

# 2024 Campus Life Handbook

# Declaration on the Occasion of the Opening of APU

Since the beginning of human history, human beings have attempted to create their own distinctive cultures and develop civilizations in the various regions of the world. They have also had to overcome many constraints and obstacles in order to achieve their goal of living in conditions of freedom, peace and humanity.

The twentieth century was an era of rapid progress and unprecedented advance in the political, economical and cultural fields, as human activity increasingly took place on a global scale. Through the experience of the two World Wars, the United Nations and other international organizations were formed to enhance cooperation in order to maintain peace and to promote international understanding.

Given that the 21st century will see the emergence of a global society, we firmly believe that coexistence between mankind and nature, as well as between diverse cultures, will be indispensable for the peaceful and sustainable development of the Asia Pacific region. This is why we are now establishing a university here, to nurture the young talent and to create a new academic discipline which will help shape the region's future.

April 1, 2000 therefore marked the birth of the Ritsumeikan Asia Pacific University, based on a vision of freedom, peace and humanity, mutual international understanding, and the future shape of the Asia Pacific region. The establishment of the University at Jumonjibaru, in Beppu City, has been made possible through the cooperation of the people of Beppu and Oita Prefecture, together with many others both within and outside Japan.

Our hope is that it will be a place where the young future leaders from countries and regions throughout the world will come to study together, live together, and understand each other's cultures and ways of life, in pursuit of goals that are common to all mankind.

The Ritsumeikan Asia Pacific University is hereby declared open.

April 1, 2000

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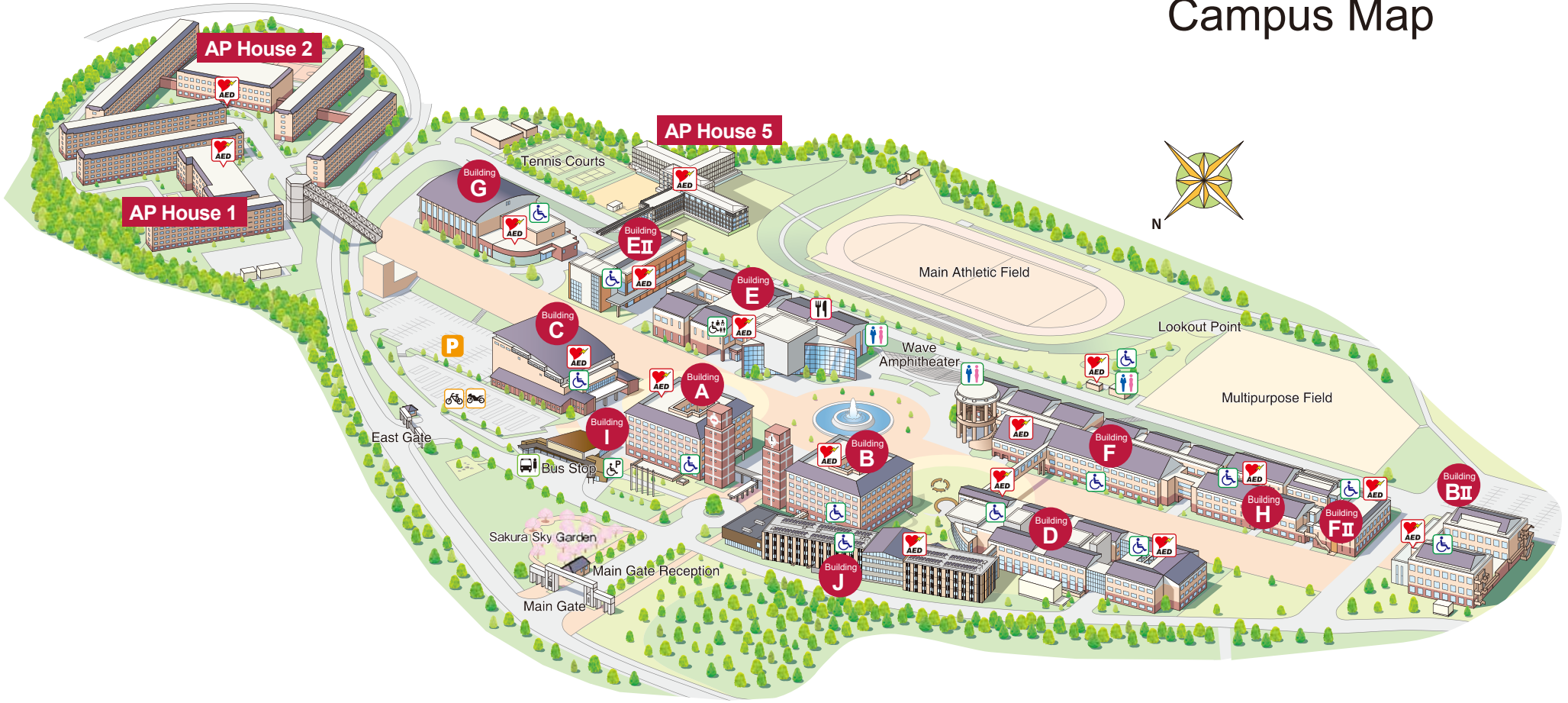
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# Campus Map



## A棟 Administration Building

- 1F Admissions Office, Health Clinic, Creotech Co., Ltd. Office, Central Security Office, Counseling Room
- 2F Outreach and Research Office, Convention Hall, Reception Rooms Creotech Co., Ltd. Office,
- 3F Administration Office, Conference Rooms 1-6
- 4F Office of Institutional Planning Executive Offices, Reception Rooms, Conference Rooms
- 5F Guest Rooms 1-10

## B棟 Research Building

- 1F Academic Office Student Office College Office Faculty Lounge
- 2F Research Meeting Rooms 3-6, Center for Business Case Education, Cyber Study Room, GSA Master's Students Common Rooms 1-2, GSA Doctoral Students Common Rooms 1-2, GSM Master's Students Common Room, Visiting Research Fellow's Joint Research Room, Honorary Doctorate HIRAMATSU Morihiko "One Village One Product Movement" Research Room, Lounge, RCAPS Conference Room
- 3F Faculty Offices B301-B327, Seminar Project Rooms 1-3, Information Corner
- 4F Faculty Offices B401-B427, Seminar Project Rooms 4-6, Information Corner
- 5F Faculty Offices B501-B527, Seminar Project Rooms 7-9, Information Corner

## BII棟 Research Building II

- 1F Lecturers' Office, Part-time Lecturers' Desk, Student Counseling Room, Confucius Institute at Ritsumeikan Asia Pacific University, Center for Language Education
- 2F Faculty Offices BII261-BII274
- 3F Faculty Offices BII361- BII387

## C棟 Millennium Hall

Main Hall, Rehearsal Room, Dressing Rooms, Simultaneous Interpretation Booths

## D棟 Media Center

- 1F Academic Office (Library Office), APU Library, Multimedia Room, Classrooms D101-D108, Extension Center On-Campus Student Job Center
- 2F APU Library, Classrooms D201-D214
- 3F Classrooms D301-D305, CAI Classrooms 1-12 Information Processing Seminar Rooms 1-6, Information Systems Administrative Office, Multimedia Lab I

## E棟 Student Union

- 1F Cafeteria, Co-op Office, Pacific Café, Atelier
- 2F Student Hall, Student Council Room, Multimedia Lab II, Student Lounge, Event Space, Japanese-style Room, Music Studio, The Quiet Space, Meeting Space

## EII棟 Student Union II

- 1F Co-op
- 2F Presentation Space, Multipurpose Hall

## F棟 Classrooms

- 1F Classrooms F101-F112, Self-Access Learning Center, Hut of Peace Spirit Tea Ceremony Room
- 2F Classrooms F201-214, TA Room
- 3F Classrooms F301-F304, Faculty Offices F331-F346

## FII棟 Classrooms II

- 1F Classrooms FII120-FII127
- 2F Classrooms FII220-FII222 Classrooms FII223-FII234
- 3F Classrooms FII320-FII331

## G棟 Gymnasium

- 1F Arena, Fitness Room, Staff Room, Locker Room, Shower Rooms
- 2F Activity Room, Martial Arts Room

## H棟 Graduate School

- 1F Classrooms H101-H102
- 2F Classrooms H201-H202
- 3F Faculty Offices H351-H360

## I棟 Tokimachiba

## J棟 Green Commons

- 1F Classrooms J101-J105, Green Commons Stage, Cozy Commons1-2, Cafe Commons, SAKURA Lounge, Meeting Rooms1~4, Project Room
- 2F Classrooms J201-J204, Triangle Gallery, SATOYAMA Gallery, Cozy Commons3, Meeting Rooms5-6
- 3F Classrooms J301-J308, Faculty Offices, Innovation Living, APS Lounge, APM Lounge, ST Lounge

## AP House 1

Rooms, AP House Office, Meeting Rooms, AP House 1 Security Office

## AP House 2

Rooms, Meeting Rooms, AP Hall, AP Kitchen, AP House 2 Security Office, AP House Co-op

## AP House 5

Rooms, Community lounge, AP House 5 Security Office

Online Campus Map:

<https://en.apu.ac.jp/home/contents/campusmap.html/>



# A Year at APU

4月 April	Spring Entrance Ceremony Spring New Student Orientation and Welcome Events Start of Classes, Spring Semester 1st Quarter
5月 May	Final Exams, Spring Semester 1st Quarter Multicultural Weeks (May-July) (Spring Semester)
6月 June	Start of Classes, Spring Semester 2nd Quarter
7月 July	Final Exams, Spring Semester 2nd Quarter
8月 August	Summer Session
9月 September	Graduation Results Announced/ Graduation Ceremony Spring Semester Results Released/ Registration Guidance Fall Entrance Ceremony Fall New Student Orientation and Welcome Events
10月 October	Start of Classes, Fall Semester 1st Quarter Tenku Festival (APU School Festival) Multicultural Weeks(October-December) (Fall Semester)
11月 November	Final Exams, Fall Semester 1st Quarter Start of Classes, Fall Semester 2nd Quarter
12月 December	
1月 January	
2月 February	Final Exams, Fall Semester 2nd Quarter Winter Session
3月 March	Graduation Results Announced/ Graduation Ceremony Spring Semester Results Released/ Registration Guidance



Type of support	Office in Charge	Place of office	Inquiries (phone number)	Inquiries (E-mail address)	Homepage
<b>[Extracurricular activities・circles]</b>					
Local community exchange・homestays	Outreach and Research Office	A building, 2nd floor	0977-78-1104	Email: apukoryu@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Events/ projects				Email: roject@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Clubs/circles, weeks, etc				Email: tueca@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
<b>[Study abroad, language learning]</b>					
Off-campus Programs	Outreach and Research Office	A building, 2nd floor	0977-78-1101	Refer to website	<a href="https://www.apu.ac.jp/abroad/programs/">https://www.apu.ac.jp/abroad/programs/</a>
<b>[Academic Information]</b>					
Course registration	Academic Office	B building, 1st floor	0977-78-1122	Email: acsubmit@apu.ac.jp	
Confirmation of graduation requirements				Refer to website	<a href="https://www.apu.ac.jp/academic/consultations/graduation/">https://www.apu.ac.jp/academic/consultations/graduation/</a>
Class absence due to illness or bereavement				Refer to website	<a href="https://www.apu.ac.jp/academic/class_info/class_absences/">https://www.apu.ac.jp/academic/class_info/class_absences/</a>
Final exams/ make-up exams				Refer to website	<a href="https://www.apu.ac.jp/academic/exam_grades/final/">https://www.apu.ac.jp/academic/exam_grades/final/</a>
Grades				Refer to website	<a href="https://www.apu.ac.jp/academic/exam_grades/inquiries/">https://www.apu.ac.jp/academic/exam_grades/inquiries/</a>
Seminar subjects (seminars, undergraduate thesis)				Email: seminar1@apu.ac.jp	
TA part time job				Email: a-jobs@apu.ac.jp	
Library				D building, 1st floor	—
IT support	D building, 3rd floor	—	Refer to website	<a href="https://www.apu.ac.jp/academic/system/support_desk/">https://www.apu.ac.jp/academic/system/support_desk/</a>	
Graduate School	College Office	B building, 1st floor	0977-78-1122	Refer to website	<a href="https://en.apu.ac.jp/gradinfo/">https://en.apu.ac.jp/gradinfo/</a>
<b>[Student Services]</b>					<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Certificates	Student Office	B building, 1st floor	0977-78-1124	shoumei@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Scholarship				apuscha@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Student status (leave of absence・withdrawal), housing, etc				apustu1@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Student visa/ work permit				stuvisa@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Student support (students with disabilities)				apudss@apu.ac.jp	<a href="https://www.apu.ac.jp/academic/consultations/support/">https://www.apu.ac.jp/academic/consultations/support/</a>
Health Clinic (illness/ injury/ health check up)				A building, 1st floor	—
Counseling room (psychological consultations)			0977-78-1126	Email: counseli@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Tuition	Office of Institutional Planning	—	—	adgaku@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
<b>[AP House]</b>					<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
Supporting AP House residents	Student Office	AP House 1	0977-78-1901	Email: ssc_bo@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
AP House fee, moving out from AP House				Email: phcreo@apu.ac.jp	<a href="https://www.apu.ac.jp/studentsupport/">https://www.apu.ac.jp/studentsupport/</a>
<b>[Career support]</b>					
Career support/ Internships	Student Office	B building, 1st floor	0977-78-1128	Email: career1@apu.ac.jp	<a href="https://www.apu.ac.jp/careers/">https://www.apu.ac.jp/careers/</a>
Job hunting					<a href="https://www.apu.ac.jp/careers/">https://www.apu.ac.jp/careers/</a>
<b>[Harassment related consultations]</b>					
Harrasment Officers	Each office	—	—	—	<a href="https://www.apu.ac.jp/home/life/content70/">https://www.apu.ac.jp/home/life/content70/</a>
<b>[Emergency contacts]</b>					
Central Security Office	Central Security Office	A building, 1st floor	0977-78-1150	—	



