

AY2019 Fall Semester SECOND Program

1. Overview of the Program

The SECOND (SElf CONFirmation and Development) program is designed to offer 1st-3rd semester students (domestic and international) visiting Southeast Asia the opportunity to interact with local people through research work and learn more about the diverse cultures of Southeast Asia. The focal areas of learning in this program are as follows:

- 1) To understand the various religions and cultures of Southeast Asia
- 2) To understand transnational culture in the field
- 3) To gain a general understanding of the political, social, and economic systems of the countries visiting
- 4) To improve communication skills in Japanese and English by performing intensive group work
- 5) To improve cultural sensitivity and acquire resilience to the stress from the intercultural communication

APU began the FIRST Program in 2007 for domestic students, and the international student program began in the 2009 fall semester. Students can experience a vast improvement in their learning skills through frequent exchange with locals during this short-term field research activities. The SECOND program was developed as a program that provides a higher level of intercultural insight and learning.


2. Program Details

The SECOND Program for the AY 2019 fall semester will be held as follows:

Course name	Intercultural Fieldwork II
Instructor	Professor KONDO Yuichi
Implementation format	Pre-program sessions on campus, on-site field research activities, and on-site post-program sessions
Fieldwork schedule	Group A: February 16 (Sun.) – March 1 (Sun.), 2020 Group B: February 17 (Mon.) – March 2 (Mon.), 2020 *Participants will split into 2 groups to conduct field research activities.
Course registration	The university will register the course for students as an AY 2019 fall semester subject. (automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the maximum credit registration limit for the AY 2019 fall semester)
Grade	A+, A, B, C / F Grades will be released during the AY 2020 spring semester Course Registration Correction Period 2.
Language	E/J
No. of participants	70 students

3. Application and Screening

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

Eligibility	<p>Students must meet the following conditions to apply:</p> <ol style="list-style-type: none"> 1. 1st-3rd semester students (domestic or international) 2. If students are in their 2nd semester at the time of applying, they must have earned 14 credits or more at the end of the 1st semester. 3. If students are in their 3rd semester at the time of applying, they must have earned 28 credits or more at the end of the 2nd semester.
Application format	<p>Apply using the Online Application Form, available on the Academic Office Website. https://survey2.apu.ac.jp/limesurvey/index.php/662163?lang=en *You must also submit an essay (statement of purpose).</p> 

Application period	September 20 (Fri.) – October 24 (Thu.), 2019 (16:30)
Screening	Participants will be selected based on the results of the document screening. Emphasis is placed on the participant's reason for participation. An interview may be required in some cases.
Announcement of screening results	Announced November 1 (Fri.), 2019 after 17:00 via an Action Required message on Campus Terminal

4. Overview of Course Schedule

Sessions / Field research	Date / Period	Details
Participant guidance session	January 15 (Wed.) 5 th period	Guidance session, orientation, insurance
Risk management session	January 22 (Wed.) 5 th period	Risk management orientation, explanation about J-TAS
Pre-program sessions 1 & 2	February 10 (Mon.) 2 nd and 3 rd period * ₁	Host country overview, cultural understanding, researching the field area
Pre-program sessions 3 & 4	February 11 (Tue.) 2 nd and 3 rd period * ₁	Understanding research methods, thinking about research topics
Pre-program sessions 5 & 6	February 12 (Wed.) 2 nd and 3 rd period * ₁	Setting research topics, pre-departure guidance session
Field research and post-program sessions	Group A: February 16 (Sun.)– March 1 (Sun.) Group B: February 17 (Mon.)– March 2 (Mon.)	Field research, reflection and discussion, presentation, alumni event

*Participants will be notified of classroom locations when screening results are announced.

*₁ Pre-program sessions will be conducted based on the winter session timetable.

©Field research schedule (anticipated)

*Participants will split into 2 groups to conduct field research activities. Individual participant's field research period will be announced at the participant guidance session.

Date	Period A (About 35 people)	Period B (About 35 people)
2/16 (Sun.)	Meet at Fukuoka airport Fukuoka - Singapore <All participants> Stay overnight in Singapore	No schedule <Day before departure>
2/17 (Mon.)	Singapore - Johor Bahru <All> Travel to destination A from Johor Bahru <Groups> Stay overnight in destination A	Meet at Fukuoka airport Fukuoka - Singapore <All participants> Stay overnight in Singapore
2/18 (Tue.)	Destination A - Kuala Lumpur <Groups> Reflection class Stay overnight in Kuala Lumpur	Singapore - Johor Bahru <All> Travel to destination A from Johor Bahru <Groups> Stay overnight in destination A
2/19 (Wed.)	Kuala Lumpur – destination B <Groups> Stay overnight in destination B	Destination A - Kuala Lumpur <Groups> Reflection class Stay overnight in Kuala Lumpur
2/20 (Thu.)	Destination B – Penang <Groups> Reflection class Stay overnight in Penang	Kuala Lumpur – destination B <Groups> Stay overnight in destination B
2/21 (Fri.)	Visit a partner university in Penang Mid-term presentation Stay overnight in Penang	Destination B – Penang <Groups> Reflection class Stay overnight in Penang

