements**

Applicants must meet all of the following ① - ⑨ requirements:

- ① Be a 1st semester student enrolled in the College of Asia Pacific Studies in the AY2021 Spring Semester.
- ② Meet one of the following language requirements at the time of application:
  - TOEFL ITP 525 or above
  - TOEFL iBT 71 or above
  - IELTS 5.5 or above
  - PTE Academic (GSE) 44 or above

※However, even if the student does not hold one of the above scores, APU will still consider the student to have met the above language criteria if the student meets "(2) Requirements for exemption from submitting a English proficiency score sheet".
- ③ Not be an Austrian national. If an applicant is an Austrian national, they must have received less than four years of education in Austria after Junior High School (beyond G7)
- ④ Plan to register "Hospitality and Tourism" as their area of study at APU.
- ⑤ Have completed or intend to complete the following subjects recommended by the university in AY2021 Fall Semester:
  - Accounting I
  - Introduction to Management
  - Introduction to Economics
  - Introduction to Tourism and Hospitality

(Excluding subjects that the applicant has already completed)

※Classes conducted in English are preferable.
- ⑥ Japanese-basis students must have either completed, be exempted from, or be scheduled to complete Intermediate English Courses by the end of AY2021 Spring Semester.

※Applicants with the necessary score to apply for exemption at the time of the program's application period are also eligible to apply.
- ⑦ English-basis students must have either completed, be exempted from, or be scheduled to complete Japanese Foundation Courses by the end of AY2021 Spring Semester.

※Applicants with the necessary score to apply for exemption at the time of the program's application period are also eligible to apply.
- ⑧ Applicants have registered for at least 16 or more credits in the AY2021 Spring Semester,
- ⑨ Applicants must be willing to study German.

## (2) Requirements for exemption from submitting an English proficiency score sheet

Applicants will be exempted from submitting a English language score sheet in regards to “③” under “(1) Application Requirements” if they meet either the following ① or ② conditions.

- ① If the applicant is an English-basis student
- ② In the case the applicant is a Japanese-basis student and the applicant meets one of the following A-E conditions.
  - A) Applicants who completed the 12th year of their education at one of the following countries: Ireland, U.S., Antigua and Barbuda, U.K., Australia, Guyana, Canada (excluding Quebec), Grenada, Jamaica, Singapore, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Dominica, Republic of Trinidad and Tobago, New Zealand, Bahamas, Barbados or Belize
  - B) Applicants who have received their regular education in English for the most recent three years outside one of the above countries can submit a letter from their school to certify that
  - C) Applicants who have obtained an international baccalaureate diploma in English
  - D) Applicants who have obtained a bachelor’s degree or a master’s degree conducted in English
  - E) Applicants who meet the prescribed requirements in any of the following qualification examinations:
    - Old SAT (Critical Reading and Writing) : 1100 or above
    - New SAT (Evidence-Based Reading and Writing) : 590 or above
    - ACT: 25 or above (average of 25 or above in “English” and “Reading”)

※Applicants seeking an exemption from submitting an English proficiency score sheet in accordance with A-E must separately submit documents certifying that they meet the criteria for exemption.

## (3) Application Procedure

Please read the application information and the following instructions carefully and complete the online application. Your application will be accepted upon completion of the following 3 steps.

Should you fail to complete the three steps by the application deadline, your applications will be automatically rejected.

### Step 1: Prepare a digital photo clearly showing your face, as well as the following documents.

Applicants are asked to upload a ① “Digital photo clearly showing your face”, and a ② “Copy of English Proficiency Score” during the online application. It is also required to upload ③ Documentary Evidence of Academic History after Junior High School (beyond G7) if an applicant is an Austrian national. Please make sure to prepare above digital documents before starting online application.

#### ① Digital photo clearly showing your face

The Academic Office uses photos to match applicants and faces, thereby helping us support applicants more effectively. Provided that you are facing forward and your face is clearly visible in the photo, you do not need to submit an official ID photo. However, we cannot accept photos that include anyone other than the applicant.

- You should be facing forward and must not be wearing any hats, masks or sunglasses.
- A photo taken within the past six months is preferable.
- The file name must match this format, “Photo Student ID number your name.”  
e.g. Photo\_11111111\_RITSUMEIHanako.jpg

#### ② Copy of English Proficiency Score Sheet

- Please submit a copy of an English score
- You may submit an online score or an expired score for our internal screening. However, applicants who pass the internal selection stage with an online score or expired score must later

submit an official, non-expired score report issued by the testing agency by the time of announcement of final selection results. A copy of the official score report is acceptable.