# AY 2024 Ritsumeikan Asia Pacific University Academic Calendar

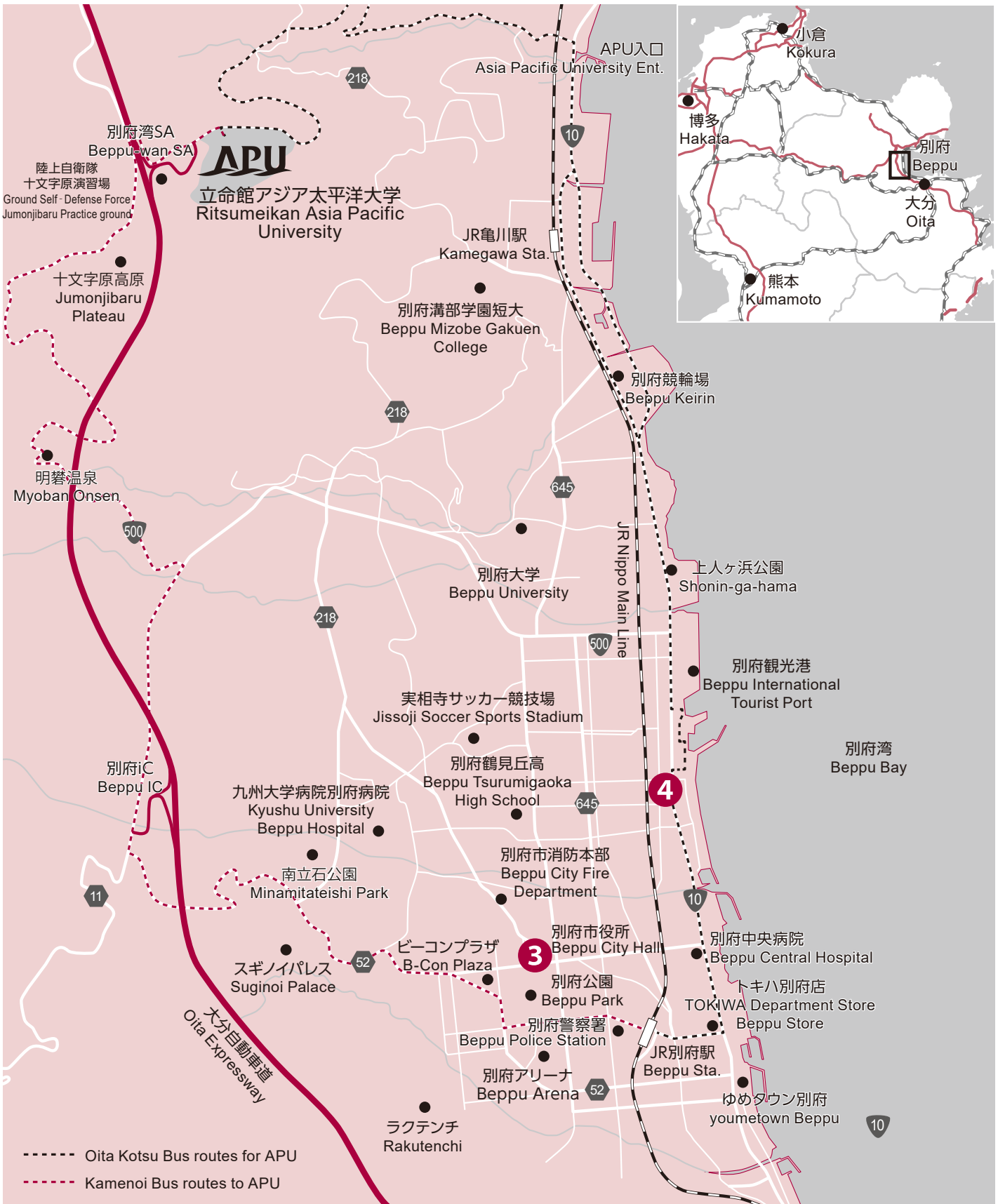
Year	Date	Day	Event	Class
Spring Semester				
2024	1	Mon	Entrance Ceremony	
	2	Tue		
	3	Wed		
	4	Thu		
	5	Fri		
	6	Sat		
	7	Sun		
	8	Mon	Start of Classes, Spring Semester 1st Quarter	●
	9	Tue		●
	10	Wed		●
	11	Thu		●
	12	Fri		●
	13	Sat		
	14	Sun		
	15	Mon		●
	16	Tue		●
	17	Wed		●
	18	Thu		●
	19	Fri		●
	20	Sat	Make-up Classes	○
	21	Sun		
	22	Mon		●
	23	Tue		●
	24	Wed		●
	25	Thu		●
	26	Fri		●
	27	Sat		
	28	Sun		
	29	Mon	Shōwa Day* Classes as usual	●
	30	Tue		●
	1	Wed		●
2	Thu		●	
3	Fri	Constitution Day* Classes as usual	●	
4	Sat	Greenery Day*		
5	Sun	Children's Day*		
6	Mon	Substitute Holiday* Classes as usual	●	
7	Tue		●	
8	Wed		●	
9	Thu		●	
10	Fri		●	
11	Sat	Make-up Classes	○	
12	Sun			
13	Mon		●	
14	Tue		●	
15	Wed		●	
16	Thu		●	
17	Fri		●	
18	Sat			
19	Sun			
20	Mon		●	
21	Tue		●	
22	Wed		●	
23	Thu		●	
24	Fri		●	
25	Sat	Make-up Classes	○	
26	Sun			
27	Mon	Final Exams, 1st Quarter Spring Semester	●	
28	Tue	Final Exams, 1st Quarter Spring Semester	●	
29	Wed	Final Exams, 1st Quarter Spring Semester (Back-up Examination, 1st Quarter Spring Semester)	●○	
30	Thu	No Classes		
31	Fri	No Classes		
2024	1	Sat		
	2	Sun		
	3	Mon	No Classes	
	4	Tue	No Classes	
	5	Wed	Start of Classes, 2nd Quarter Spring Semester	●
	6	Thu		●
	7	Fri		●
	8	Sat		
	9	Sun		
	10	Mon		●
	11	Tue		●
	12	Wed	Make-up Examinations, 1st Quarter Spring Semester	●
	13	Thu		●
	14	Fri		●
	15	Sat		
	16	Sun		
	17	Mon		●
	18	Tue		●
	19	Wed		●
	20	Thu		●
	21	Fri		●
	22	Sat	Make-up Classes	○
	23	Sun		
	24	Mon		●
	25	Tue		●
	26	Wed		●
	27	Thu		●
	28	Fri		●
	29	Sat		
	30	Sun		
	1	Mon		●
2	Tue		●	
3	Wed		●	
4	Thu		●	
5	Fri		●	
6	Sat	Make-up Classes	○	
7	Sun			
8	Mon		●	
9	Tue		●	
10	Wed		●	
11	Thu		●	
12	Fri		●	
13	Sat			
14	Sun			
15	Mon	Marine Day* Classes as usual	●	
16	Tue		●	
17	Wed		●	
18	Thu		●	
19	Fri		●	
20	Sat	Make-up Classes	○	
21	Sun			
22	Mon		●	
23	Tue		●	
24	Wed	Back-up Classes, 2nd Quarter Spring Semester	○	
25	Thu	Final Exams, 2nd Quarter Spring Semester	●	
26	Fri	Final Exams, 2nd Quarter Spring Semester	●	
27	Sat	Back-up Examination, 2nd Quarter Spring Semester	○	
28	Sun			
29	Mon	Final Exams, 2nd Quarter Spring Semester	●	
30	Tue	Final Exams, 2nd Quarter Spring Semester	●	
31	Wed	Final Exams, 2nd Quarter Spring Semester (Back-up Examination, 2nd Quarter Spring Semester)	●○	
2024	1	Thu	Summer Session	●
	2	Fri	Summer Session	●
	3	Sat	Summer Session	●
	4	Sun	Summer Session	●
	5	Mon	Summer Session	●
	6	Tue		
	7	Wed	Make-up Examinations, 2nd Quarter Spring Semester	○
	8	Thu	Make-up Examinations, 2nd Quarter Spring Semester	○
	9	Fri		
	10	Sat		
	11	Sun	Mountain Day*	
	12	Mon	Substitute Holiday*	
	13	Tue		
	14	Wed		
	15	Thu		
	16	Fri		
	17	Sat		
	18	Sun		
	19	Mon		
	20	Tue		
	21	Wed		
	22	Thu		
	23	Fri		
	24	Sat		
	25	Sun		
	26	Mon		
	27	Tue		
	28	Wed	Spring Semester Results Released and Graduation Results Announced	
	29	Thu		
	30	Fri		
	31	Sat		
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat			
8	Sun			
9	Mon	Summer Sessions Courses Results Released		
10	Tue			
11	Wed			
12	Thu			
13	Fri	Graduation Ceremony		
14	Sat			
15	Sun			
16	Mon	Respect for the Aged Day*		
17	Tue			
18	Wed			
19	Thu			
20	Fri	Entrance Ceremony		
Fall Semester				
21	Sat			
22	Sun	Autumnal Equinox Day*		
23	Mon	Substitute Holiday*		
24	Tue			
25	Wed			
26	Thu			
27	Fri			
28	Sat			
29	Sun			
30	Mon			

Class Column: ●: School Day or Examination Day, ○: Make-up Classes or Back-up Classes or Back-up Examination, Blank: No classes \* National Holiday

[NOTE] \*The schedule is subject to change. Please make sure to check the Academic Information web page for updates.

2024	1 Tue		1 Sun		1 Sat Back-up Examination, 2nd Quarter Fall Semester ○
	2 Wed Start of Classes, 1st Quarter Fall Semester ●		2 Mon	●	2 Sun Back-up Examination, 2nd Quarter Fall Semester ○
	3 Thu	●	3 Tue	●	3 Mon Final Exams, 2nd Quarter Fall Semester ●
	4 Fri	●	4 Wed Make-up Examinations, 1st Quarter Fall Semester ●		4 Tue Final Exams, 2nd Quarter Fall Semester ●
	5 Sat		5 Thu	●	5 Wed Final Exams, 2nd Quarter Fall Semester Back-up Examination, 2nd Quarter Fall Semester ●○
	6 Sun		6 Fri	●	6 Thu Back-up Examination, 2nd Quarter Fall Semester ○
	7 Mon	●	7 Sat		7 Fri Winter Session ●
	8 Tue	●	8 Sun		8 Sat Winter Session ●
	9 Wed	●	9 Mon	●	9 Sun Winter Session ●
	10 Thu	●	10 Tue	●	10 Mon Winter Session ●
	11 Fri	●	11 Wed	●	11 Tue National Foundation Day* Winter Session ●
	12 Sat		12 Thu	●	12 Wed
	13 Sun		13 Fri	●	13 Thu Make-up Examinations, 2nd Quarter Fall Semester ○
	14 Mon Sports Day* Classes as usual ●		14 Sat Make-up Classes ○		14 Fri Make-up Examinations, 2nd Quarter Fall Semester ○
	15 Tue	●	15 Sun		15 Sat
	16 Wed	●	16 Mon	●	16 Sun
	17 Thu	●	17 Tue	●	17 Mon
	18 Fri	●	18 Wed	●	18 Tue
	19 Sat Make-up Classes ○		19 Thu	●	19 Wed
	20 Sun		20 Fri	●	20 Thu
	21 Mon	●	21 Sat		21 Fri
	22 Tue	●	22 Sun		22 Sat
	23 Wed	●	23 Mon		23 Sun Emperor's Birthday Holiday*
	24 Thu	●	24 Tue		24 Mon Substitute Holiday*
	25 Fri	●	25 Wed		25 Tue
	26 Sat		26 Thu		26 Wed
	27 Sun		27 Fri		27 Thu
	28 Mon	●	28 Sat		28 Fri
	29 Tue	●	29 Sun		1 Sat
	30 Wed	●	30 Mon		2 Sun
	31 Thu	●	31 Tue		3 Mon Fall Semester Results Released and Graduation Results Announced
2025	1 Fri	●	1 Wed New Year's Day*		4 Tue
	2 Sat Make-up Classes ○		2 Thu		5 Wed
	3 Sun Culture Day*		3 Fri		6 Thu
	4 Mon Substitute Holiday* Classes as usual ●		4 Sat		7 Fri
	5 Tue	●	5 Sun		8 Sat
	6 Wed	●	6 Mon	●	9 Sun
	7 Thu	●	7 Tue	●	10 Mon
	8 Fri	●	8 Wed	●	11 Tue
	9 Sat		9 Thu	●	12 Wed Winter Sessions Courses Results Released
	10 Sun		10 Fri	●	13 Thu
	11 Mon	●	11 Sat Make-up Classes ○		14 Fri Graduation Ceremony
	12 Tue	●	12 Sun		15 Sat
	13 Wed	●	13 Mon Coming of Age Day* Classes as usual ●		16 Sun
	14 Thu	●	14 Tue	●	17 Mon
	15 Fri	●	15 Wed	●	18 Tue
	16 Sat Make-up Classes ○		16 Thu	●	19 Wed
	17 Sun		17 Fri	●	20 Thu Vernal Equinox Day*
	18 Mon	●	18 Sat		21 Fri
	19 Tue	●	19 Sun		22 Sat
	20 Wed Back-up Classes, 1st Quarter Fall Semester/Final Exams, 1st Quarter Fall Semester ○●		20 Mon	●	23 Sun
	21 Thu Final Exams, 1st Quarter Fall Semester ●		21 Tue	●	24 Mon
	22 Fri Final Exams, 1st Quarter Fall Semester ●		22 Wed	●	25 Tue
	23 Sat Labor Thanksgiving Day* Back-up Examination, 1st Quarter Fall Semester ○		23 Thu	●	26 Wed
	24 Sun		24 Fri	●	27 Thu
	25 Mon No Classes		25 Sat Make-up Classes ○		28 Fri
	26 Tue No Classes		26 Sun		29 Sat
	27 Wed Start of Classes, 2nd Quarter Fall Semester ●		27 Mon	●	30 Sun
	28 Thu	●	28 Tue	●	31 Mon
	29 Fri	●	29 Wed Back-up Classes, 2nd Quarter Fall Semester ○		
	30 Sat		30 Thu Final Exams, 2nd Quarter Fall Semester ●		
		31 Fri Final Exams, 2nd Quarter Fall Semester ●			

# Beppu City and Local Area Maps



## Major transportation to APU

- JR Kamegawa Station • Take Oita Kotsu Bus to the last stop, Ritsumeikan Asia Pacific University (about 15 min.)
- JR Beppu Station • East Gate: Take Oita Kotsu Bus to the last stop, Ritsumeikan Asia Pacific University (about 35 min.)  
• West Gate: Take Kamenoi Bus to the last stop, Ritsumeikan Asia Pacific University (about 35 min.)
- Oita Airport • Take the airport bus "Airliner" to the Kamegawa stop.  
→At the bus stop across the road from Kamegawa Stop, transfer to Oita Kotsu Bus and get off at Ritsumeikan Asia Pacific University (about 60 min.)
- JR Hakata Station/Fukuoka Airport • Take Highway Bus, Toyonokuni, to Kosoku Beppu-wan • APU Stop (about 130 min. from Hakata, 90 min. from Airport)



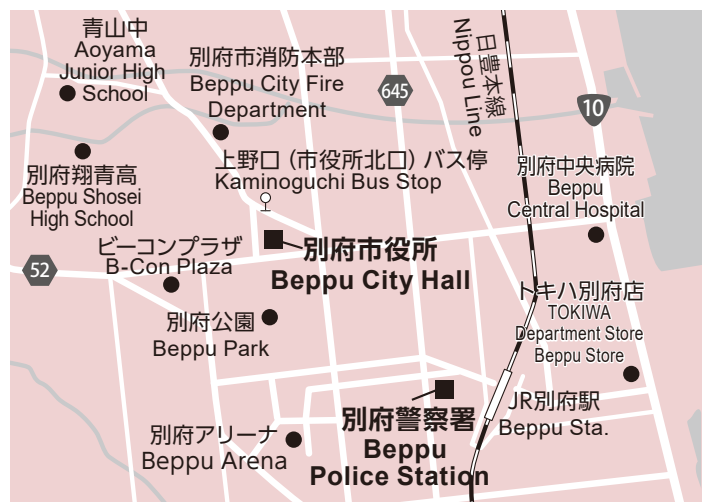
**① Driver's License Center**

6687 Matsuoka, Oita Phone: 097-528-3000  
 From Oita Bus Oitaeki-mae take bus at #3 or #6 for the Driver's License Center.



**② Fukuoka Regional Immigration Service Bureau, Oita Branch Office**

7-5 Niagemachi, Oita Phone: 097-536-5006  
 15 minute walk from JR Oita station.



**③ Beppu City Hall / Beppu Police Station**

Beppu City Hall: 1-15 Kaminoguchi, Beppu Phone: 0977-21-1111  
 From APU take the #5 Kamenoi Bus and exit at Kaminoguchi Shiyakusho Kitaguchi (about 30 min).  
 Police: 13-13 Tanoyumachi, Beppu Phone: 0977-21-2131  
 From APU take the #5 Kamenoi Bus and exit at Beppu Station West Exit (about 35 minutes).



**④ Japan Post Bank, Beppu Branch**

4-23 Mochigahama, Beppu Phone: 0977-24-1500  
 From APU take the #50 Oita Kotsu Bus and exit at Beppu Yubinkyoku-mae (about 25 min).

# Student Life Essentials

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# Student ID Card and Student ID Number

## Student ID Card

Your student ID card is an important form of evidence that you are a student of APU. Please carry it with you at all times and take good care of it.

Your student ID card must be presented in the following situations:

- When requested by faculty or staff
- When taking examinations
- When purchasing bus passes or student fare tickets
- When entering certain facilities (e.g. APU Library)
- When borrowing items at the Library
- When applying for certain certificates
- When using APU facilities or equipment

### Important instructions about your student ID card

- Do not loan or give your student ID card to another person.
- Do not bend, break, or deface your student ID card. Do not keep it near smart phones, mobile phones, or other electronics.
- If you lose your student ID card or if any of your personal information printed on the card changes, immediately notify the Student Office.
- If you are issued a new student ID card, or if you lose your student status due to graduation, withdrawal or removal from the register, you must return your student ID card to the Student Office.

### You must affix a new registration confirmation label on the back of your student ID card every year

- The registration confirmation label is the sticker affixed to the back of your student ID card. This label has the expiration date of the card and other information. A student ID card is considered invalid if the date on the registration confirmation label is expired. Cards without this label are also invalid.
- Come to the Student Office before the expiration date printed on the sticker to pick up a new registration confirmation label. Write your current address and other information on the label and affix it to the back of your student ID card.  
Remember that you must remove your current sticker before applying the new one.  
Stickers will not be issued for students who are taking a “leave of absence”.
- You can receive the sticker at the Tokyo Campus or Osaka Campus.

#### ● Registration confirmation label (sample)

Student ID No.	サイン Signature
有効期限 Valid	31/March/2025 大学の訂正印なき住所変更は無効 Address change is valid only with the authorized university stamp.
現住所 Present Address	
住所変更 Address Change	
進学 進学 区間	間 間 間
乗車券 券定期 発行 区間	発行年月日 区間 発行年月日 区間 発行年月日 区間
	4月 4月 4月 4月



### **If you lose or damage your card**

- If your student ID card needs to be reissued due to loss, damage, or for any other reasons, you can apply for a replacement at the Student Office. Your replacement card will be issued two office days after your application is received, and there is a replacement fee of 2,000 yen.

### **If you have a name change or want to change the photo on your student ID card**

- If your name changes, you will be issued a new student ID card for free. Please bring documents that can be used to confirm your name change, such as a passport or residence certificate, to the Student Office.
- If you want to change the photograph on your student ID card, please bring new ID photos to the Student Office. There will be a reissue fee of 2,000 yen.

### **Students who extend their graduation date must renew their student ID card**

- For undergraduate students, the original expiration date of your student ID card is your expected graduation date after completing eight semesters. If you will be enrolled at APU for more than eight semesters, you will need to renew the data in the card to extend the expiration date. If you do not renew your card, you will not be able to use it at facilities such as the library.
- Undergraduate students who will be enrolled at APU for nine semesters or more will need to bring their student ID card to the Student Office each semester after their eighth semester to have the card renewed. Your card will be returned two office days after you submit it for renewal.

### **Guidelines for writing student names on student ID cards**

- Beginning with newly enrolled students in spring 2021, personal names will be written as follows:
  1. All capital letters, in the order shown in the student's passport
  2. If you are a current student and wish to have your name order altered in line with the above, please apply at the Student Office.

## **Student ID Number**

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The student ID number is the eight-digit number that is printed on the front of your student ID card. The correct student ID number must be entered on attendance sheets, examination answer sheets, reports, and other forms.

# Tuition

APU tuition is composed of admission fees, tuition A and tuition B.