2/22 (Sat.)	Penang – Bangkok <All > Exchange event with alumni who live in Bangkok Stay overnight in Bangkok	Visit a partner university in Penang Mid-term presentation Stay overnight in Penang
2/23 (Sun.)	Stay overnight in Bangkok	Penang – Bangkok <All > Exchange event with alumni who live in Bangkok Stay overnight in Bangkok
2/24 (Mon.)	Bangkok – destination C <Groups> Stay overnight in destination C	Stay overnight in Bangkok
2/25 (Tue.)	Stay overnight in destination C	Bangkok – destination C <Groups> Stay overnight in destination C
2/26 (Wed.)	Destination C – Vientiane <Groups> Post-program session Stay overnight in Vientiane	Stay overnight in destination C
2/27 (Thu.)	Stay overnight in Vientiane	Destination C – Vientiane <Groups> Post-program session Stay overnight in Vientiane
2/28 (Fri.)	Post-program sessions Final presentations Stay overnight in Vientiane	Stay overnight in Vientiane
2/29 (Sat.)	Vientiane – Bangkok <All >	Post-program sessions Final presentations Stay overnight in Vientiane
3/1 (Sun.)	Bangkok – Fukuoka <All >	Vientiane – Bangkok <All >
3/2 (Mon.)	No schedule	Bangkok – Fukuoka <All >

5. Terms and Conditions

(1) Costs

Program participants are responsible for paying the entire program fee.

Program fee	Approximately 137,000 JPY (The Academic Office will inform participants of the exact of amount when announcing the screening results)
Payment deadline	November 7 (Thu.), 2019 (16:30)
Submission deadline for proof of payment	November 8 (Fri.), 2019 (16:30)
<p>※Information regarding payment procedures and submission procedures for the proof of payment will be announced together with the screening results.</p> <p>※If participants fail to submit their proof of payment by the submission deadline, they will not be allowed to participate in the program. In such cases, the university will act in accordance with the guidelines set forth in Section 6. Disclaimers and Notices.</p>	

◎Breakdown of program fees.

Included in the package tour	Not included in the package tour (Paid by participants)
Training fees	Transportation and accommodation fees not included in the left column
Flight tickets (Fukuoka → Singapore)	(approximately 60,000 JPY)
Flight tickets (Penang→ Bangkok)	Transportation fees between Fukuoka airport and the student's home
Flight tickets (Vientiane → Fukuoka)	Food and other personal expenses
Accommodation Fee (1 night in Singapore)	

Mobile phone / Wifi rental fee (1 per group) J-TAS risk management system fee	Equipment, photocopy fees, etc. for research activities Overseas travel insurance (designated by university; approximately 6,000 JPY for a standard plan) Visa fees (if applicable) Immunization fees (optional) J-TAS risk management service fee
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(2) Required procedures for participants

•Passport

Students who don't have a passport should begin application procedures as soon as possible to ensure they receive their passport. Students are responsible for obtaining their own passports. If a student is unable to obtain a passport by the designated date*, they will have their participation revoked. Students will be responsible for any and all expenses incurred up to the point of cancellation.

Cancellation fees and grades will be handled following the guidelines set forth in Section 6.

Disclaimers and Notices. If a student's passport is set to expire in the near future, they may not be able to enter one or more of the 4 countries depending on the expiration date. Students should check this information themselves and renew their passports beforehand if necessary.

*The designated deadline to receive a passport for participation in the SECOND program is February 7 (Fri).

*The above designated deadline also refers to the last day on which the university may cancel a student's participation in the program.

Participants will be notified of the deadline and method for submitting their passport information at the time of the announcement of screening results. Except in certain unique and unavoidable circumstances, participants must submit their passport information to either the university or a travel agency as instructed.

•Visa

A visa may be required depending on the participant's nationality. Students must research their individual visa requirements themselves beforehand. Students are responsible for applying for required visas independently. If a student is unable to obtain the required visa(s) by the designated date,* they will have their participation revoked. Students will be responsible for any and all expenses incurred up to the point of cancellation. Cancellation fees and grades will be handled following the guidelines set forth in Section 6. Disclaimers and Notices. Students must also ensure they apply for a re-entry permit for re-entering Japan if necessary.

*The designated deadline to receive visa(s) for participation in the SECOND program is February 7 (Fri).

*Visa-on-arrival may be available depending on the participant's nationality. However, if a participant is unable to obtain the visa(s) at a local airport or similar facility and becomes unable to continue their participation in the program, the university will consider the participant as withdrawn from the program. In such cases, no special course considerations will be given, and cancellation fees and grades will be handled according to the guidelines set forth in Section 6. Disclaimers and Notices.