- If you choose to submit a web score, please submit a page upon which your name, your score, and the date of the test are clearly visible.
- The Admissions Office will not return scores to you that were submitted for the entrance exams.
- The file name must match this format: "Score\_Student ID (or Application ID) Number\_Your Name.

E.g. Score\_11111111\_RITSUMEIHanako.pdf

- If an applicant meets one of A-E under (2)-②, please upload the documentary evidence.

### ③ **Documentary Evidence of Academic History after Junior High School**

- If you wish to apply to a university in a country or region for which you possess a passport, you will need to submit a copy of a certificate of enrollment for the period you were enrolled at all schools attended after junior high school (beyond G7). (A transcript or record that can confirm the number of years and months of your enrollment in that school is also acceptable).
- The Admissions Office will not return documents to you that were submitted for the entrance exams.
- If you cannot provide evidence of your academic history, you will not be eligible to participate in an exchange program in a country for which you possess a passport.

#### **Step 2:** [Complete the Online Application \(Lime Survey\)](#)

- Your application will not be considered if you fail to complete the required essays and statement of purpose, or if your responses are well under the word requirement.
- Upon completion of the online application, please click "Print Your Answers" to print out the application record. If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.
- In the case you submit multiple applications, we will only accept the application most recently submitted.

#### **Step 3:** [Sign the Statement of Financial Support Form \(Adobe Digital Signature\)](#)

Both applicants and their financial sponsor must sign this form digitally. After applicants fill in the information required, they are also asked to enter the information of their financial sponsor.

After completing this process, their financial sponsor will be able to fill in and sign the form digitally.

#### **(4) Selection**

##### **① Selection Method**

Students will be selected based on a comprehensive screening of their grades, application documents, language proficiency and an interview.

##### **② Selection Criteria**

###### Essay

- Must have a clear purpose for participating in this program.

###### Language Proficiency

- Must possess a level of English proficiency that will enable you to have a fulfilling academic experience at the host university
- Must fulfill the language requirements at the time of the internal screening

###### Interview (Only those students who pass the 1st round)

- Must have a clearly defined study plan and goals
- Must possess the ability to socially and culturally adapt in the country of your host university as well as the psychological mettle to deal with and overcome problems that you may face during the program
- Must possess high-level conversational skills

#### **(5) Announcement of Final Result**

Final selection results will be announced on Monday, September 13, 2021. Applicants must meet all the requirements below by then.

##### **Grades and GPA**

- Must have a semester GPA of 2.80 or above in AY2021 Spring Semester.
- Must have earned 16 or more credits in AY2021 Spring Semester.
- Must have completed or been exempted for “Intermediate English” or “Japanese Foundation” by the end of 2021 spring semester.

##### **Language Proficiency**

- Must acquire and submit one of the following English proficiency scores: TOEFL PBT ( ITP) 537 or above; TOEFL iBT 75 or above; IELTS: 6.0 or above

##### **Notes**

- Accepted students will have their acceptance revoked if they do not meet the requirements by Monday, September 13, 2021, so students must continue to make efforts in their studies after being accepted.
- In principle, accepted students are not permitted to withdraw from the program once accepted.

### **3. Procedures after being accepted to the program**

You will be required to complete the following procedures after being accepted to the program.

- ① Documents to be submitted to SUAS
  - SUAS Online application: SUAS will contact you
  - High school transcript: Must be written in English and including the grades of whole period of enrollment
  - APU official transcript for Spring 2021: Available for issuing from late September
  - Valid passport copy
  
- ② Documents needed for visa application
  - Passport: Must be valid for more than six months after February 2024
  - Two bank balance statements written in English: must include the bank transaction record for the past six months
  - Please check the Austrian Embassy website for a list of documents required as part of the visa application process
  
- ③ Documents to be submitted to APU
  - Pledge
  - Consent Form
  - Self-Report of Health Conditions and Necessary Support in Studies for Off-campus Study Program Participants
  
- ④ Overseas Insurance Requirements

Even if you have already enrolled in an insurance plan, you are required to enroll in overseas travel insurance and JCSOS Risk Management System (J-TAS) as dictated by APU, as well as in any insurance dictated by your host university. We will provide further details about the insurance enrollment process at the guidance session for accepted students.
  
- ⑤ Immunizations

Will be explained during the guidance session for participants
  
- ⑥ Register your “Area of Study” as “Hospitality and Tourism” on Campusmate

Make sure to register it during course registration period A in the 2021 Fall Semester.



## **4. Academics and Independent Study at APU Prior to Departure**

### **(1) Study at APU during the AY 2021 Fall Semester**

During the AY 2021 Fall Semester, you must take the following required courses as dictated by APU:

- Accounting I
- Introduction to Management
- Introduction to Economics
- Introduction to Tourism

※It is recommended that you take the above courses in English.