Failure to pay any portion of tuition by the deadline will result in removal from the register for nonpayment of tuition fees, and credits will not be recognized for that semester.

Please be sure to make all tuition payments by the deadline. Some Japanese banks may require you to complete certain procedures to receive funds from a foreign bank account. These procedures can take a few days, so make sure you complete them well ahead of the payment deadline. You must pay tuition fees for each semester until graduation even if you have already fulfilled the credit requirements to graduate and do not register for courses.

## How to Receive Your Tuition Invoice

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Your tuition payment form or Japan Post Bank automatic withdrawal notice will be sent to the domestic billing address that you have registered in Campusmate. The invoices are sent via mail during mid-April for the spring semester and mid-October for the fall semester. It is crucial to note that if your billing address is registered to an overseas address or is not updated after moving, you may not receive the invoice and fail to pay tuition before the tuition payment deadline. To prevent such issues, keep your billing address up-to-date at all times.

In addition to sending the tuition invoice to your registered billing address in Japan, APU will also send an email to international students with details on how to pay tuition from overseas.

You can follow the instructions in the email to pay your tuition.

## Tuition Components

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Tuition is composed of tuition A (which is the same for students of all year levels) and tuition B (which varies depending on the year level of the student).

Tuition A: This is a fixed amount for all four years.

Tuition B: This amount varies depending on the semester of the individual student.

※ Graduate students should refer to the Graduate Academic Handbook available on the Academic Information web page for tuition information.

## Tuition Amounts

※ Amounts shown are per semester.

※ Tuition amounts differ for students admitted in or before AY 2014, students admitted between AY 2015 ~ AY 2019, and those admitted in or after AY 2020.

### Tuition Payment Deadlines

Semester	Tuition Payment Deadline
Spring	May 31
Fall	November 30

Please be aware that it is not possible to apply for a deadline extension.

### Tuition amounts for students enrolled in or after AY 2020

#### Students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	¥ 270,000	¥ 370,000	¥ 370,000	¥ 370,000
Total (half year)		¥ 650,000	¥ 750,000	¥ 750,000	¥ 750,000

#### Second year Transfer students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	—	¥ 370,000	¥ 370,000	¥ 370,000
Total (half year)		—	¥ 750,000	¥ 750,000	¥ 750,000

#### Third year students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	—	¥ 380,000	¥ 380,000
	Tuition B	—	—	¥ 370,000	¥ 370,000
Total (half year)		—	—	¥ 750,000	¥ 750,000

## Students in the Accelerated Graduation Program who enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Example A (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	—
	Tuition B	¥ 270,000	¥ 555,000	¥ 555,000	—
Total (half year)		¥ 650,000	¥ 935,000	¥ 935,000	—
Example B (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	¥ 270,000	¥ 555,000	¥ 277,500	¥ 277,500
Total (half year)		¥ 650,000	¥ 935,000	¥ 657,500	¥ 657,500
Example C (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	—
	Tuition B	¥ 270,000	¥ 370,000	¥ 740,000	—
Total (half year)		¥ 650,000	¥ 750,000	¥ 1,120,000	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

**Additional Information**

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a third year student receiving the 65% tuition reduction plan:

¥ 750,000 (tuition for one semester) × 0.65 (reduction rate) = ¥ 487,500 (amount of reduction)

¥ 750,000 - ¥ 487,500 = ¥ 262,500 (amount of tuition owed)

**Tuition amounts for students enrolled in AY 2015 ~ AY 2019**

## Students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	¥ 370,000
	Tuition B	¥ 294,000	¥ 336,000	¥ 336,000	¥ 336,000
Total (half year)		¥ 664,000	¥ 706,000	¥ 706,000	¥ 706,000

Second year transfer students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	¥ 370,000	¥ 370,000	¥ 370,000
	Tuition B	—	¥ 336,000	¥ 336,000	¥ 336,000
Total (half year)		—	¥ 706,000	¥ 706,000	¥ 706,000

Third year transfer students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	—	¥ 370,000	¥ 370,000
	Tuition B	—	—	¥ 336,000	¥ 336,000
Total (half year)		—	—	¥ 706,000	¥ 706,000

Students in the Accelerated Graduation Program who enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Example A (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	—
	Tuition B	¥ 294,000	¥ 504,000	¥ 504,000	—
Total (half year)		¥ 664,000	¥ 874,000	¥ 874,000	—
Example B (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	¥ 370,000
	Tuition B	¥ 294,000	¥ 504,000	¥ 252,000	¥ 252,000
Total (half year)		¥ 664,000	¥ 874,000	¥ 622,000	¥ 622,000
Example C (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	—
	Tuition B	¥ 294,000	¥ 336,000	¥ 672,000	—
Total (half year)		¥ 664,000	¥ 706,000	¥ 1,042,000	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

**Additional Information**

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a first year student receiving the 65% tuition reduction plan:

¥664,000 (tuition for one semester) × 0.65 (reduction rate) = ¥431,600 (amount of reduction)

¥664,000 - ¥431,600 = ¥232,400 (amount of tuition owed)

**Tuition amounts for students enrolled in or before AY 2014**

Students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	¥342,000	¥342,000	¥342,000	¥342,000
	Tuition B	¥307,500	¥369,000	¥369,000	¥225,500
Total (half year)		¥649,500	¥711,000	¥711,000	¥567,500

Second year transfer student enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	¥342,000	¥342,000	¥342,000
	Tuition B	—	¥369,000	¥369,000	¥225,500
Total (half year)		—	¥711,000	¥711,000	¥567,500

Third year transfer students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	—	¥342,000	¥342,000
	Tuition B	—	—	¥369,000	¥266,500
Total (half year)		—	—	¥711,000	¥608,500



Students in the Accelerated Graduation Program who enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Example A (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	—
	Tuition B	¥ 307,500	¥ 492,000	¥ 471,500	—
Total (half year)		¥ 649,500	¥ 834,000	¥ 813,500	—
Example B (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	¥ 342,000
	Tuition B	¥ 307,500	¥ 492,000	¥ 246,000	¥ 225,500
Total (half year)		¥ 649,500	¥ 834,000	¥ 588,000	¥ 567,500
Example C (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	—
	Tuition B	¥ 307,500	¥ 369,000	¥ 594,500	—
Total (half year)		¥ 649,500	¥ 711,000	¥ 936,500	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

**Additional Information**

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a second year student receiving the 65% tuition reduction plan:

$$¥ 711,000 \text{ (tuition for one semester)} \times 0.65 \text{ (reduction rate)} = ¥ 462,150 \text{ (amount of reduction)}$$

$$¥ 711,000 - ¥ 462,150 = ¥ 248,850 \text{ (amount of tuition owed)}$$

**Tuition amounts for students in their fifth year undergraduates and above  
(students in their 9th semester or above)**

Tuition A: This is a fixed amount for students in their fifth year or later.

Tuition B: Number of Credits Registered × Amount Per Credit

	Students enrolled in or after AY2020	Students enrolled in AY2015 - AY2019	Students enrolled in or before AY2014
Tuition A	¥ 190,000	¥ 185,000	¥ 171,000
Tuition B(Per Credit)	¥ 22,500	¥ 21,000	¥ 20,500

The number of credits is based on the number of credits registered after course registration correction period 2.

The amount of tuition is determined by the number of registered credits, and is not dependent on actual attendance or credits completed.

Example: If a student in their ninth semester registers for two 2 credit subjects, their tuition will be as follows: (Students enrolled in or after AY2020)

Tuition A: 190,000 yen

Tuition B: 90,000 yen (4 credits × 22,500 yen)

Total: 280,000 yen

## Method of tuition payment

A variety of tuition payment methods are available, including automatic transfer from a Japan Post Bank account, bank transfer, and use of Convera's international remittance system. You cannot pay by cash or check (as of April 2024). Please check the web page below for more detailed information on payment methods.

Japanese:

<https://www.apu.ac.jp/home/life/content61/>



English:

<https://en.apu.ac.jp/home/life/content61/>



Notifications of payment amounts are issued in mid April for the spring semester, and mid October for the fall semester. Please be careful to check all tuition-related announcements from the university on Campus Terminal and via e-mail.

# Scholarships

The scholarship system at APU is established to help provide equal opportunities to students and support the growth of our diverse student body. There are scholarships managed by the University, the national government, local public institutions, and private organizations. Each of these scholarships have different purposes, objectives, expectations, requirements, limitations, number of recipients, and award amounts; many do not allow for recipients to receive multiple scholarships.

Scholarships are established by their various benefactors with the aim of supporting students as they pursue their studies. Recipients should ensure they understand the purpose of their scholarship and have a sincere appreciation of their benefactors as they keep their aims high and work hard so that they can complete their studies and move on to contribute to society.

## APU Policy on Scholarships

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### APU policy on the provision of scholarships

In order to attract a diverse range of students from a variety of countries and provide support for these students in their studies and everyday life in Japan, APU has received extensive funds for scholarships from advisory committee members, supporting group companies, and individuals. We also receive a large amount of support from the Japanese national government. These scholarships are provided with the aim of helping recipients lead fulfilling student lives.

We make every effort to distribute scholarships to all students on a fair and equal basis. At a university like APU where students gather from many different countries, it is particularly important to maintain an impartial system for allocating scholarships. Application and selection procedures performed by APU are not conducted with consideration to nationality, gender, age, and/or religious affiliation unless specified by the conditions of the scholarship. Scholarships that are provided until graduation have eligibility checks that are conducted every semester where the recipient's academic performance is examined in an impartial assessment for continuation, and if this assessment is not passed the University may issue a warning or even revoke a recipient's scholarship.

Armed with a proper understanding of APU's policy on scholarships, recipients should strive to work hard at both their studies and in their everyday lives.

### Scholarship selection for current and prospective recipients

Application information for scholarships available through the University is regularly posted on the Student Office homepage. We encourage you to apply for any scholarships that interest you.

When evaluating applicants for a scholarship, assessment by the University is made using the following criteria.

## Recipient Eligibility Requirements

- Students must have the following number of credits to be eligible:

On completion of the:	Students must have obtained at least:	On completion of the:	Students must have obtained at least:
1st semester	16 credits or more	5th semester	80 credits or more
2nd semester	32 credits or more	6th semester	96 credits or more
3rd semester	48 credits or more	7th semester	112 credits or more
4th semester	64 credits or more	8th semester	Not eligible

- Students must satisfy the GPA criteria for each college and semester (see website for details)
- Students must have a current APU health checkup.
  - ※Refer to Campus Terminal or the Health Clinic homepage for checkup schedules and other information.
- Students must be able to meet the requirements of the scholarship.
- Carefully read the eligibility requirements when applying for any scholarship.

## Selection

Scholarships are awarded based on a comprehensive evaluation of the student's academic record, their financial situation, and the content of their application.

## Additional notes

- In order to provide scholarships to as many students as possible, the University will not endorse a student for multiple externally-funded scholarships at the same time if these scholarships require a campus screening for a limited number of candidates. However, endorsement does not guarantee selection; if a student fails to be selected for one scholarship, they may subsequently be recommended for a different one.
- In cases where the University accepts applications for multiple scholarships at the same time, priority will be given to students with the best evaluation, and scholarships will be awarded according to the preference indicated by the applicant.
- Each scholarship has different award periods and other requirements. It is not possible to cancel recommendations, so please ensure you understand the conditions of each scholarship and choose carefully before applying.
- In order to provide scholarship support for as many students as possible, the University will not recommend students for new scholarships if they are already receiving a scholarship that covers both living expenses and tuition, like the Japanese Government (MEXT) scholarship.

## Information on Scholarships

Detailed information about a variety of scholarships is available in the Guide to Scholarships, available for download from the Student Office homepage.

[https://en.apu.ac.jp/studentsupport/scholarship\\_tuition/apu/](https://en.apu.ac.jp/studentsupport/scholarship_tuition/apu/)



### Ritsumeikan Asia Pacific University International Student Tuition Reduction Plan

Established with the support of the Japanese government and other organizations, the International Student Tuition Reduction Plan serves to reduce the financial burden of privately financed international students by providing assistance with the cost of tuition.

Type	Tuition reduction of 30%, 50%, 65%, 80% or 100% *1
Eligibility	International students with a college student visa who are studying at their own expense.
Applicable Period	The minimum length of time required to graduate (up to the 8th semester). ※An assessment for continuation will be conducted at the end of every semester by evaluating the student's relevant academic performance. ※This scholarship can also be applied when students participate in an Active Learning (student exchange) program at a domestic or foreign university. ※For students taking a leave of absence, the scholarship resumes in the semester they return to APU.
Selection Method	Application for this scholarship is made when the student submits their application for admissions, and screening is conducted based on a comprehensive evaluation the economic conditions of the student's home country or region, their academic ability, their desire to learn, and other information, and is conducted concurrent to the entrance examination.
Number of Recipients	The number of recipients differs each year.

\*1 Amount of Reduction

	Type	Amount of Reduction
1.	100% Tuition reduction	100% of tuition fees
2.	80% Tuition reduction	80% of tuition fees
3.	65% Tuition reduction	65% of tuition fees
4.	50% Tuition reduction	50% of tuition fees
5.	30% Tuition reduction	30% of tuition fees

#### Calculation method

Semester tuition reduction amount (in yen) = Amount of Semester tuition from table 1 × Tuition reduction amount (%) × 0.01

\* Please refer to p.15-21 for the tuition details.

## Revocation or Suspension of the International Student Tuition Reduction Scholarship

Any student receiving the the tuition reduction scholarship will have their scholarship revoked in the event they become subject to any of the events listed below. Once the tuition reduction scholarship has been revoked, it cannot be restored.

1. Withdrawal, expulsion, or graduation.
2. Receiving two consecutive warnings on the assessment for continuation.
3. Being subject to disciplinary action.\*
4. If the Student Affairs Committee determines the student in question is no longer a suitable recipient.\*

\*Tuition reductions and/or scholarships may be temporarily suspended in accordance with various Ritsumeikan Asia Pacific University Scholarship Regulations and decisions made by Student Affairs Committee. The decision to resume a scholarship that has been suspended will be based on the decision of the Student Affairs Committee.

## Assessment for Continuation

Assessment for continuation of this scholarship is conducted each semester during a student's period of study, with decisions of "continue", "warning", or "revocation" made based on the student's academic record.

### 1. Warning

Students will receive a warning if they meet the conditions in either (1) or (2) below for the semester being assessed.

(1) Number of completed credits (see below)

On completion of the:	Students enrolled in or after 2011 who have obtained:	Students enrolled in or before 2010 who have obtained:
1st semester	12 credits or less <sup>*1</sup>	12 credits or less <sup>*1</sup>
2nd semester	26 credits or less	26 credits or less
3rd semester	40 credits or less	40 credits or less
4th semester	54 credits or less	54 credits or less
5th semester	66 credits or less	66 credits or less
6th semester	80 credits or less	80 credits or less
7th semester	98 credits or less <sup>*2</sup>	92 credits or less <sup>*3</sup>



## Chapter 1 University Policies and Procedures

- \*<sup>1</sup> A student can register for a maximum of 18 credits in their second semester. In order to avoid a warning in their second semester, students must obtain at least 10 credits in their first semester.
- \*<sup>2</sup> Students who enrolled in 2011 or later can register for up to 24 credits in their 8th semester.
- \*<sup>3</sup> Students who enrolled in 2010 or before can register for up to 30 credits in their 8th semester.

(2) GPA (Grade Point Average) for the semester being assessed of 1.50 or below.

Please refer to the Academic Information web page for information on how to calculate semester GPA.

### 2. Revocation

If a student receives two consecutive warnings, the student will be notified that their tuition reduction will be revoked beginning with the semester in which they receive the notice. Once the tuition reduction plan has been revoked, it cannot be reinstated. If a student has not obtained at least 92 or 98 credits (see the table above) by the end of their 7th semester, their tuition reduction scholarship will be revoked on the first warning.

Any warning or revocation notices that are based on assessment of the semester immediately preceding a student's leave of absence will carry over to the semester the student returns to APU.

### 3. Warning / Revocation Notices

Warning and revocation notices are sent via Campus Terminal at the beginning of each semester.

## Scholarships Available for Current Students

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Information about scholarships accepting and screening applications is regularly posted to the Student Office homepage. Carefully read the eligibility requirements, and if you meet the eligibility requirements and wish to apply, please submit your completed application to the Student Office during the application period and before the deadline.

Screening results are announced via Campus Terminal. Direct application scholarships do not need to be submitted through the University. We encourage all students to actively pursue any scholarships in which they have interest.

<Scholarships for Domestic Students>

[https://en.apu.ac.jp/studentssupport/scholarship\\_tuition/domestic/](https://en.apu.ac.jp/studentssupport/scholarship_tuition/domestic/)



<Scholarships for International Students>

[https://en.apu.ac.jp/studentssupport/scholarship\\_tuition/international/](https://en.apu.ac.jp/studentssupport/scholarship_tuition/international/)



## Main Scholarships

### ANDO Momofuku Award & Honor Prize

The ANDO Momofuku Award & Honor Prize was established through a generous endowment by the late Dr. ANDO Momofuku, founder of NISSIN FOODS HOLDINGS CO., LTD. and the recipient of an honorary doctorate from Ritsumeikan University. This prize is intended to support and encourage students who are expected to go on to become leaders in the Asia Pacific region.