©Total visa application costs for all 4 countries (estimated) as of February 19, 2019

Nationality	Japan Korea Thailand Vietnam Indonesia Philippines	Brazil Argentina Netherlands Austria	Sri Lanka Samoa
Application fees	Not required	Approximately 4,000 JPY	Approximately 9,000 JPY
Agency service fees	Not required	Approximately 10,000 JPY	Approximately 20,000 JPY

Nationality	China	Uzbekistan	India	Bangladesh
Application fees	Approximately 14,000 JPY	Approximately 14,000 JPY	Approximately 12,000 JPY	Approximately 10,000 JPY
Agency service fees	Approximately 30,000 JPY	Approximately 16,000 JPY	Approximately 20,000 JPY	Approximately 20,000 JPY

※If a participant applies through an agency, they must pay both the application fees and the agency service fees. Application through an agency may not be available depending on the destination country and/or the participant's nationality.

•Insurance

Participants must be covered by the university's designated overseas travel insurance and JCSOS risk management system (J-TAS) regardless of whether they are already covered by their own insurance. Further details regarding insurance will be explained at the participant guidance session.

•Immunizations

The types of immunizations and the required level will be introduced at the participant guidance session. Immunizations are not a requirement so students must determine whether or not to receive immunizations after taking into account information such as recommendation levels. Students who would like to receive immunizations should go to the APU Health Clinic for further assistance.

•Pledge

Participants must sign and submit a "Requirements for Program Participation (Pledge)". Participants must acknowledge the conditions listed on the form before participating in the program. Participants will be informed of the deadline and submission method upon acceptance to the program.

6. Disclaimers and Notices

(1) Precautions and liability for overseas program participants

If a program participant experiences an accident or damage due to an unlawful act by a third party (organization or individual) other than program parties (APU, a host university, or local organizations) during the program, the participant must take responsibility for filing a lawsuit or undergoing other related procedures. Program parties (APU, a host university, or local organizations) will not take responsibility.

(2) Program cancellation, change in program content, and revocation of participation

After careful consideration of the state of affairs (with priority given to student health, and safety) during the program, the program may be cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, war, terrorism or other force majeure circumstances. Please make a study plan that takes these possibilities into consideration.

• Depending on their attitude and class participation, some participants may have their participation in the program revoked at the discretion of the university if deemed necessary, even after the official announcement of screening results.

(3) Withdrawal after acceptance to the program (after the announcement of screening results)

If there is a change in the number of participants after the announcement of screening results, it may become impossible to run the program, or additional fees may be incurred by the other participants. Because the university conducts the selection process based on the assumption that students intend to participate in the program at the time of their application, withdrawals are not allowed after the announcement of screening results. Check the program content in advance when applying and prepare by arranging other commitments so as not to have to withdraw from the program. In the event that a participant must withdraw after the program selection decision has been made (after the announcement of screening results), the student who is withdrawing must pay the designated cancellation fee. In principle, students who withdraw will receive a grade of "F".

(4) Cancellation fee

In the event that a participant must withdraw before or after the start of the program, the withdrawing student must reimburse any expenses already spent on the participant at that time. The cancellation fee includes bank processing fees (such as overseas transfer fees). If the required program expenses have already been paid to the university, the cancellation fee may be subtracted and the difference returned. The procedure for returning the money may require additional time in cases where a host university must refund the money to APU.

7. Other

(1) Handling of personal information

Only information necessary for making travel arrangements will be provided to third parties (host universities and institutions, travel agencies, insurance companies, risk management support services, lodging facilities, embassies, consulates, and ministries of foreign affairs in Japan, your home country, and/or your host country).

(2) Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all pre-and post-program sessions and guidance sessions is required. We will not accept absences without prior notice. Please also make sure to meet deadlines for submitting documents and other assignments. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the "Requirements for Program Participation (Pledge)," students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports.

(3) Course plan

Be sure to check that subjects taken and the credits earned in the program will not cause problems with your study plan up to graduation. As no special course considerations will be given even if a problem is discovered after acceptance to the program, please take personal responsibility when applying to the program.

Also, in case a participant registered for Elementary or Pre-Intermediate English in AY 2019 fall semester becomes subject to the Intensive English Course and intend to participate in the course, the participant may need to withdraw from the SECOND program depending on the situation as the schedules overlap with each other. In such cases, cancellation fees and grades will be handled according to the guidelines set forth in Section 6. Disclaimers and Notices. Please refer to page 75 of "2019 Undergraduate Academic Handbook (English ver.)" for more information about the Intensive English course and inform the faculty in charge of the SECOND program if you become subject to the Intensive English course after the announcement of screening results.

(4) Accommodations

Please follow the regulations and instructions of the accommodation facilities.

8. Contact

Academic Office Building-B Ground Floor

TEL 0977-78-1101 / FAX: 0977-78-1102

Email: first@apu.ac.jp

Coordinators: KAWANO (Mr.), OHKUBO (Ms.), Hashizume (Ms)

AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs
(except for Individual Language Study Abroad (EXPLORE) and APU Global Research Program)

Requirements for Program Participation

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) Participants are required to purchase overseas health and travel insurance and JCSOS Risk Management System (J-TAS) before departure from the organization designated by APU (overseas programs only).
- (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.

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, terrorism or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution. 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.

4. Immigration and Departure (Overseas programs only)

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU (international exchange programs, double degree programs, short-term summer, or winter programs) must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

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.