※These courses are included in the maximum credit registration limit. You are not required to take these courses again if you already completed them during the AY 2021 Spring Semester.

※Certain subjects may not be offered in the AY2021 Fall Semester.

### **(2) Independent Study**

As part of your pre-departure preparations, you should study independently for the courses below during the AY 2021 Fall Semester. You will receive instructions regarding what textbooks to buy from SUAS after you are accepted into the program.

- Accounting 1
- Economics 1
- German 1

#### Independent Study of German

Although all classes at SUAS are held in English, German language courses are also required. As such, you are advised to become conversational in the language prior to participation.

## **5. Credit Transfer / Academics During and After the Program**

### **(1) Credit Transfer**

- The maximum number of credits a student is eligible to transfer (by the time they graduate) is 60 credits (including any credits earned through other credit-bearing programs), regardless of the APU maximum credit registration limit for each semester.
- Students must apply to transfer credits for courses taken at the host university back to APU. Credit transfer applications will be screened and evaluated by the two APU colleges and the APU Academic Affairs Division.
- All grades for subjects eligible for transfer to APU will be listed as "T" (transfer) on the student's transcript.
- In principle, it is not possible to transfer credits for courses bearing no relation to curricular content at APU.
- Final credit transfer results: an evaluation held after your return to APU will determine whether courses taken at your host university will be transferred, and how they will be transferred.
- If a host university subject is eligible for transfer under the name of a specific APU subject, then you can no longer register for that subject at APU.

## **(2) Academics During and After the Program**

Your study plan, including during your time abroad, is very important in determining the timing of your graduation from APU. Failure to create a detailed study plan may jeopardize your chances of graduating on time. Before departing for the program, you should create a study plan after confirming the number of credits you have already obtained in addition to your affiliated college's curriculum.

## **(3) APS Areas of Study**

Because all subjects at the host university focus on Tourism, students should register "Hospitality and Tourism" as your "Area of Study" after the final result. We strongly recommend you to complete the subject of "Introduction to Hospitality and Tourism" before departure.

## **(4) Language Education Subject Exemption (English/Japanese/AP Language Subjects)**

Students may be able to receive an exemption from mandatory Japanese/English/AP language subjects if they meet the appropriate requirements while abroad. Students must apply for the exemption before returning to study at APU the following semester. Requirements will differ depending on your curriculum year and language basis. For further details, please refer to the [2021 Undergraduate Academic Handbook](#). Should you have any inquiries regarding the Language Education Subject Exemption, please contact [cleac@apu.ac.jp](mailto:cleac@apu.ac.jp)

## **(5) Registration of Japanese subjects for English-basis students (Caution)**

English-basis students who are required to take Japanese subjects must complete until Japanese Intermediate in order to graduate from APU. English-basis students who could not complete all their Japanese language requirements before departure, they must take the Japanese Language Proficiency Test while abroad or register for Japanese language course(s) upon returning to APU. Studying Japanese and maintaining Japanese proficiency during the program will require great effort. Please take this into careful consideration when applying.

\*English-basis students whose native language is Japanese are not required to take Japanese subjects.

## 6. Graduation Requirements

You will need to register certain subjects and certain number of credits at SUAS and APU in order to obtain degrees from both universities in 4 years. During your study at SUAS, you will consult with an academic advisor at SUAS to register subjects. As shown on the chart below, you should plan your studies carefully in order to earn the prescribed number of credits at SUAS and APU.

### (1) Model of credit acquisition

Semester	Taught at	ECTS Credits Requirement	Required Credits Breakdown	APU Credit Requirement
Semester 1	APU	30	Transfer credits from APU to SUAS	36 Credits
Semester 2	APU			
Semester 3	SUAS	120	30 ECTS each semester Transfer credits from SUAS to APU	60 Credits (Maximum)
Semester 4	SUAS			
Semester 5	SUAS			
Semester 6	SUAS			
Semester 7	APU	30	Transfer credits from APU to SUAS	28 Credits
Semester 8	APU			
<b>TOTAL SUAS CREDITS:</b>		<b>180</b>		<b>124</b>

### (2) SUAS Requirements for Program Completion

Students will take designated courses while studying in SUAS (see (3) SUAS course list). Students have to take and pass all subjects, in addition to other requirements below;

- ① Attend the welcome week at SUAS in the 2nd or 3rd week of February.
- ② Attend at least one activity related to Markets and Innovation Excursion arranged by SUAS.
- ③ Submit two theses under the guidance of a SUAS faculty adviser during the last semester at SUAS and the returning semester at APU.
- ④ Pass the final SUAS Oral Exam after completing the required 180 ECTS credits.
- ⑤ Complete a minimum of 228 hours of internship (usually 6 weeks) during the Program either in Japan or overseas. It is also accepted to do the internship in Japan during the break

\*SUAS graduation requirements are subject to change

### (3) SUAS Course List

Participants must take the courses listed below and earn their respective credits. There is no possibility for them to freely take other courses offered at SUAS.