Eligibility	<ul style="list-style-type: none"> <li>● Students who have an understanding of the ANDO Momofuku Scholarship's objective and meaning; who have high ambitions for their future career; have good records in both academic and extracurricular activities at APU; and have the potential to realize their ambitions.</li> <li>● Award: 5th semester Honor Prize: Those expecting to graduate at the end of the applicable semester</li> <li>※ Please see the Application Guidelines for details.</li> </ul>
Award	<p>Award: 500,000JPY, Honor Prize: One million JPY</p> <p>※ The award will be revoked if the selected student fails to graduate as scheduled.</p>
Application Period	Spring semester and fall semester
Number of Recipients	Maximum of 2 students each semester for both the Award and the Honor Prize

**Ritsumeikan Asia Pacific University Academic Merit Scholarship**

This scholarship is awarded to students from both colleges every semester to encourage students who achieved particularly exceptional academic performance during a given semester.

Eligibility	<p>To be eligible, students must meet all of the following criteria.</p> <ol style="list-style-type: none"> <li>1. Students will be grouped according to college and semester. The student(s) with the highest GPA for the semester will be awarded this scholarship.</li> <li>2. Students who have registered for 18 credits or more for the semester being evaluated (does not include T, R, or E grades).</li> <li>3. Students who have received letter grades (A+, A, B, C, P) for at least three-quarters of their registered credits for the semester being evaluated.</li> </ol>
Award	Up to 100,000 yen
Application Period	No application required. Recipients will be selected from the students who have an academic record for the semester being evaluated.

※Refer to the Academic Information web page for information on how to calculate semester GPA.

\* If more than one student has the top GPA in a group

All eligible students will be selected, and the award amount of 100,000 yen will be divided equally, rounding down to the nearest whole number. However, if the tie is between students with a perfect 4.0 GPA, each student will be awarded 50,000 yen.

**Eligible Semesters**

- Screening will be conducted at the end of each semester from a student's second semester through their sixth semester. Semesters 1, 7, and 8 are not considered for this award.

**Reasons**

- The first semester is considered an introductory study period and as a result is not taken into consideration.
- At eight credits each, the standard number of credits for the seventh and eighth semesters are too low and as a result are not considered.

### Academic Merit Certificate

This certificate is awarded to the students who ranked second and third in both colleges during a given semester to encourage students who achieved exceptional academic performance.

### Ritsumeikan Asia Pacific University Incentive Scholarship for Self Motivated Students

The Ritsumeikan Asia Pacific University Incentive Scholarships for Self-motivated Students recognizes individuals and/or groups that have demonstrated remarkable achievements through their own activities, to encourage student's self-motivated activities.

Award	100,000 yen for organizations or 50,000 yen for individuals
Number of Recipients	The number of scholarships available will be set within the scope of the annual budget.
Application Period	Around July

## Address Registration

Tuition invoices are mailed to the tuition billing address you have registered with the University. If you do not have the correct address registered, your tuition invoice will not be able to reach you, and you will not be able to pay your tuition. Every semester several students are removed from student registry for non-payment of tuition because they did not have the correct address registered with the University and as a result they did not receive their tuition invoice. If you move, you must update both your current address and your tuition billing address.

If you do not keep your addresses, phone numbers, and other contact information current, the University will be unable to contact you or your family in the case of an emergency. Always be sure you have the most up-to-date information registered with the University.

Tuition invoices are sent to international students' APU email accounts during the tuition billing period to ensure that students who have returned to their home countries are also able to easily access their tuition invoice. Please follow the instructions on the invoice when paying tuition.

### Contact Information Registered with APU

Students must have the following address and other contact information registered with the University: (1) Current Address, (2) Tuition Billing Address, (3) Home Country Contact Information, (4) Emergency Contact information, and (5) Home Country Sponsor's Address.

※The University has the following address information registered for new students:

Domestic Students	1 - 5	The address you provided when completing admissions procedures (The address of AP House will be included in (1) Current Address for an AP House resident.)
International Students	1 - 2	Your AP House address (for students not in AP House, your address before coming to APU)
	3 - 5	The address provided on your application form to APU

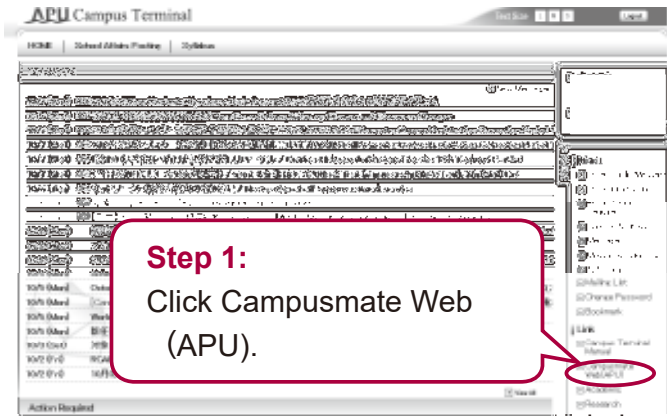
#### Note:

If any of the below situations apply to you, you must update your address information in Campusmate.

- If you moved to Beppu and have an address different from your permanent home address.
- If you change rooms in AP House.
- If you are an international student who does not live in AP House and lives at an address different than the one you reported to the University in your application for admission.

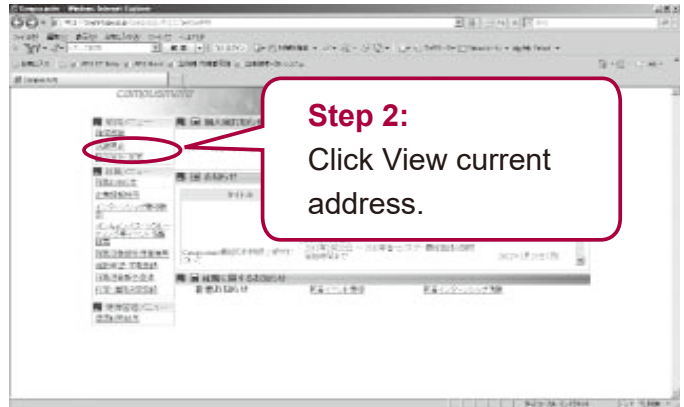
# How to Register Your Address on Campusmate

Campus Terminal

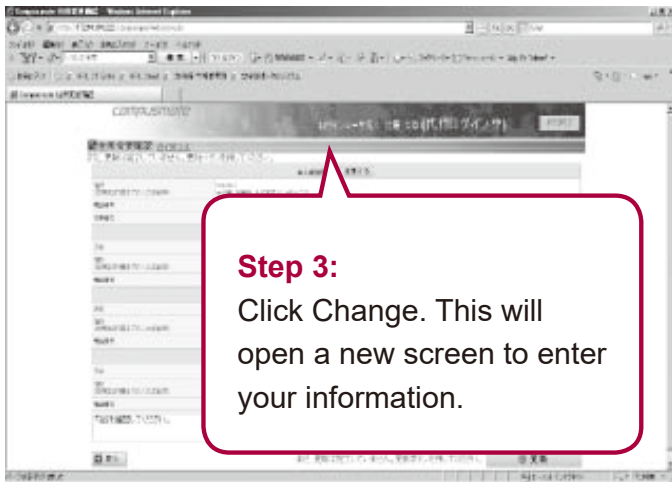


**Step 1:**  
Click Campusmate Web (APU).

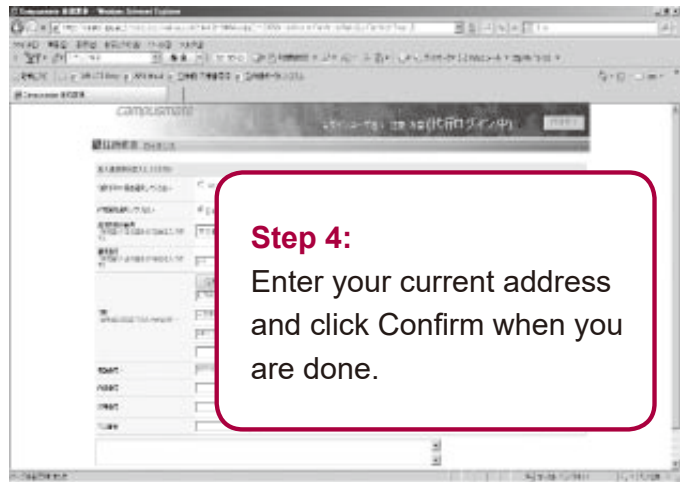
Campusmate screens, after logging in



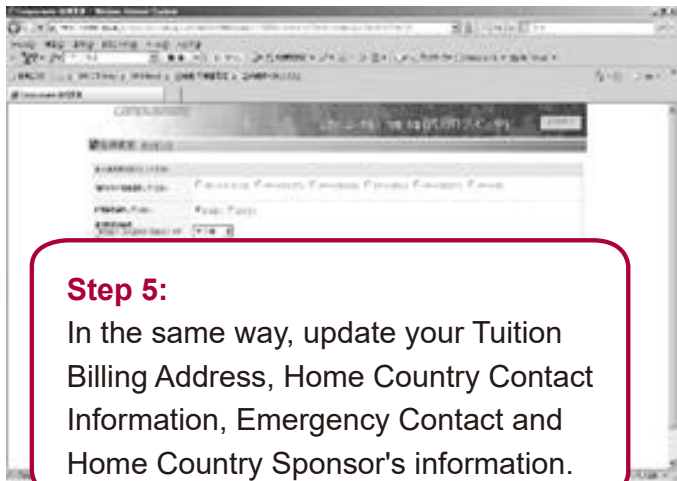
**Step 2:**  
Click View current address.



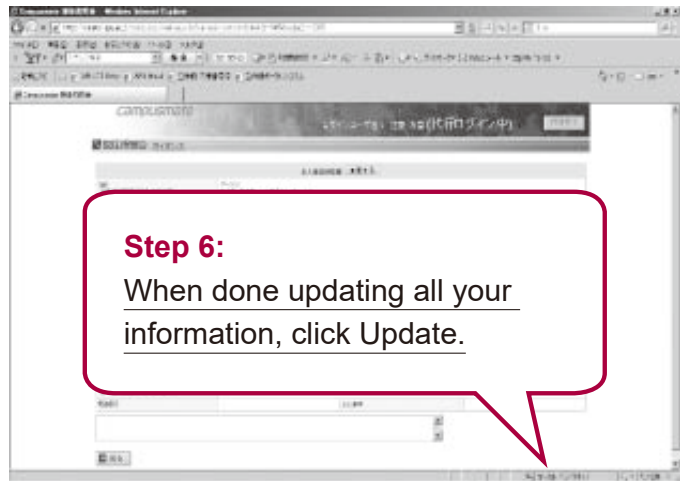
**Step 3:**  
Click Change. This will open a new screen to enter your information.



**Step 4:**  
Enter your current address and click Confirm when you are done.



**Step 5:**  
In the same way, update your Tuition Billing Address, Home Country Contact Information, Emergency Contact and Home Country Sponsor's information.



**Step 6:**  
When done updating all your information, click Update.

## **Tuition Billing Address**

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Domestic students: If your family will pay your tuition, your tuition billing address should be the same as your permanent home address. If your family lives overseas, your tuition billing address should be the same as your current address. Invoices will not be mailed to an address outside of Japan. The name for your tuition billing address should be the name of someone who currently lives at that address.

International students: You cannot use an address outside of Japan. Use the same address as your current address. Please enter the address in Japanese.

\*For the latest information regarding tuition payments, please check the tuition payment information website shown on p.21.



## Change of Student Status (Leave of Absence, Withdrawal, Reinstatement)

- Students who need to change their student status – taking a leave of absence, withdrawing and so on – should consult with the Student Office and then complete the necessary procedures. Those who do not complete the procedures may have their permission for the requested change revoked.

Type of Change		Application Deadline		Notes <sup>2</sup>	Office
		Spring Semester	Fall Semester		
Leave of Absence		February 15	August 5	Application Fee: ¥15,000 Matriculation Fee: ¥5,000 per semester	Student Office
Reinstatement	Domestic	February 15	August 5		
	International	December 31 <sup>1</sup>	June 30 <sup>1</sup>		
Withdrawal		None	None		
Readmission	Domestic	February 15	August 5	Application Fee: ¥10,000 Readmission Fee: ¥13,000* ¥20,000**	
	International	December 31 <sup>1</sup>	June 30 <sup>1</sup>	Tuition Fee: One semester's tuition in full* *(successful applicants only) **(students who enrolled at APU after April 1,2020)	
Transfer Within University		Beginning of December	Mid-June	Transfer Application Fee: ¥10,000	Academic Office
Study Abroad		Recruitment and application twice a year, one year before departure.			Outreach and Research Office

### Notes:

1. Application deadlines for international students are earlier to allow for visa application processing times.
2. Application fees, matriculation fees, and readmission fees are non-refundable, regardless of the circumstances. Fees are subject to change.

### Leave of Absence

Students who have a valid reason for being unable to attend classes for an unavoidable reason (such as illness) for three months or more may apply for a leave of absence.

Refer to p.36-38 for details.

### Reinstatement

Before the end of the student's leave of absence, in May or November, the University will send any necessary forms to the home address the student has registered in Campusmate. Students should be sure to complete the procedures for reinstatement before the deadline.

**Reinstatement application deadlines (Must arrive by the deadline)**

	Domestic	International
Spring semester leave of absence ending September 20 (returning in the fall semester)	Aug. 5	Jun. 30
Fall leave of absence ending March 31 (returning in the spring semester)	Feb. 15	Dec. 31

**Note:** If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

✳️ Students who do not file for reinstatement or for an extension of their leave of absence by the deadline will be withdrawn from the University at the end of their leave of absence.

**Withdrawal**

- Students who encounter unavoidable circumstances such as illness may apply to withdraw from the University. Students who wish to apply should consult with the Student Office in advance to receive the necessary forms.
- Any tuition already paid to the University will not be refunded.

The following will result in compulsory withdrawal:

- Failing to complete the necessary procedures for a change of student status, such as reinstatement or transfer within the University, by the set deadline.
- Becoming subject to disciplinary action in the form of withdrawal.

**Readmission**

- Students who have withdrawn from the University may petition for approval to be readmitted.
- Students who have been readmitted will retain any credits they earned during their previous period of enrollment, prior to their withdrawal.
- A student may apply for readmission within three years of the last day of the semester in which they withdrew. However, the student must submit the necessary forms by the deadline for the corresponding semester. A student's past academic performance and overall student life will be reviewed when applying for readmission or the APU entrance examination. The university will consider the student's past grades, awards, or disciplinary action received during the previous period of enrollment, and whether they have complied with immigration laws during their time at APU.
- You need to pay one semester's tuition in full before being readmitted.

**Readmission application deadlines**

	Domestic	International
Spring Semester Readmission	Feb. 15	December 31
Fall Semester Readmission	Aug. 5	June 30

**Note:** If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

## Transfer Within the University

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- Transferring allows students who are advancing to their second or third years to change from their current college to another college within Ritsumeikan Asia Pacific University.
- In principle, recruitment for transfer takes place when there are vacancies in a certain college. Students who wish to transfer should refer to the [Academic Information web page](#) for more information.

## Study Abroad

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- Students who wish to study abroad while enrolled at Ritsumeikan Asia Pacific University should consult with the Outreach and Research Office.

## Registry Removal

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**The following will result in registry removal. Students who have been removed from student registry cannot be readmitted. However, students who have been removed from the registry for not paying tuition are eligible to apply for readmission.**

- The following will result in disenrollment. Students who exceed their duration of degree study (Eight years for undergraduate students, four years for students in master's programs and Master of Business Administration students, and six years for doctoral students).
- Dual enrollment (A student enrolling in two or more universities, colleges, or departments at the same time).
- Death.
- A student going missing for three months or more.
- Failing to pay full tuition by the deadline.

**Note:**

### **About students who go missing for three months or more**

- When there is reason to believe a student may not be coming to the University – for example, because the student is not registering for courses, not taking final exams or not attending their classes – the University will contact the student's registered current address and home address.
- If the University attempts to contact the student and the student fails to respond with a legitimate reason, the University will consider the student missing and will remove the student registry after three months.
- Students should always ensure their current addresses and contact information are registered in Campusmate so that the University can contact them if they are unable to come to APU due to illness, accident, or other unforeseen circumstances. If a student becomes unable to come to the University, they should consult with the Student Office as soon as possible and complete the procedures for a leave of absence or withdrawal.

# Leave of Absence

## How to Apply for a Leave of Absence

### Criteria

- Students with a valid, unavoidable reason for being unable to attend classes for more than three months may apply for a leave of absence. Examples can include illness, economic circumstances, military service, or other reasons beyond the control of the student.

### Note:

- Students planning on taking a leave of absence to travel abroad or participate in an internship must attend a leave of absence guidance session. The guidance session schedule is posted to Campus Terminal.
- Leave of absence is granted on a semester basis. A leave of absence is permitted for a maximum of three years (6 semesters) during the enrollment period. Students taking a leave of absence may apply to accelerate the semester they return or extend their leave of absence up to three years. \*For students who enrolled in 2023 or earlier, two years (4 semesters) is the maximum period for a consecutive leave of absence whereas three years (6 semesters) is permitted in cases of military service only. Effective April 1, 2026, all students may take a leave of absence for a maximum of three years or six semesters during their enrollment period. If a student who enrolled in 2023 or earlier takes a leave of absence after 2026, any leave of absence taken before March 31, 2025, will not count towards the maximum period of leave allowed.
- The college student visa that allows international students to study at APU will no longer be valid once they start their leave of absence, and must be canceled when leaving Japan. When returning to APU, international students will need to apply for a new visa.
- Students in a semester in which they could potentially graduate are not able to take a leave of absence.

