

# AY2021 Fall Semester FIRST Program for International Students

Academic Office(November 4, 2021)

## 1. Overview of the Program

The FIRST program (Freshman Intercultural Relations Study Trip) is an off-campus study introduction program for 1<sup>st</sup> year students. APU began the FIRST Program in 2007, and this program is conducted in Korea, Taiwan, Hong Kong, and Japan(North Kyushu area) to this day. Many students have gained a variety of experiences through their participation.

FIRST will be implemented in AY2021 fall semester as a program that does not involve travel to North Kyushu area. Participants will engage in field work that involves research activities through conducting questionnaires surveys on campus, Beppu city or online. In addition to cultivating fundamental research abilities and sensitivity to different cultures, participants will also develop various skills and traits required at APU such as communication, group collaboration, presentation, and willingness to take on a challenge. Especially for students new to APU, it will be a good opportunity to learn Japanese language and culture in a practical way. This program is ideal for students who are interested in interacting with languages and cultures around the world, and the local people of those languages and cultures.

It is ideal for students who wish to make the most out of APU's international learning environment and campus life.

## 2. Program Details

FIRST program for AY2021 Fall Semester will be held as follows:

Course name	Intercultural Fieldwork I (Common Liberal Arts Subject)
Instructor	EDLSC Assistant Professor FUDEUCHI Misa
Implementation format	Hybrid-style program including pre-program and post-program classes, Practicum (on-site / online research activities). Students residing in Beppu or cities close to APU are supposed to attend in-person classes and on-site field research. *If new students are unable to enter Japan, it may be changed to an online-only format
Practicum schedule	February 7 (Mon) – 9 (Wed), 2022 *Refer to the section 4. for whole schedule.
Course registration	The university will register the course for students as an AY 2021 fall semester subject. (automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the credit registration limit for AY2021 fall Semester.)
Grade	Pass or Fail (P/F) Grades will be released during the AY 2022 spring semester Course Registration Correction Period 2.
Language	English
No. of participants	48 (Minimum of 5) *Program may be cancelled if fewer than 5 participants.
Program Fee	Free *If students participate from Beppu City and in case they conduct their survey in the city, transportation fee will be needed and they must purchase domestic travel insurance as well. Refer to the section 5. (1) for the detail.

### 3. Application and Screening

Please note that if your application documents are incomplete, you will not be eligible for the screening process.

Eligibility	Students must meet the following conditions at the time of applying: 1. English-basis international students in their 1 <sup>st</sup> or 2 <sup>nd</sup> semester. 2. Students who can attend the practicum during 10AM to 17PM, JST even they participate it online.
Application format	Apply through the Online Application Form (Academic Office Website) <a href="https://forms.office.com/r/DuY2twJdWi">https://forms.office.com/r/DuY2twJdWi</a> The application includes a required statement of purpose essay. * If the essay does not reach the specified number of words or the content is inappropriate, it will be rejected.* Students need to sign in with your APU account to apply. * Please be sure to confirm that the application has been completed. Students will receive an automatic reply email when the application is complete.
Application period	November 4 (Thu) – November 25 (Thu), 2021 (16:30)
Screening	If there are more applicants than available spaces, applicants will be selected via lottery*. *Only students who are eligible to apply and submit a completed application form with the appropriate essay will be included in the lottery.
Announcement of screening results	December 3 (Fri), 2021 via Action Required on Campus Terminal



### 4. Overview of Course Schedule

Date	Classes / Field Research
Jan. 12 (Wed) Period5, 6	Pre-program classes ①・②
Jan. 19 (Wed) Period5, 6	Pre-program classes ③・④
Jan. 26 (Wed) Period5, 6	Pre-program classes ⑤・⑥
Feb. 7 (Mon) - 9 (Wed)	Practicum
Feb. 10 (Thu) Time: 10:30-12:10	Post-program class ①
Feb. 11 (Fri) Time: 10:00-16:30	Post-program classes ②・③・④

\*Participants will be notified of classroom locations before class starts.

\*Practicum will take place from 10:00AM to 17:00PM, JST (including 1-hour lunch break).

### 5. Terms and Conditions

#### (1) Costs

Program fee is free. However, if students participate from Beppu City and in case they conduct their survey in Beppu city, transportation fee will be needed and they must purchase domestic travel insurance as well.

#### •Insurance

On-site participants must be covered by the University's designated domestic travel insurance regardless if they are also covered by their own insurance. Insurance details will be explained at a pre-program class for further information. It costs from 500JPY to 2,000JPY on your choice.

#### •Transportation fee

If students conduct their survey in Beppu city, AP House residents need to take buses to go to city center or so. APU offers special bus tickets only for APU students in this fall semester so please refer to campus terminal for more details.

#### (2) Required procedures for participants

#### •Cancellation of the course in winter session

Students cannot take the subject in winter session in case they are selected as a successful applicant. Students who have registered the subject in winter session must remove it by themselves during the course registration correction period 2, December 6-7.

## 6. Disclaimers and Notices

### (1) Precautions and liability for program participants

- ①Neither APU nor the local 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.
- ②Participants 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.
- ③Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- ④The 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 and/or local institutions shall not be liable for these incidents.

### (2) Program Cancellation or Change of Program Contents, Cancellation of Participation

- ①The Dean of Academic Affairs will make the decision to cancel the 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.
- ②In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, 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 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 the program 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) 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. In the case of credit-granting programs, as a general rule student who withdraw will be assigned a grade of "F".

### (4) 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 "(2) 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.

### (5) Handling of Personal Information

Students have to consent to having their application documents and any other documents they 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.

(6) On Participating in a Program

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 practicum is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.

## 7. Contact

Academic Office Building-B Ground floor

TEL: 0977-78-1101 / FAX: 0977-78-1102 / Email: [first@apu.ac.jp](mailto:first@apu.ac.jp)

Persons in charge: MAEDA (Mr.), Hashizume (Ms.), ASO (Ms.),



Pre-program class



Field research



Post-program class/ presentation