<b>2022 Spring</b>	<b>ECTS</b>	<b>Note</b>
Accounting 2	3	
Business English	2	
Conflict Management	1	
Economics 2	2	
Introduction Destination Management	3	
Introduction Hospitality Management	3	
Presentation, Negotiation and Sales Skills	2	
Research Methodologies	4	
Strategic Management & Innovation in Tourism	4	
Tourism Marketing 2	3	
German 2	3	
Total	30	
<b>2022 Fall</b>	<b>ECTS</b>	<b>Note</b>
Accounting 3	3	
Business English 3	2	
Event Management	2	
IT-Applications in Tourism	2	
Market Research in Tourism	3	
Marketing Communication in Tourism	2	
Quality and Process Management	3	
Statistic Tutorial	1	
Statistics	3	
Trends in Tourism	3	
Innovations in Destination Management	3	Choose either one subject
Innovations in Hospitality Management		
German 3	3	
Total	30	
<b>2023 Spring</b>	<b>ECTS</b>	<b>Note</b>
Advanced Research Methodologies	4	
Applied Research	1	
Business English 4	2	
International Law	3	
Internet Economy	2	
Internship 1	3	
Simulation Financial Management	1	
<b>Specialization Destination Management:</b> Advanced Destination Management Markets and Innovations, Marketing, Product Development,	7	Choose either one specialization and take accompanying subject
<b>Specialization Hospitality Management:</b> Advanced Hospitality Management Markets and Innovations, Marketing, Product Development		
German 4	3	
Markets and Innovations	4	
Total	30	

2023 Fall	ECTS	Note
Bachelor Thesis Seminar 1	6	
Business English 5	2	
Finance and Investment	3	
Human Resource Management	2	
Sustainability in Tourism	2	
Web Publishing	2	
e-Marketing	3	
<b>Destination Marketing:</b> Marketing Destination Management	3	Choose either one specialization and take accompanying subject
<b>Marketing Hospitality Management:</b> Marketing Hospitality Management		
<b>Product Development Destination Management:</b> Product Development Cases Destination Management	4	Choose either one specialization and take accompanying subject
<b>Product Development Hospitality Management:</b> Product Development Cases Hospitality Management		
German 5	3	
Total	30	
2023 Spring		備考
Bachelor Thesis Seminar 2	10	*This thesis must be submitted to SUAS during the returning semester at APU. *The credits of this thesis cannot be transferred to APU

\*SUAS Courses and Curriculum are subject to change.

## 7. Program Fees

You are responsible for the following fees while participating in the program.

1) Tuition	2) Accommodation *1	3) Insurance*2	4) Other Expenses
Pay tuition to APU as usual	Pay to SUAS	Pay to both APU and SUAS	Estimated amount of fees incurred while abroad: Approx. 1,100,000 yen ~ 1,400,000 yen (travel expenses, meals, books, passport/visa application fees, entertainment and any other fees incurred for the participant's private activities)

\*1 Dormitories are not guaranteed (availability may vary). Dormitory fees may vary each year.

\*2 You must enroll in APU's designated Overseas Travel Insurance (around 230,000 yen for two years) in addition to J-TAS Insurance (Risk Management Support System, around 50,000 yen for two years). These must be paid as a lump sum before departure. You must also enroll in the SUAS-mandated insurance plan.

## **8. Revocation of Acceptance**

The program may be cancelled in the event that any of the conditions outlined in “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” after page 12 under “Items Common to all Programs” apply. Furthermore, the program may be cancelled and you will be unable to obtain a degree from SUAS if any of the following standards set by APU or SUAS apply.

- (1) If you do not complete, or are not exempted from Intermediate English or Japanese Foundation by the end of your first semester.
- (2) If your cumulative GPA falls below 2.80 in your first semester.
- (3) If your total number of earned credits is less than 16 by the end of your first semester
- (4) If you fail to meet the language requirements; (TOEFL PBT (ITP) 537 or above; TOEFL iBT 75 or above; IELTS 6.0 or above) by September 13, 2021.
- (5) If your cumulative GPA falls below 2.80, or if your total number of earned credits is less than 32, in your 2<sup>nd</sup> semester.
- (6) In the case the starting period of the exchange is deferred, and the student fails to maintain a cumulative GPA of 2.80 for the most recent grade report on the dates specified by SUAS.
- (7) If you are deemed unable to complete the program in 4 years due to failure to maintain adequate grades at APU and SUAS.
- (8) If you fail to pass SUAS’s oral exams by the time of graduating APU.