### Examples:

- A student in their 8th semester who has completed all the credits needed to graduate cannot apply for a leave of absence.
- A student in their 9th semester or later who has not completed all the credits needed to graduate can apply for a leave of absence.

### Leave of Absence Application Deadlines

	Domestic / International
Leave of absence starting in the spring semester	February 15
Leave of absence starting in the fall semester	August 5

**Note:** If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

If you need to cancel your leave of absence after receiving permission, you must complete the necessary procedures before the application deadline for the start of your leave of absence. Once the application period has ended, you will not be able to cancel your leave of absence.

### Application Procedures

1. Consult the Student Office and receive the necessary documents.
  - ※Attending a leave of absence guidance session is required if you wish to take a leave of absence for overseas travel, internships, or other reasons.
2. Prepare and submit the necessary documents before the deadline.
3. Your application is reviewed by committee.
  - Results will be sent by postal mail.

### Required Documents

Submit the following required documents together by the deadline.

- Request for Leave of Absence (Must include your financial sponsor's signature or inkan (personal seal))
- Leave of Absence Statement (hand-written or typed)
  - ※Students taking a leave of absence for overseas travel, internships, etc.: Please use the designated Leave of Absence Statement form.
  - ※A statement is not required if applying for a leave of absence for medical reasons.
- Application fee: 15,000 yen.
- Matriculation fee: 5,000 yen per semester.
- Medical certificate (if taking a leave of absence for medical reasons).
- Status Change Request:
  - ※For domestic students receiving a scholarship from the Japan Student Services Organization (JASSO); the scholarship must be suspended during the leave of absence.

### For students traveling abroad or with an internship:

Students who intend to travel abroad, take a working holiday, or work at an internship (either domestic or overseas) must read the following.

### Procedures

Procedures are essentially the same as applying for any other leave of absence. There are, however, two main differences.

- You must attend a leave of absence guidance session in order to apply. You will be provided with all the necessary documents at this session.
- Using the forms provided by the University, you must prepare and submit your statement of purpose and planning sheet for your leave of absence, and you may be asked to sit for an interview when you submit your application.

※In order to help prevent the spread of the novel coronavirus, in some cases we may not be able to hold a leave of absence guidance session. Information on how to apply for leave of absence will be posted on the Campus Terminal.

### Preparations

APU is unable to provide you with any support or advice in regard to finding a school to study at, looking for a company to internship with, finding a scholarship, or preparing your visa. It is the opinion of the University that it is important that you look after these matters yourself. The below link may be of use when making your preparations.

Japan Student Services Organization website  
<http://ryugaku.jasso.go.jp/>



### Other things to consider

Traveling or living overseas is often a rewarding experience. However, to make the most of this experience, you truly need to contemplate why you are taking a leave of absence and what you intend to do during your time away from APU.

Students cannot take a leave of absence simply because they want a change of scenery or to study in an English speaking country. Think carefully about what you need to do while you are living or traveling overseas and what you hope to gain from this experience. Many APU students already have experience living/ traveling overseas. It can be very helpful to make connections with these students and talk to them while you are still in the planning stages.

At APU, there are many overseas programs that can be recognized as being accredited. See the “Off-campus Study Program” section of the Academic Information web page for details.



# How to Apply for Various Certificates

If you need a certificate of enrollment, academic transcript, or other type of certification, please apply as shown below. A fee is charged for the issuance of all certificates other than a student discount certificate. The application methods vary depending on your current enrollment status.

## Application Methods

Students can issue certifications such as Transcripts of Academic Record and Certificates of Enrollment for themselves using an automatic certificate dispenser or the off-campus certificate issuance system online. In addition to Certificates of Tuition Payment / Scheduled Payment and Scholarship Certificates, the Student Office issues other special types of certificates (such as forms that needs to be filled in and submitted to external organizations, etc.). Please apply for these certificates via the Certificate page of the Student Office website. Please refer to page 44 for information on how to issue certificates.

It is possible for currently enrolled international students in their second semester at APU or higher to issue a tuition payment receipt for tuition paid from the 2020 Spring Semester onward. Please refer to the “How to issue certificates / transcripts” on the website.

※Please apply via the Certificate page of the Student Office website if you need a Certificate of Tuition Payment for official purposes.

### (1) Automatic certificate dispensers

You can issue certificates using the automatic certificate dispenser machines located on each campus of APU and Ritsumeikan University. Student ID cards are required to use the machines at APU and Ritsumeikan University campuses. The issuance fee can be paid via the University Co-op application or a transportation IC card such as nimoca.

- Locations and operating hours

- (1) APU Administration Building, 1st floor (8:45-18:00, Monday to Friday)

- (2) APU Library (same as Library counter operating hours)

- (3) Tokyo Campus (9:00-17:30, Monday to Friday)

- (4) Osaka-Umeda Campus (9:30-17:00, Monday to Friday)

- (5) Ritsumeikan University (please refer to the Ritsumeikan University website for locations and operating hours)

### (2) Off campus certificate issuance service (online system)

If you cannot come to APU or another campus, you can apply for certificates from off-campus using the online system. You can choose to have the certificates issued at a convenience store within Japan, or to receive them by postal mail. Please select the postal mail option if you need a certificate in a sealed envelope for submission, or if you are applying from outside Japan. Use your APU ID and password to log in to the online system.

- Online system login: <https://crt.ritsumei.ac.jp/>



### (3) Apply at the Student Office

In addition to Certificates of Tuition Payment/Scheduled Payment, Scholarship Certificates, and special types of certificates (such as forms that needs to be filled in and submitted to external organizations, etc.), there are other certificates that cannot be issued using the automatic certificate dispensers or the online certificate issuing system and can only be issued by the Student Office. If you need such a certificate, you can apply through the Certificate page of the Student Office website and choose to pick up your certificate in person at the Student Office counter or have it sent to you by postal mail. For other special certificates, please consult with the Student Office in advance to see if it can be issued.

#### Please Note:

- It is not possible to send certificates in PDF or other digital formats. Only the original copy will be sent to you by postal mail.
- Requested certificates that remain uncollected for three months after issuance will be destroyed. Please note that even in such cases, processing fees once paid cannot be refunded.
- Certificate issuance services may be suspended owing to system maintenance and other reasons. Such suspension periods will be announced on the Campus Terminal and APU home page. Use of automatic certificate dispensers and the off-campus issuance service (online system) is suspended on the first day of each semester in order to perform data updates.
- Regular certificates will be issued or posted 2-3 days (excluding days the Student Office is closed) after you submit your application. Same-day issuance is not available. Other special certificates may take a number of days to issue, so please apply with plenty of time to spare.

## Processing Fees and Postage

### Processing Fees (not charged for student discount certificates)

	Current Students	Former Students (alumni, etc.)
Processing Fee (per certificate)	200 yen	300 yen

### Postage (subject to change)

	Destinations within Japan	Overseas Destinations
Method	Letter Pack	EMS, etc.
Postage	370 yen	Zone 1: China, Korea, Taiwan 1,450yen
		Zone 2: Asia (excluding China, Korea, Taiwan) 1,900yen
		Zone 3: Oceania, Canada, Mexico, Middle East, Europe 3,150yen
		Zone 4: United States (including Guam and other U.S. territories) 3,900yen
		Zone 5: Central and South America (excluding Mexico), Africa 3,600yen

### Payment Methods

Application Format	Payment Methods
Automatic certificate dispenser	University Co-op app or transportation IC card charged with e-money
Off-campus issuance service (online system)	Credit card or convenience store payment
Applying at the Student Office	Certificate Stamps

\*Convenience store payment is available within Japan only.

\*Processing fees once paid cannot be adjusted or refunded.

\*For more details, visit the Certificates web page:

<https://www.apu.ac.jp/home/alumni/content4/>



## Student Discount Certificates, Commuter Passes, Certificates for Newly Graduated Students

### Student Discount Certificates (Student Discount Travel Card)

- Student Discount Certificates lessen the financial burden of students and are provided by the Japan Student Services Organization for the advancement of student's educational programs.
- Student Discount Certificates are issued free of charge. However, in general, issuance is limited to 10 per year for regular students (excluding students on a leave of absence). Certificates expire 3 months from the date of issue or on the last day of enrollment (whichever comes first).
- Student can receive a 20% discount on Japan Railway tickets for trips over 100 kilometers one way by presenting a student discount certificates (one-way かたみち [片道], round-trip おうふく [往復], on-going れんぞく [連続], and excursion tickets しゅうゆう [周遊]).
- If you are found using another person's student discount certificate, or using a discount certificate after you have graduated or withdrawn, you will be fined triple the cost.

### Purchasing a student commuter pass

- A student commuter pass is intended to be used for commuting on the shortest route from your current address to school. A student commuter pass cannot be used to commute to your part-time job, club activities, or for job hunting.
- When purchasing the student commuter pass, students may be asked to provide a student commuter certificate on their student commuter pass application by some transit companies to show the route they use to commute to school. The Student Office can issue student commuter certificates. If you need a student commuter certificate, please bring the student commuter pass application and a copy of the page that shows your current address on Campusmate. It will take two days to issue a student commuter certificate.

### Obtaining Certificates at the Graduation Ceremony

- For the convenience of new graduates, specially prepared certificates will be issued immediately after the Graduation Ceremony.
    1. Eligible applicants: Students who have just graduated or completed their studies.
    2. Date and place: Details regarding time and place will be separately announced on the day of the graduation ceremony.
    3. Number of certificates provided: 1 copy each (in Japanese and English, respectively) of Transcript of Academic Record and Certificate of Graduation/Completion.
    4. Necessary items: Student ID card.
    5. Further details: Check Campus Terminal.
- \* Certificates cannot be issued before the date of the graduation ceremony for any reason whatsoever.

Table 1: Certificates Issued (Japanese or English)

Type of Certificate	Current Students			
	Regular		Non-regular	
	Normal/ Study Abroad	Leave of Absence	RU Students <sup>4</sup>	Others (e.g. non-Ritsumeikan exchange students)
Certificate of Enrollment	◎			
Certificate of Registration		◎		
Transcript of Academic Record <sup>1</sup>	◎	◎	◎	◎
Certificate of Prospective Graduation/Completion <sup>2</sup>	◎			
Certificate (for non-regular students)			◎	◎
Special Request Certificates <sup>3</sup>	○	○	○	○
Health Certificate	◎		◎	◎
Student Discount Certificate (Maximum 10 per year)	●		●	

Notes:◎ Indicates certificates that can be issued at the Automatic Certificate Dispenser, off campus certificate issuance service (online system), or at the Student Office.

○ Indicates certificates that can only be issued at the Student Office.

● Indicates certificates that can be issued at the Automatic Certificate Dispenser.

1. Transcripts of Academic Records include grades up to the previous semester. Transcript data is updated April 1 and September 21 each year. Please be aware that your updated Transcript of Academic Record that has your grades from the most recent semester will not be able to be issued until the new semester begins.
2. Certificates of Prospective Graduation/Completion shall only be issued to students who meet certain requirements. Questions regarding standards for graduation and the dates to determine your graduation should be directed to the Academic Office.
3. Special Request Certificates refers to certificates that are used at other organizations, or proof of tuition payment certificates.
4. When Ritsumeikan University students obtain certificates issued by Ritsumeikan University via the automatic certificate dispenser, a Ritsumeikan University student ID card and a Co-op temporary card, or a traffic IC card is required. If you need a student discount certificate (free of charge), please obtain it using your Ritsumeikan University Student ID card.

Table 2: Certificates issued and how to apply for them

Certificate Type	Application Method		
	Automatic Certificate Dispenser	Off-Campus Issuance Service (Online System)	Application at the Student Office
Certificate of Enrollment	○	○	×
Certificate of Registration	○	○	×
Transcript of Academic Record	○	○	×
Certificate of Prospective Graduation/Completion	○	○	×
Certificate of Enrollment for Non-Regular Students	○	○	×
Proof of Tuition Payment, Scholarship Certificate, other certificates	×	×	○
Health Certificate	○	○	×
Student Discount Certificate	○	×	×

Inquiries regarding certificates: Student Office

Email: [shoumei@apu.ac.jp](mailto:shoumei@apu.ac.jp)

(Please include your student ID number and name in the subject line)




# Extracurricular Activities

By enabling independence and creativity, extracurricular activities cultivate organizational and social skills, keen sensitivity, and the ability to express oneself well. They are an immeasurably significant part of students' personal growth.

At APU, by engaging in activities with a variety of students from all over the world, overcoming differences in culture and values, you can find both fun and meaning in a way that is not available anywhere else. You also have the opportunity to expand your student activities to the region and the world and develop them into something even more appealing.

Information on a variety of student activities is available on the "Online Student Activities Guide," a website for APU students, and the Outreach and Research Office's social media accounts.

- URL: <https://en.apu-online.jp/>

- QR Code: 
-  APU Student Activities
-  @apu.student

## Registered Student Organizations

### Basic principles for registration

#### 1. International mutual understanding.

In line with APU's vision of promoting international mutual understanding, it is recommended to form groups comprised of students from multiple countries and regions.

#### 2. Democratic management.

Student groups who make registration must determine their group rules and their management rules based on democratic principles and must perform democratic group management.

#### 3. Prohibiting violent behavior that threatens the autonomy of the University and freedom in learning and research.

APU respects each student's freedom in learning and research, and together with students creates an environment in which students can achieve personal growth both in and outside campus. Consequently, violent behavior that threatens freedom in learning and research – the very foundation of the University – is completely unacceptable.

### University support for registered organizations

The University provides the following support to registered organizations.

- Use of University facilities and equipment.
- Public relations activities on campus (e.g. Flyer, posters, billboards, booths).
- Activity subsidies (available for groups that reach and maintain a certain level of activity).

### The Club and Circle System

This system supports students who want to engage in an activity for a longer term, allowing them to make use of internal promotion and facilities and equipment to carry out better activities. There are over 100 active clubs and circles at APU. Anyone can freely enter a club or circle, and anyone can create a new club or circle.

#### 1. Joining an Existing Group

- You can look up the activity times and places of each student organization in the Online Student Activities Guide. If you are interested in an organization, please go directly to where they hold their activities. You can also find additional information about the organizations in their homepages and SNS.
- The representative's contact information can be obtained at the Outreach and Research Office's counter.

#### 2. Creating a New Group

To create a new group, you must submit an application form during either the spring or fall recruitment period. A new group will receive registration approval after a screening process is held. See the Student Services web page or Campus Terminal for details on the application process and application periods.

### Event and Project Support System

The University supports events and activities that are generated by students and have completion deadlines for achieving their goals. The University supports students' self-initiative, motivation, and desire to carefully plan and implement one-time events to the best of their abilities. The support is aimed to develop students' growth as well as event planning and administration skills that are required skills for working professionals. The three categories for the support system for student extracurricular activities are Type A: Autonomous Events, Type B: Selected Project, and Type C: Enterprise & NPOs Co-create Project. For details, please refer to the Student Services web page.

- URL: <https://en.apu.ac.jp/studentsupport/extracurricular/support/info/>

- QR Code:



### Insurance and Extracurricular Activities

Participation in extracurricular activities is voluntary and up to the individual student. Accordingly, if a member of the club or circle has an accident, gets injured, or causes an accident or injury, the individual member is responsible for the accident or injury and must deal with it themselves. While APU can provide support to members, the University cannot be responsible for the activities and actions of a club or circle (as opposed to club or circle activities in high school).

In general, the member or members who caused the accident or injury are responsible for the medical



costs. For these reasons, the University strongly encourages student organizations to have insurance that covers their activities, particularly for sports or similar activities.

## Precautions on Campus

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### Skateboards and Roller Skates on Campus

Due to the possibility of injuring students and causing damage to the roads or pavement, kick-boarding, roller-skating, skateboarding, and other such activities are not permitted on campus.

### Sales on Campus

As a general rule, sales on campus of products such as student band concert tickets are not permitted. However, if the purpose of the sales is not for making profit, but is to provide part of the funding for events recognized by APU, and the revenue and expenditure are clearly declared, such sales may be approved. For details, please contact the Outreach and Research Office.

### Collecting Donations

In principle, APU does not permit charity drives due to the possibility that donations may not end up being used for the intended purposes.

## Local Exchange Programs

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APU is a university established with the generous cooperation of Oita Prefecture and Beppu City. Since the establishment of the University, APU students have widened the circle of exchange with local residents. Every year the University receives more than 100 requests from local residents for exchange with students, providing a valuable opportunity for students to lead a more fulfilling student life. Take advantage of local exchange events to get out of APU and interact with the local people.

### Local Exchange Events

The Outreach and Research Office regularly updates its homepage with information on requests from events in the local area. You can apply to participate through the online system. Check the site regularly for new information. There are many events that provide transportation costs and meals to make it easier for students to participate.

Details on local exchange programs are available here:

- URL: [https://en.apu.ac.jp/studentsupport/extracurricular/local\\_exchange/info/](https://en.apu.ac.jp/studentsupport/extracurricular/local_exchange/info/)
- QR Code:






**Other extracurricular activities**

There are a variety of activities and events such as the Multicultural Weeks, Culture Wagon, and Tenku Festival. Please check the Online Student Activities Guide and the Student Services web page for details.

**Using University Facilities**

These are some of the facilities that all students can use for their activities.

**Free Use Facilities**

Facility	Time
<p>Fitness Room</p>	<p>The fitness room in the gymnasium has a variety of exercise equipment from treadmills to free weights. Students must first attend a guidance session in order to use the fitness room. Check the Student Services web page for the guidance session schedule.  <a href="https://en.apu.ac.jp/studentsupport/extracurricular/facility/fitness/">https://en.apu.ac.jp/studentsupport/extracurricular/facility/fitness/</a></p> <p style="text-align: right;">QR Code: </p>
<p>APU Seminar House</p>	<p>The APU Seminar House is located in AP House, right next to campus. The seminar house is available for study and exchange activities, and includes meeting rooms and lodging for groups. See the APU Seminar House homepage for further information.  <a href="https://en.apu.ac.jp/studentsupport/aphouse/seminar_house/">https://en.apu.ac.jp/studentsupport/aphouse/seminar_house/</a></p> <p style="text-align: right;">QR Code: </p>
<p>Student Union I and II, Gymnasium and Multipurpose Field</p>	<p>Facilities in the Student Union (e.g. multipurpose room and music studio), the gymnasium, and athletic grounds are generally reserved for registered organizations. There are limited time slots available for individual use. Check the Student Services web page.  <a href="https://en.apu.ac.jp/studentsupport/extracurricular/facility/reserve/">https://en.apu.ac.jp/studentsupport/extracurricular/facility/reserve/</a></p> <p style="text-align: right;">QR Code: </p>

# APU Policies at Student Life

## Importance of Multicultural Coexistence and Respect of Human Rights at APU

APU has established the following basic principles to guide it as a university: “freedom, peace and humanity,” “international mutual understanding,” and “the future shape of the Asia Pacific region.”

At APU, students whose nationalities, races, religions, and cultural backgrounds differ from each other from over 100 countries and regions empathize with its foundational philosophy. They are cooperating so as to become people who will shoulder the future to be realized by such philosophy on their own, and they are undertaking education and research while making social contributions.

All members at APU undertake learning and activities based on ethics that prioritize the cherishing of human dignity and rights. They are demanded to extensively disseminate such activities to society as a whole. Specifically, the concepts underpinning such ethics are “to recognize mutual existence,” “to deeply understand that humans are equal and act based on such concept,” and “to refuse to engage in mutual hate or to become perpetrators or victims of such hate.”

## To Live as a Member of Beppu City, Oita Prefecture

APU is situated in Beppu City, a city of 120,000 people located in Oita Prefecture in the eastern region of Kyushu. APU opened in April of 2000 with the cooperation of Oita Prefecture and Beppu City, in the form of land grants and approximately 20 billion yen in grants to help us build our school.

Scholarships provided to domestic and international students by Oita Prefecture, Beppu City, other governments, the Ritsumeikan Trust, individuals, and various companies and organizations show the goodwill and hope that everyone has for the advancement of APU and the development of our students. One of the goals set for APU has been to create an environment conducive for students as members of Oita Prefecture • Beppu City to contribute to the local community’s development. APU students, regardless of their country or region of birth, are a part of the local community. As a student you should make every effort to learn its history and conduct yourself in an appropriate manner befitting of an APU student in your daily life alongside Oita Prefecture • Beppu residents.

## Religion

Students of different religious faiths and diverse cultural values from all over the world gather at APU. Religion can influence the culture, customs, ideology, lifestyle, and even the philosophies on life of the people who practice it. Moreover, different individuals adhere to their religious beliefs to different degrees.

At APU, students possess a divergent range of viewpoints towards religion. Therefore, in order to treat all students in a fair and equitable manner, the following three fundamental principles have been established in regards to religion:

1. APU will ensure an individual's religious freedom.
2. In principle, APU will not give assistance to religious undertakings.
3. The following religious activities are prohibited within common areas of APU:
  - Proselytizing for any specific religion, or carrying out activities that may support or promote that religion, and receiving assistance from the same religious group.
  - Activities that could constitute oppression, interference, insulting of other religions, etc., antisocial activities, or activities that would make it difficult to lead student's life

### Alcohol

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1. People under 20 years of age are legally prohibited by Japanese law from consuming any alcohol such as beer, Japanese sake, wine, or whisky. APU also prohibits students possessing such alcoholic beverages.
2. Precautions when drinking alcohol:
  - Do not "chug" alcohol; do not coerce others to do so. It is dangerous and can be fatal.
  - Do not coerce those who cannot or do not want to drink alcohol into doing so.
  - Do not drink alcohol when you do not feel well or when taking medicine (including cold medicine or painkillers).
  - Drink slowly when eating.
  - Even those who can hold their liquor should stop drinking once they begin to feel intoxicated.

### Drugs

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Japanese law prohibits possession, consumption, and distribution of illicit drugs (e.g. marijuana) and stimulants. Students who violate the law will be severely punished. These kinds of antisocial acts run counter to APU principles—an institution of learning and study—and students caught engaging in this type of behavior will be harshly reprimanded.

Moreover, you will not only be forced to abandon your studies (international students may be deported from Japan under the immigration law, which will have ramifications for your college visas) but you risk damaging your health, which may negatively affect your life. Do not get involved with cannabis, etc.

If you have obtained information related to cannabis, etc., promptly report it to the police. The university will accept related consultation as well ([consult@apu.ac.jp](mailto:consult@apu.ac.jp)).

### Tobacco

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The Ritsumeikan Trust formulated "The Ritsumeikan Trust Guidelines for Smoke Free Campuses" in 2008. Since then, it has been advancing smoke-free initiatives in line with these guidelines. APU is also committed to reducing the number of smokers and preventing second hand smoking on campus. With this commitment, the University will continue to carry out such initiatives based on these guidelines.

The University has three designated smoking areas and prohibits smoking in all other areas of campus. Please note that Japanese law prohibits smoking by persons under the age of 20. We appreciate your understanding and cooperation.

## Illegal or Improper Conduct

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Many students have a sufficient understanding of the philosophy and background of APU, diligently undertake learning and research activities, proactively participate in extracurricular activities and exchanges with the neighboring community, and lead fulfilling lives as students. Unfortunately, however, it is a fact that there are some students who are involved in nuisance and criminal behavior in the local community.

Nuisances and/or criminal acts committed by APU students (such as disposal of waste, disturbances caused by drinking, and violation of traffic laws) not only are issues affecting for the students who are directly responsible for these problems -- they also undermine the reputation of all APU students and the university as a whole and damage the trust and good intentions that society has demonstrated to date. Your student life would not be possible without the trust of the local residents of Beppu City in Oita.

## Sexual and gender diversity

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APU respects sexual and gender diversity as part of its commitment to human rights. APU maintains an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected and that they will be treated fairly, and that they not need to suffer any discomfort or pain as a consequence of their sexual orientation or gender identity. Please view the Student Office's homepage for details. There is an LGBT+ liaison officer available in the Student Office (Contact information: [apulgbt@apu.ac.jp](mailto:apulgbt@apu.ac.jp)).

### Policies and Resources Regarding Sexual and Gender Diversity

- URL: <https://en.apu.ac.jp/home/life/content57/>
- QR Code:



## Disciplinary Actions

While learning and leading student lives, some students may undertake acts in breach of rules regulated by the university, acts that infringe rights for learning and leading student lives of other students, or acts that violate rules, etc. regulated by the government of Japan or municipalities. If such acts have been undertaken, APU will strictly urge such students to reflect on their acts and provide them with rehabilitation guidance.

Students' disciplinary actions constitute educational activities that necessitate the students involved in such acts to deeply reflect on them, and to avoid repeating them.

At a student life at APU, some students may confront difficult situations that are difficult for them to overcome.

When such difficulties occur, students must be strongly conscious of the fact that they are the members of an incomparable multicultural environment at APU, which also presents them with excellent opportunities for intellectual growth. Moreover, they must discipline themselves diligently and must appropriately criticize each other based on generous and persevering attitudes and dialogues rooted in love for humanity to be shown to one's neighbors. Based on these concepts, students must behave properly.

APU imposes strict dispositions, such as expulsion, etc., on students in cases of serious law violations, use of drugs, and the like.

### Acts Targeted by Disciplinary Actions

Act
Cheating on tests or examinations
Academic misconduct in submitted work such as reports, seminar class submissions, graduation thesis, etc. (plagiarism, etc.)
Conduct that violates information ethics and the proper handling of personal information
Conduct that interferes with a student's studies or research, or with the teaching, research, or other activities of a staff or faculty member.
Harassment
Conduct not befitting a student of this University
Criminal or anti-social acts

### Standards for Student Disciplinary Actions

If students have undertaken acts targeted by disciplinary actions, the Student Affairs Committee will examine and determine disciplinary actions for such students based on precedents.

The severity of punishments may vary depending on the conduct involved, such as in cases involving multiple incidents or offenses. Disciplinary action will be taken in all cases of conduct that is unlawful, causes a nuisance, or is contrary to the principles of student life, even if the conduct is not listed under the listed Standards for Student Disciplinary Action. Moreover, if students have been subject to disciplinary actions, in accordance with various regulations, APU may suspend and/or cancel tuition reductions and/or scholarships.

Act	Disciplinary Action
Shoplifting <sup>1</sup>	Warning • Suspension • Expulsion
Theft	Warning • Suspension • Expulsion
Unauthorized use of another person's ID or password, or unauthorized course registration	Warning • Suspension • Expulsion
Unauthorized parking near APU	Warning • Suspension • Expulsion
Driving without a valid license	Warning • Suspension • Expulsion
Driving under the influence	Suspension • Expulsion
Misuse of a bus pass <sup>2</sup>	Warning • Suspension
Possessing or using illegal drugs	Expulsion
Cheating on tests, theses, reports <sup>3</sup>	Warning • Suspension • Expulsion
Acts of violence	Warning • Suspension • Expulsion
Sexual assault or sexual relations without clear consent (cases where one person is under physical or emotional distress)	Warning • Suspension • Expulsion
Harassment	Warning • Suspension • Expulsion
Smoking or consumption of alcohol by minors	Warning • Suspension • Expulsion

**Notes:**

- Returning or attempting to pay for the item does not forgive any attempted shoplifting, and any disciplinary actions will be issued in the same manner.
- Misuse of a bus pass includes the following:
  - Using a pass outside its valid area.
  - Using an expired pass.
  - Use of a pass by someone other than the registered owner. This is considered misuse of a pass even if the individual in question owns a valid pass.
- For disciplinary actions applying to misconduct during an examination or plagiarism in an essay or report, please refer to the Academic Information web page.

**Suspension**

All subjects registered in the quarter or semester of suspension will be cancelled. The suspended student will not be allowed to take classes or earn credits, and this may impact the student's scholarship eligibility, ability to renew their visa, ability to work, or even their ability to graduate. In the case of suspension of a semester, graduation will be postponed.



# Harassment

## Guidelines for harassment prevention

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Ritsumeikan Asia Pacific University (the University) holds "freedom, peace, and humanity," "international mutual understanding," and "the future shape of the Asia Pacific region" as its basic ideals. On July 21, 2006 the Ritsumeikan Charter was established to present the guiding principles in founding an academy of multiculturalism through international mutual understanding and to strive for developing human resources playing active roles as global citizens that uphold justice and ethics.

In order for humankind to attain freedom in the true sense, there is a need for attaining and maintaining a situation free of conflict. Freedom can bloom only when the spirit of humanity seeking for dignity and mutual understanding prevails.

Faculty, staff and students of diverse positions interact with each other at the University. They come together to the University from diverse countries and regions, which are diverse in national, religious and cultural backgrounds, to engage in various activities including education and research. In such an environment mutual understanding of diverse views and values is critically important.

From the viewpoints of protecting the University's autonomy and academic freedom of its members, we hereby declare that we shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language, nationality and religion.

The University is determined to prevent harassment with emphasis on the following principles.

1. The guidelines shall be founded upon the basic ideals of the University.
2. The guidelines shall aim to ensure students' rights to study and an environment where they can study and grow (while all University members must be aware that students are on an equal footing as human beings and in the process of their growth). The guidelines shall also contribute to creating a working environment that does not evoke an incident of harassment.
3. Harassment prevention shall be positioned as part of daily duties at the University for protecting and developing freedom, peace and humanity.
4. The guidelines shall defend the interests of all University members from a neutral and fair position and must have efficacy for bringing about a responsible resolution for harassment in light of the University's autonomy.

The University urges all of its members to strive for preventing harassment based on the basic ideals and the above principles of the guidelines.

## Harassment prevention

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Based upon the basic ideals and the principles, the University will formulate Guidelines for Harassment Prevention with the following purposes:

1. The University shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language and nationality. The University shall promote activities to educate its members and raise their awareness to prevent harassment.
2. The University is purposed that it shall prevent its members from harassing anyone since maintaining a harassment-free environment is of utmost importance.
3. Should harassing conduct (or conduct suspected of being harassing) occur, the University shall provide the parties to this incident with assistance for deepening mutual understanding and improving the aggrieved situation.
4. The University shall seek for a solution in light of its basic ideals and the aforementioned principles, if the parties are unable to resolve the problems by themselves.

The University shall establish the Harassment Prevention Committee (the "Prevention Committee") and other organizations necessary for attaining the above purposes.

## Definitions of Terms on Harassment

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### 1. Harassment

There is no appropriate translation of the term "harassment" in Japanese. In Japanese society and universities, harassment-related terms such as sexual harassment, academic harassment, campus harassment or power harassment, are being used without clear definitions. At APU, harassment is defined as discrimination, prejudice, or vexation based on, but not limited to gender, race, language, nationality, social background, religion, thought, creeds, occupation, or disability status. The term is also applicable to conduct or comment which has an adverse influence on individuals or which causes them emotional distress, when faculty members, staff members, students or relative individuals direct it at other faculty and staff, or students and relative individuals, or when students and relative individuals direct it at other faculty members, staff members, students or relative individuals.

### 2. Sexual Harassment

Sexual harassment is comment or conduct directed at individuals that is of a sexual nature, violates human rights and creates discomfort to them. This type of harassment includes, but is not necessarily limited to:

- 1) Comment or conduct of a sexual nature (in a broad meaning), which causes a sense of humiliation, emotional distress or discomfort to individuals;
- 2) Comment or conduct of a sexual nature, such as display of sexually explicit posters and other propositions of a sexual nature, which interferes with individuals' education and research, or a working environment (referred as sexual harassment of an abusive environment); and
- 3) Making an unwelcome request for sexual favors; and when it is rejected, implying retaliatory actions, such as unfair treatment in employment or grade, or taking these actions in a working or learning environment (referred as sexual harassment based on a quid pro quo).

In many cases the mass media features incidents of sexual harassment only in the context highlighting indecent behaviors, entangled relationships and criminal offenses. Consequently, it is not rare that the definitions of the terms are misunderstood or understood in a significantly narrow sense. However, not only vicious behavior of a sexual nature, but also behavior previously perceived as unproblematic can be viewed as harassing. Thus, it is important to accurately recognize which comment or conduct is sexually harassing in light of the following points:

- 1) Respect another individual's personality with each other.
- 2) Be aware and conscious that other individuals are also important people.
- 3) Never look at another individual only as an object of sexual interest.
- 4) Never consider individuals of the opposite sex as inferior.

Given such points, sexual harassment between the same sex and discriminatory conduct and comment based on gender stereotypes are also seen as violation of these guidelines.

### 3. Academic Harassment

Academic harassment (harassing conduct in an academic setting) refers to conduct or comment that is not necessarily of a sexual nature, but creates discomfort to individuals, interferes with their academic or work performance, or infringe on their rights in research, education or employment, when persons improperly exercise their higher position in an academic hierarchy or dominant position in an academic setting. Typical harassing conduct in an academic setting is presented below.

- 1) Academic harassment in an educational setting is defined to include, but not limited to:
  - To refuse to provide required educational instruction to students, or leave them without offering such instruction;
  - To force excessive assignments on students;
  - To treat students unfairly such as making an unreasonable academic decision on degree conferral or a course grade; and
  - To disturb students in making a free choice of an academic or career path, or threaten them to make it.
- 2) Academic harassment in a research setting is defined to include, but not limited to:
  - To deprive students or subordinates of a research theme, keep them from using a research equipment or a facility, or unreasonably limit opportunities to present research findings (referred as academic harassment of research interference ); and
  - To misuse their research findings/analyses and research ideas (referred as academic harassment of exploitation).

### 4. Power Harassment

Power harassment is defined as improper conduct or comment made by faculty or staff against other faculty or staff through abusing their position or authority in a working environment.

This type of harassment includes, but is not necessarily limited to:

- 1) Causing such an offensive working environment that it keeps individuals from concentrating on their duties; and
- 2) Unfair treatment in appointment decisions such as promotions or transfers, or in compensation decisions such as wages or pay raises. Power harassment can include not only staff and faculty but also students as well.

## **Applicability and Scope of the Guidelines**

The University's Guidelines for Harassment Prevention apply to all members of the University. These members include tenured and non-tenured faculty and staff (including permanent and contracted staff, part-timers, dispatched workers and employees of commissioned businesses) ("faculty, staff and other personnel"), and graduate and undergraduate students (including exchange students, research fellows, part-time students and other students studying at the University) ("all students"). The guidelines are also applicable to TA, RA and other individuals who engage in support duties in education and research activities at the University.

With regard to comment or conduct that has significantly adverse influence on academic performance, education, research, or a working environment of an individual, these guidelines will apply to or be used with modifications as necessary to address all incidents regardless of when and where an incident of harassment including during a curriculum course, in working hours, or on campus.