## **9. APU Tuition and Scholarships**

- Provided that you pass the academic review to continue receiving financial support before departure, tuition reduction scholarships will remain in effect even during their period abroad on the Double Degree Program.
- International and domestic students who are paying their own tuition must take the necessary steps to pay their tuition via the university’s designated tuition payment methods and deposit the full amount needed to cover their entire program period to their JP Bank account before departure. Please consult with your financial sponsor before applying to the Double Degree Program so that they are aware of the program costs ahead of time.
- Students who would like to confirm their personal tuition amount should consult with the Administration Office.
- Students who are unable to pay their tuition in accordance with the required payment method should consult with the Double Degree Program Coordinators after being accepted to their program.

## **10. JASSO Scholarship (No repayment obligations)**

The participants of this program are eligible to apply for JASSO scholarship.

For the details, please refer to the [website](#) and apply for it if you wish.

## **11. Contact**

Academic Office / SUAS Double Degree Program Coordinators

JACOB (Mr.), KAI (Ms.)

Email: [dudp@aup.ac.jp](mailto:dudp@aup.ac.jp)/TEL:0977-78-1101

## 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 The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:

1) In the event the Ministry of Foreign Affairs' "Travel Advise and Warning on Infectious Diseases" is level 2 or above for the country or region of dispatch.

1-1) In principle dispatch for Student Exchange Programs, Double Degree Programs, Independently Arranged Study Abroad, and Short-term Summer/Winter Programs will be cancelled if the Ministry of Foreign Affairs issues a level 2 for "Travel Advise and Warning on Infectious Diseases"; however, if participants of these programs wish to do so, they may be permitted by the Vice-President of Academic Affairs to travel to their host destination at the participant's and their parent's discretion. However, if the travel advise and warning reaches level 3 or above, all programs will be cancelled without exception.

2) In the event a program cannot be operated safely in view of social conditions.

2-1) 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; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.

3) In the event a host institution decides to cancel acceptance of students from



APU which involves overseas travel

- 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".

**AY2021 Ritsumeikan Asia Pacific University Off-campus Study Programs**  
**Requirements for Participation in Off-Campus Study Programs (Overseas Student Exchange, Double Degree Program,**  
**Short-Term Summer / Winter Program)**

### 1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus Study Programs (hereinafter referred as to Programs) must abide by the following conditions.

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as “APU”) and the host institution (Hereinafter referred to as “Host Institution”).
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of ‘Requirements for Program Participation’.

### 2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) Prior to departure, participants will be required to enroll in the overseas travel insurance designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of the program. In addition, participants will also be required to enroll in JCSOS Risk Management System (J-TAS) that covers the period designated by APU including the period of the program.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies”.
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

### 3. Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed as a result of 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, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.
- (8) Any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance will be the participants’ sole responsibility. APU will not be responsible for participants’ actions outside this period.

### 4. Immigration and Departure

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date of their re-entry to Japan.

(2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of change, participants must submit the changed itinerary to APU.

### 5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

Haruaki Deguchi  
President  
Ritsumeikan Asia Pacific University

### PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the attached the application guidelines, syllabus, "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants' departure from Japan until their re-entry to Japan notified to APU in advance. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

#### To be completed by the applicant

Date \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

Student Name \_\_\_\_\_ \* Please use "Draw" to enter name. (Please do not use "Type".)

Student ID Number \_\_\_\_\_

Program Name \_\_\_\_\_ (host institution: \_\_\_\_\_)

College of College \_\_\_\_\_ ( APM / APS )

Year \_\_\_\_\_ ( 1 / 2 / 3 / 4 / Other )

Zip Code \_\_\_\_\_

Address \_\_\_\_\_

\* Please make sure the address you entered is correct before submitting.

#### To be completed by the applicant's guarantor

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements.

Date \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ \* Please use "Draw" to enter name. (Please do not use "Type".)

Zip Code \_\_\_\_\_

Address \_\_\_\_\_

\* Please make sure the address you entered is correct before submitting.

Telephone Number \_\_\_\_\_

Relationship with the student \_\_\_\_\_

#### 【We cannot accept the Pledge in any of the following cases.】

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If any of the information provided is deemed false.