Furthermore, if faculty members, staff members or students harass another member of the University or are harassed by another member while he/she is working or studying at the University, these guidelines will continue to be applied to the offenders or victims even after they leave the University due to retirement, graduation, withdrawal, or dismissal. Moreover, if a member of the University is either the offender or victim, these guidelines will also apply or be used with modifications as necessary.

## **Basic Attitude toward Harassment Prevention**

The principle of preventing harassment is to respect basic human rights.

Each individual has different perception about conduct or comment that can be harassing. The perception is also different, depending on their position. This is why people tend to believe that it is not easy to determine whether someone's conduct or comment is harassing. When it is difficult, you can imagine how you would feel if your conduct or comment were directed at your family members or loved ones. If it creates discomfort, it is highly likely that the conduct or comment is harassing.

As for an incident of academic harassment or power harassment, you can switch your position to another person's and imagine how you would feel if certain conduct or comment was directed at you. If you feel that it is unfair or if it dampens your motivation, there is a high possibility that it is harassing.

Given these, the following points should be fully aware of.

1. Perception of comment or conduct of a sexual nature is different between individuals, sexes and social positions. The perception depends primarily on how another person feels about a particular incident. (Even if you intend to express friendliness, your comment or conduct can evoke discomfort

to another person, irrespective of your intention; never make a selfish conjecture that comment or conduct to certain extent can be tolerable to another person; never be convinced that you are developing a good relationship with that person).

2. If you become aware that another person rejects or dislikes your comment or conduct, don't repeat it.
3. Be mindful that another person doesn't always show how they feel about your behavior. (In many cases, those persons who have been harassed consider a personal relationship with the offender such as a faculty member, teacher or supervisor, and thus, are unable to reject them. Therefore, even if they don't express rejection, don't take it as an agreement or consent).
4. It is not enough to pay attention to harassment only during the office hours and in the work place. (For instance, it is also important to be attentive to harassment prevention at events, small parties and banquets where personal relationships at the work place or in the classroom are maintained).

### **If you are the victim of harassment**

It is not your fault if you are the victim of harassment. Don't blame yourself, and have courage to take action and resolve the problem before the situation worsens.

#### 1. Harassment cases you can solve by yourself

In some cases, the person may not be aware that their words or actions are harassing. If the relationship between you and the other person is not hostile, you should tell them either verbally or in writing that their behavior is harassing and creating discomfort.

#### 2. Harassment cases that are difficult to solve by yourself

The University assigns harassment counselors at each office under the Prevention Committee in order to address consultation about harassment. Please consult with a harassment counselor as soon as possible after harassment occurs. The counselors' phone numbers are notified separately. A consultation appointment can be made via telephone or e-mail. A private, in-person counseling service is also available. Because harassment counselors and all personnel involved in harassment prevention and the resolution procedure are obliged to maintain confidentiality, information of the consultation will not be released to third parties without your consent. You can contact any counselor who is the most accessible.

In some incidents of harassment it can be hard for anybody except the involved parties to understand what actually happened. When you have been harassed, or when you believe you have been harassed, make sure to take accurate records of who has harassed you in which way and other necessary information. Such information will be helpful for examining an incident of harassment objectively, and thereby, will contribute to resolving the problem. All persons who have been consulted about harassment should seek advice from a harassment counselor immediately.

#### 3. Urgent Cases

Urgent cases refer to a condition where an incident of harassment can inflict physical harm to the individual who has been harassed. In such a case, the person being harassed should call to people or offices nearby for help, or depending on the seriousness, contact police immediately.

#### 4. Resolving the Problem

If harassment continues to occur for a long period of time and consultation cannot solve the problem, it is possible to ask the University to take a responsible resolution procedure. If you wish to initiate this procedure, please inform a harassment counselor. The Prevention Committee, when necessary, will urge the Harassment Investigation Committee to undertake investigation immediately after receiving the complainant.

The Investigation Committee will hold a hearing with relative bodies or persons, or take other necessary measures.

If the Prevention Committee Chairperson reaches a conclusion that the alleged harassing conduct was intentional or malicious based on a report by the Investigation Committee, the Prevention Committee will deal with an alleged harassment case for resolution, while consulting with relative bodies as the need arises.

## Procedure for Harassment Complaint Resolution

A counselee may file a complaint for initiating problem resolution measures. This is called a “procedure for harassment complaint resolution”.

The procedure for harassment complaint resolution has the following types and phases with an aim to bring about a resolution suitable to a university conducting education and research.

Procedure Type	Summary of the Procedure	Responsible Committee	Examples of Remedial Measures
Mediation	Mediate between the parties from a fair stance to resolve the problem.	The Prevention Committee	Restore a good learning or working environment. Resolve the problem. Retrieve the disadvantages incurred to persons having been harassed and relieve them. Recommend for launching discussion on a disciplinary action.
Investigation	Take rigorous measures based on fair factual investigation.		
Notification	The individual engaging in harassment will be notified that a harassment complaint has been made. The complainant will remain anonymous, and measures will be taken to resolve the problem.		

Filing a harassment complaint shall be done through reporting the incident to a harassment counselor. The complaint report must be submitted in writing in the standard form in order for a harassment counselor to accurately understand content of the complaint. Immediately after the complaint is filed, the Prevention Committee will be notified. In response, the Committee will undertake a mediation procedure while respecting the complainant’s intent. When necessary, it will establish the Harassment Investigation Committee promptly to hold a hearing to all persons involved in the incident. If necessity arises, an off-campus expert, such a lawyer, can be appointed as an expert Committee member.

If the complaint doesn’t wish to make a report to his/her division or the director of the division, or if the complaint wishes for anonymity, the director will be informed only of the facts and the remedial result.



## **Measures by the Prevention Committee**

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When the Prevention Committee sees a need for urgent measures, depending on the content of an alleged harassment case, it may urge relative bodies to take necessary measures. An example is change of seminar or class as an educational measure. Another example is that use of the respondent's e-mail account may be temporarily stopped.

If the Investigation Committee determined that the alleged harassment case was intentional or malicious after examining the investigation result, the Prevention Committee will make proposal for resolution based on the investigation report. The Prevention Committee will also call for stringent punishment to be taken while consulting with relative bodies as need arises.

If a faculty or staff member conducts sexually harassing behaviors or other types of harassing behaviors at the workplace and other settings, they will be subject to disciplinary measures based on the working regulations. Likewise, students who conduct any types of harassing behavior will be subject to disciplinary measures in accordance with the Ritsumeikan Asia Pacific University Regulations for Awards and Disciplinary Measures for Students. The Prevention Committee will make a proposal for a disciplinary measure. Even after the harassment-related problem was solved during the process of mediation and investigation, the Prevention Committee will make a proposal for such a measure if it was confirmed that harassing behavior occurred. The final decision on a disciplinary measure is not made by the Prevention Committee. Instead, it shall be made in accordance with the Disciplinary Measure Procedure for Faculty and Staff (or the Awards and Disciplinary Measures for Students when the respondents are students). It should be noted that the decision about any disciplinary measures and relative actions must be made fairly. Therefore, before a decision is made, the respondents will be given an opportunity for defense in order to secure fairness during the procedure.

## **Harassment Consultation and Complaint, and Prohibition of Adverse Influence**

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It is prohibited for the respondents to retaliate against individuals who have sought for advice to a harassment counselor or filed a complaint to him/her, to annoy them, or to treat them unfairly. If a retaliatory action is taken, the University will respond to it strictly, including a disciplinary measure.

## **Privacy Protection and Announcement of Disciplinary Measures**

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Harassment counselors, the Prevention Committee Members, the Investigation Committee Members and any other individuals who have been involved in harassment consultation, complaint initiation, or resolution procedure shall be obliged to maintain confidentiality in order to protect privacy of the persons who consulted with a harassment counselor or who filed a complaint. With regard to disciplinary measures, in principle, these measures will be announced while respecting the intention of those who have been harassed as much as possible.

## **Activities for Awareness Development**

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The University, with the Prevention Committee serving as the core body, is determined to collect and offer information on preventing various forms of harassment; to improve instruction and support to harassment counselors; to implement education and awareness development activities for harassment

prevention to all University members; and to take other necessary measures.

The University will continue efforts to develop an environment free of any type of harassment.

## **Harassment Counselors**

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The counselors' contact information can be found on the Student Office homepage.



## Personal Relationships and Dating Trouble

With different and diverse cultural backgrounds and personal ideas, naturally, there will be different ways of thinking about personal relationships and dating. Even if you think that you have good personal relationships and are undertaking dating in an appropriate manner, the other party might not feel the same way.

When you have a romantic relationship with someone, you will be deeply involved with such person, which is a moving experience. At the same time, you may experience difficulties that are also parts of human relationships.

Each of you has a different view about the meaning of “romance.” What the distance with which you feel comfortable about the relationship with the other person? It is natural to experience certain emotions (e.g., “I would like to know more about the person” or “I would like to spend more time together”) when you have romantic feelings. However, if you push your requests too assertively, narrow friendly relationships, or put up with a situation that is uncomfortable for you, it cannot be said that such a relationship is good. If you confront a situation in which you feel uncomfortable, you must say “No” with courage. If the other party does not say “Yes,” which constitutes clear consent and an agreeable attitude, you must consider that consent has not been given. In particular, sexual activity may give rise to a number of troubles and even become traumatic later.

It is important for each student to cherish him or herself and to respect and recognize each other’s different opinions and ideas.

### Respect Yourself and the Other Party

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- You must avoid a situation in which you think it is acceptable to stay with a person with whom you are not dating alone in a room because he or she is a friend. It may lead to sexual activity without consent.
- Sexual activity without express consent after drinking may constitute a criminal case.

### Stalking

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People will feel uncomfortable if you follow them around, ambush them, tell them you’re watching them, demand a meeting or relationship with them, make silent phone calls to them, or repeatedly send them e-mails or messages on social media after being rejected. Engaging in such conduct repeatedly in relation to the same person may be considered “stalking” and subject to penalties.

### Revenge Pornography

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Publishing or threatening to publish sexual images of another person online, like pictures of a current or former partner, constitutes intimidation as soon as you communicate your intention to the other person, even if you never actually publish the images. It is a crime to use sexual images to exercise control over another person.

## Dating Violence

The term “dating violence” refers to violence occurring between unmarried couples. All of the following actions as well as physical abuse constitute dating violence.

Even if you are dating someone, violence is never acceptable. If you know someone who has trouble related to dating violence, you should listen to and introduce such person to the appropriate consultation institutes.

- Physical abuse: Punching, kicking, pushing, hitting, throwing things, restraining, pulling hair... and so on.
- Sexual assault: Forcing/demanding sex, having sexual relations without clear consent, refusing to use birth control... and so on.
- Emotional abuse: Screaming at your partner, demeaning your partner in front of others, breaking/discarding your partner's belongings, making threats like “I’m going to kill you” or “If we break up, I will kill myself”... and so on.
- Social abuse: Preventing your partner from seeing friends and family or monitoring their relationships, monitoring your partner’s e-mails and phone calls and/or demanding replies... and so on.
- Financial abuse: Using your partner's money without permission, failing to repay borrowed funds... and so on.

These kinds of behaviors must not be tolerated under any circumstances. Ask someone around you or a professional for help and advice.

### Oita consultation support center for children and women

〒870-0891 2-3-1 Enokuma, Oita-shi

Representative Tel: 097-543-5681 Fax: 097-546-1399

E-mail: a12403@pref.oita.lg.jp

### Oita Sexual Assault Support Center “Sumire”

<https://oita-sumire.jp/>

### Domestic Violence Hotline Plus

Hotline established by the Japanese government with consultation services available in 10 languages.

<https://soudanplus.jp/en/index.html>

TEL: 0120-279-889 (24 hours, in Japanese only)

E-mail: 24 hours, in Japanese only

Chat: 12:00-22:00 in Japanese, 24 hours in other 10 languages

※E-mail/Chat: Submission form available on the above website.

## Media and Information Literacy

Our lives have been made significantly easier thanks to Information and Communications Technology (ICT) advancements. The use of various apps, sites, and university networks is an integral part of student lives. Information networks, if used correctly, can help improve the quality of learning and everyday life. Conversely, they have the potential to severely disturb a student's academics and private life when used inappropriately. Properly understanding information networks and being able to use them accordingly are of fundamental importance. There are many laws and regulations concerning the management and protection of personal information both in Japan and within APU. Violating these laws and regulations have serious repercussions and may not only result in disciplinary action by the University, but may have legal consequences as well.

### Using Another Person's APU Account

Using another person's APU Net ID and password to access Campus Terminal, manaba, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password. Let the Academic Office know if you know of anyone using another person's account information, or if you know someone who has had their account accessed by another person.

Don't let other people know your password, and don't use a password that is easy to guess (e.g. your birthday or student ID number). Change your password periodically.

Always protect your personal information.

### Use of Social Media

Social media such as Facebook, X, LINE and Instagram are highly convenient, but because they make it possible to connect online with unknown people across the world, they also entail many risks.

#### Five things to remember when using social networking services

1. Information you see on SNS is not necessarily true or correct.
2. Even on SNS, observe manners and social norms.
3. Information posted on SNS can and will spread around the world.
4. Be responsible for what you say, even when posting anonymously.
5. Careless comments made on SNS can harm your family and friends.

#### Four Points to Note When Using Social Media

1. Do not unquestioningly accept information you find on social media or elsewhere online  
If you spread incorrect information, you may even become an offender yourself.

2. Do not post photos of other persons without their permission.

It is easy to identify an individual simply from a photograph posted on social media. Posting pictures and information of other people without their permission constitutes an infringement of privacy and

makes you an offender. Just because you think it's OK doesn't mean the other person will too. Please check not only before posting photographs but also before revealing information about anyone else's conduct.

### 3. Do not post personal information

Information that you post online is spread throughout the world. Even if you delete it yourself, removing it completely is almost impossible. Is the information really of the type that should be kept for a lifetime? Think very carefully before you post.

### 4. Do not denigrate others

When you are angry, it is very easy to write denigrating things about other people on social media. Such things may violate human rights and constitute unlawful conduct such as defamation or contempt. It may be possible to identify the individual in question even if you do not mention their name. Do not make insults or statements contrary to the common sense that you would exercise in the real world.

## Internet Scams

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There have been numerous cases of young people tempted by Internet scams who end up being burdened with large debts. Such Internet scams involve advertisements stating that: "If you take out a consumer loan with us, we will award you a gratuity! We will even repay the loan for you." Unlike other pernicious business practices, because there is no direct contact with the canvasser, Internet scams are unique in the way victims are lured into a false sense of security and end up signing contracts. In addition, there have been many incidents where victims, hoping to earn money through commissions, have used the Internet to lure others into the same trap or even tried to canvass their family and friends. Not only do these people fall heavier into debt, but they also lose the trust of family and friends.

These kinds of scams are not limited only to consumer loans. People have also fallen victim to scams involving cosmetics and expensive jewelry. People can be involved in a great deal of trouble if they are lured into these scams: people who were originally victims attempt to lure others into these scams and in turn become the victimizers.

## One-click Fraud

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There are a growing number of "one click fraud" cases: These are commonly websites that display "registration complete" without displaying a registration screen or taking the user through a registration process, that then demand payment. While these demands may display information such as the user's IP address or the name of their service provider, more personal information such as name, phone number, or address is not displayed. The appropriate way to deal with this is to block the phone number, email address, or contact information of the individual or service sending the email, and to disregard any contact. If you have concerns about this or if you are contacted in a non-electronic manner (letter, phone call, etc.), please consult with the Consumer Affairs Center.(See the next page list.)

## Problems You May Encounter in Student Life

Anyone can encounter problems in the course of their life as a university student. It is also possible that you may cause problems for others.

### If you find yourself in trouble

If you find yourself in trouble and feel unable to resolve matters, please contact one of the offices below for help as soon as possible. If your first response is wrong, it may only serve to cause more damage. Seek help before tackling matters recklessly.

Ritsumeikan Asia Pacific University

Student Office (Building B, 1F) TEL 0977-78-1104
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Other agencies (in general, support is only available in Japanese)

For consumer problems (such as online shopping)	
Contact the Japan Consumer Information Center or the nearest consumer affairs center	The consumer affairs hotline at 0570-064-370 can refer you to the nearest consumer affairs center.
For criminal matters	
Contact the cybercrime unit or the community safety division at the nearest police station. The Oita Prefectural Police Headquarters Cybercrime Unit	097-536-2131

### Beware of Unethical Business Practices

Do not fall for unethical door-to-door salespeople who aim to lure students into making easy money. There have been many instances where people who inadvertently got into a conversation with these people end up being billed for exorbitant amounts of money. Your purpose as a student is to study. If you are approached by a door-to-door salesman, firmly say "No" to any offer they make.

Be careful of the following:

- (1) Expensive seminars: "Why don't you make the best use of your ability?"
- (2) Door-to-door sales: "I'm from the fire department. A fire extinguisher is mandatory for your lodging."
- (3) Catch sales: On the street, "Excuse me, would you fill out a survey for a campaign?"
- (4) Appointment sales: "You've won a trip abroad. Come to XXX right now."
- (5) Unsolicited merchandise or services: An encyclopedia you did not order is delivered to your apartment.
- (6) Invitation to obtain a license: "This is your chance to obtain XXX license without taking a national examination. It can help you find a job."
- (7) Multilevel marketing: "I know a good way to make a fortune. Why don't you come to an introductory meeting?"

(8) Pyramid schemes: Emails that proclaim, "Easy money to be made."

### Points to remember in order to avoid these salespersons

- Be suspicious when people you don't know try to solicit something from you.
- Don't even listen to what such people say; give a flat refusal.
- Please be aware of phone calls soliciting products, if it seems suspicious simply hang up.
- Turn the door-to-door salesperson away at the door.
- Don't reveal to other people your telephone number, address, bank deposit number, or any other private information.
- Refuse invitations to visit business offices or attend gatherings of people or groups you don't know.

Even if you have already signed a contract, you are not bound by its conditions if you carry out the following procedures immediately. Read this information carefully.

#### The Cooling Off System:

If a consumer purchases goods from a door-to-door salesperson (including sales over the telephone), it is possible to cancel the contract by giving a written notice of cancellation within 8 days from the day the contract was received. You should send a written notice of cancellation by content-certified mail. If you are unable to do so, be sure to make a photocopy of the notice of cancellation.

This system, however, does not apply to the cases below.

- (1) Where consumable goods have been totally or partially used.
- (2) When a cash payment has been made for less than 3000 yen.
- (3) For mail order purchases.

Consultation Points for Public Authorities (basically Japanese language only)

Oita Prefectural Consumer Affairs and Gender Equity Center Tel: (097) 534-0999

## Credit Card and Consumer Loans

Be sure to plan carefully before paying for anything on credit. Do not take out consumer loans or student loans from private firms.

## Pseudo Religions

Some organizations under the guise of religious institutions engage in antisocial activities by attempting to brainwash young people into donating money and collect donations.

If you are accosted by dubious canvassers or asked to fill out suspicious questionnaires, whether on or off campus, please report it to the Student Office immediately.

## **Recruiting by the cult Setsuri**

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Recruiting by the cult known as "Setsuri" (also known in English as the Global Association of Culture and Peace, JMS, Providence, or the Bright Smile Movement) has been widely reported in the mass media, and is a growing social problem. This group has been actively attempting to recruit students from public and private universities around the Kanto and Kansai areas.

Even at APU there are a small number of followers, and information on recruiting activities for this group have been reported here many times. This group typically invites people to club activities or events like English lessons, sporting events, singing, or other performances, or appeal to people through their interests or hobbies, then through these activities they try to build a friendship with the target and start to introduce Bible scriptures or other religious teachings.

Up to this point, they conceal the fact that they are a religious group. This group even has a commune in the Kamegawa district; as time goes by, it grows more difficult to pull away from the group. As noted above, proselytizing and recruitment activities are strictly prohibited at APU. The recruiting and solicitation of this group is a serious problem that could infringe upon the freedom enjoyed by our students and their right to study. We hope that everyone pays close attention to the activities of this group, and that nobody falls victim to their temptation.

### ※Typical Setsuri Recruiting Activities

- (1) A group of 2-3 members of the group pose as APU alumni or current students and approach people in places like the campus library, student center, or near the fountain and engage them in conversation, trying to get their mobile phone number or email address.
- (2) At first they will extend invitations to eat, study, or to parties or sports events, pretending they are a fun student club or other organization.

If you have been already been approached in this manner, or if you are trying to leave a group like this and are having trouble, or you feel you are in trouble or feel threatened, please come talk to someone at the Student Office. If you see or are approached by any of these recruiting activities on campus, please contact the Student Office immediately.

## **Sexual assault, prank phone calls, and other forms of harassment**

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There have been cases in the past of students who have been sexually assaulted, received prank phone calls, had their mail stolen, or have suffered other forms of harassment. Don't be overconfident; take measures to protect yourself.

If you do find yourself confronted with harassing behavior, be strong and come talk to the Student Office. In some situations it may be necessary to report the incident to the police.

\* If you find yourself facing problems that are not described here, please come to the Student Office for support.



# Traffic Rules and Manners

Traffic rules are established by Japanese laws and ordinances. For both international and domestic students who have recently obtained their driver's license, there may be rules that they have just learned. Regardless, there are penalties if you break the law. There are also rules about commuting to school, and students who break these rules will face punishment according to the University Regulations for Awards and Disciplinary Measures.

Those who do not follow traffic laws not only face punishment, but could also hurt someone. Of course, if you are involved in an accident there could be effects that remain long after that could seriously impact your life. A proper understanding of traffic rules can be a part of a successful student life.

## Important Notes for Bicycle Riders

### Bicycle registration

When buying a bicycle, be sure to register it at the store. If you receive a second-hand bicycle from someone, be sure to check whether or not the bicycle has been registered. If it has been registered, confirm the information and update the registration at the police station.

### Oita Prefecture Ordinance to Promote Safe and Appropriate Bicycle Use

The Oita Prefectural Government adopted an ordinance that will require bicycle riders to purchase liability insurance from June 2021 to promote bicycle safety. Bicycle accidents involving APU students have been on the rise in recent years. Be sure to use your bicycle in a safe and appropriate manner.

Oita Prefectural Government Website:

<https://www.pref.oita.jp/soshiki/13000/zitensyazyourei.html>

### Wear a helmet

Cyclists should make reasonable efforts to wear a helmet.

### Abandoned bicycles

Bicycles in fair condition can often be found in the trash or abandoned on the roadside. While it may appear that nobody owns these bicycles, please refrain from using them. Bicycles in Japan are registered to their owner to prevent bicycle theft. A bicycle that appears abandoned may have been stolen and discarded. If you are stopped on an abandoned bicycle that was stolen, you may be considered a suspect.

## Traffic Rules

### Drunk driving

One very important law to keep in mind is found in Article 65 of the Road Traffic Act, "No person shall operate a vehicle while under the influence of alcohol." "Vehicle" in this case also includes bicycles, therefore riding a bicycle while intoxicated is also against the law. Other acts prohibited by law include lending a car to someone who is intoxicated, making someone who plans to drive drink alcohol, and riding in a car driven by someone who is intoxicated. Do not drink and drive!



**Penalties**

- Driving while intoxicated (DWI):  
Up to five years imprisonment and a fine of up to 1,000,000 yen
- Driving under the influence (DUI):  
Up to three years imprisonment and a fine of up to 500,000 yen  
※Anyone supplying an impaired driver with a vehicle also faces the same penalties.
- Anyone who supplies alcohol to or rides with a person who is arrested for DWI:  
Up to three years imprisonment and a fine of up to 500,000 yen.
- Anyone who supplies alcohol to or rides with a person who is arrested for DUI:  
Up to two years imprisonment and a fine of up to 300,000 yen



**Driving without a valid license**

According to Article 64 of the Road Traffic Act, anyone who does not have a valid driver's license is not permitted to drive a motor vehicle, including scooters and motorbikes. International driving permits are only valid in Japan for up to one year from the date you first arrive in Japan. If you have an international driving permit, be sure you know your expiration date. Driving with an expired international driving permit is the same as driving without a license. (For more information on driver's licenses or the international driving permit, please see page 72.)



**Penalties**

- Up to three years imprisonment and a fine of up to 500,000 yen.
- You can be charged with aiding and abetting driving without a license if you provide a vehicle to someone who might drive without a license and that person drives it, or if you ask someone to drive you home in your car even though you know he or she doesn't have a license.

**Penalties**

- Providing a vehicle: Up to three years imprisonment and a fine of up to 500,000 yen.
- Riding in a vehicle: Up to two years imprisonment and a fine of up to 300,000 yen.

**Speeding**

Article 22 of the Road Traffic Act says that it is prohibited to operate a vehicle at speeds faster than the speed limit established for the road in question (see below).

Established speed limits (excerpt)

Vehicle type	Ordinary roads	Expressway
Scooter	30km/h	n/a
Motorbike	60km/h	100km/h
Light automobiles	60km/h	100km/h
Automobiles	60km/h	100km/h



While some countries do not require a license to operate a motor scooter, you must have a valid driver's license to operate a motor scooter in Japan. The speed limit for motor scooters is 30km/h.

## Helmets / Riding Double

Article 71, section 4 of the Road Traffic Law requires that anyone riding a motorbike must wear a motorcycle helmet. This includes passengers as well. Additionally, Article 55 of the Road Traffic Law prohibits two people from riding a motor scooter at the same time.

Other common traffic violations include failing to obey traffic lights or operating a vehicle on the wrong side of the road.



## Traffic Accidents

Whether you are commuting to school or running errands, it is important to be careful and pay attention so that you do not get involved in a traffic accident. If you are involved in an accident you may have trouble continuing your studies, so it is very important that you have additional insurance just in case.

### In the event you are involved in an accident:

1. Regardless of who is at fault, before discussing any blame or settlement call the police from the scene of the accident right away to report the accident. You are obligated to report the details of the accident to the police. If the accident is not reported to the police, your insurance may not cover the accident and you may be responsible for extremely expensive medical bills and repair costs.
2. If you need to speak with someone about an accident you were involved in, you should first speak with your own insurance company, or with a public consultation service.

Oita Prefecture Traffic Accident	
Consultation Office	097-506-2166
Oita Prefecture Traffic Safety Center,	
Traffic Accident Consultation Office	
	097-532-0815
Safe Driving Center	097-524-6420



## Motorbikes

When operating a motorbike (including motor scooters), you must have 1) a valid driver's license, and 2) compulsory vehicle liability insurance. With international driving permits in particular, we have seen many cases where a student is arrested for driving with a international driving permit that is no longer recognized as valid in Japan. Carefully read the following information, and be absolutely sure you do not drive without a valid license. Students driving without a valid license can also be subject to disciplinary action.

**Motor scooters also require a valid driver's license!**

### Receiving a motorbike from a friend or acquaintance

First check whether the bike has been registered as nonoperational or that the ownership has been properly transferred. Do not accept any motorbikes that have not been properly transferred. At the same time, make sure that the compulsory liability insurance is still valid. Don't accept a motorbike just

because it's free or cheap. Likewise, when you choose to transfer your motorbike to another person, be sure to follow the proper procedures.

### Driver's Licenses

When driving, you must carry a driver's license that is recognized as valid in Japan. If you are stopped without a valid driver's license, you could face imprisonment of up to three years and a fine of up to 500,000 yen. International students must have a valid license obtained through one of the following methods in order to operate a motorbike while in Japan.

#### Method 1:

Get a Japanese driver's license.

#### Method 2:

Converting the driver's license from your own country to be able to drive in Japan.

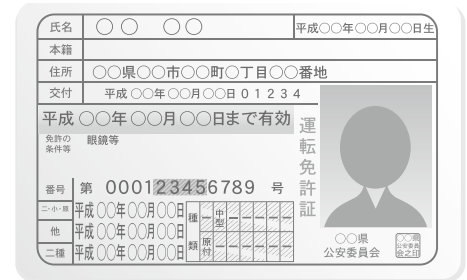
#### Method 3:

Get an international driving permit (according to the Geneva Convention). Please note that these are typically valid only for one year after you first arrive in Japan.

#### Method 4:

If you have a driver's license from the following special countries and regions, you can also drive in Japan if you are carrying your driver's license and a translation from a public institution at all times. However, the required period of validity and conditions are the same as an international license.

(Belgium, France, Germany, Monaco, Switzerland, Taiwan)



Please inquire at the following how to obtain a driver's license in Japan, Oita Prefecture Driver's License Center Tel:097-528-3000

<https://www.pref.oita.jp/site/keisatu/menkyo-index.html>

### Traffic Rules and Manners for Commuting to APU

Students should use public transportation to commute to and from school. Commuting by automobile is not permitted at APU. Motorbikes or cars are not allowed on campus without permission.

Do not park where parking is not permitted (e.g. in areas and on roads around campus, in the Bepuwan Service Area, in the highway bus parking lot, at AP House, and other areas). Students who continue to park where parking is not permitted even after being warned by the University will face severe disciplinary measures under University regulations, including suspension or suspension of scholarships. You must notify the Student Office if you need to use the highway bus parking lot so that the University can inform the service area.

The University receives a number of complaints from local residents about unauthorized parking, abandoned bicycles or motorbikes, bicycles parked near bus stops obstructing traffic, or vehicles using customer parking for local shops.

**In the event that...**

- ...you need permission to commute to APU by car because you are unable to use public transportation (because of a physical handicap or other reason):
  - ⇒ You will need to provide a written statement explaining why you are requesting permission to commute by car, a medical certificate from a doctor explaining why you would have difficulty using public transportation, other documentation that objectively confirms your reason, proof of voluntary insurance, and any other documents that would support your request. Once your request has been received, it will be screened. Please consult the Student Office.
- ...you wish to commute to the University by motorbike:
  - ⇒ You must register your motorbike with the University and affix the issued parking sticker to your motorbike. Please check the documents you received at the new student orientation for information on application procedures. Please complete the procedures at the Creotech. (Building A 2F)
- ...you want to get permission to bring a vehicle on campus to transport equipment or supplies for an extracurricular activity:
  - ⇒ Temporary vehicle entry permit applications can be received from and submitted to the Student Office. Bringing a vehicle on campus without first obtaining the necessary permission may make you subject to disciplinary action as described above.
- ...you want to purchase a bus pass:
  - ⇒ Bus passes go on sale in the Student Union right after enrollment. Please carefully note the dates and times when passes will be available.

**Insurance**

Compulsory automobile liability insurance provides minimum coverage for death or injuries to other parties in the event of an accident. It is illegal to operate a motorbike without this insurance. When purchasing a new motorbike, be sure to go through the required steps to register for this insurance where you purchase the motorbike. The dealer will typically prepare the necessary paperwork for you. If you are receiving a motorbike from a friend or acquaintance, be sure to verify that the motorbike has undergone the proper procedures for nonoperational vehicles or transfer of ownership. You must carry your compulsory insurance certificate with you at all times when driving. If you do not have it with you, you can be fined up to 300,000 yen. If you have not registered for this insurance, you can be fined up to 500,000 yen. In order to commute to APU by motorbike, you must also purchase supplementary insurance (unlimited bodily injury liability, minimum two million yen property damage liability, minimum two million yen passenger liability). While compulsory liability insurance offers coverage to injuries sustained by third parties, it does not cover third party property damage (e.g. automobiles, motorbikes, or other damage). Additionally, health insurance does not cover expenses for medical treatment required as a result of an accident. For this reason, students commuting to APU are required to purchase supplementary insurance to cover property damage or personal injury as a result of a traffic accident. Compulsory liability insurance and supplementary insurance may be purchased through Creotech, located on the second floor of Building A.

### Maximum Liability Insurance Coverage

In case of death: 30,000,000 yen per person

In case of residual disability: 75,000-40,000,000 yen per person (actual amount depends on the injury)

In case of injuries: 1,200,000 yen per person

### Example of a traffic accident:

Mr. A is riding his motorbike when he collides into the rear end of Mr. B's motorbike while stopped at an intersection. Mr. A is judged to be 100% at fault.

Damages: Mr. A must reimburse all of the following amounts for damage and injury.

Personal injury: 1,000,000 yen in medical expenses to Mr. B (the victim) for a broken left arm (a)

Property damage: 1,000,000 yen in motorbike repairs (b)

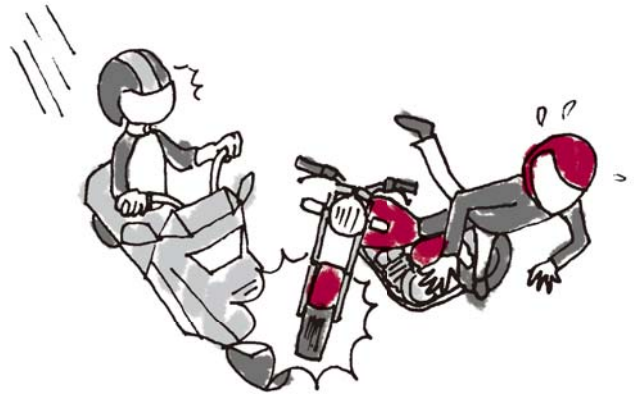
1,000,000 yen in medical expenses to Mr. A (the individual at fault) for a broken right arm (c)

### Insurance coverage:

(1) Compulsory vehicle insurance  
covers only (a)

(2) Voluntary insurance

If Mr. A has taken out the appropriate voluntary insurance, damages for (a), (b), and (c) are all covered.



# Healthcare

## Health Clinic

In order to make the most of your life as a student, you will need to keep healthy, both physically and mentally.

1. Always try to ensure you have a well-balanced diet, including a staple like bread or rice, a main dish, and a side dish. The goal is to have three regular meals a day. Try to get all your nutrients from what you eat and not from supplements. Excessive dieting is extremely bad for you and your health.
2. Moderate exercise can help maintain your health and can help you lose weight if you have experienced any weight gain. Don't overdo it, but if you feel like you're not getting enough exercise try to do something active on a regular basis.
3. Be sure to get enough rest and plenty of sleep. Always try to ensure you get enough regular sleep. While every person is different, please try to make sure you get enough rest that you are not fatigued the next day.



Please do not hesitate to visit the Health Clinic if you do not feel well or if you have any health problems, questions, or concerns.

### 〈Health Clinic Office Hours and Contact Information〉

Hours: Monday through Friday, 10:00-17:00      Email: [booking@apu.ac.jp](mailto:booking@apu.ac.jp)

If you feel unwell or have sustained an injury outside of office hours, please go to the Student Office.

### 〈The following services (1-6) are available for free at the Health Clinic〉

1. Emergency first aid treatment\* for sudden illnesses or injuries sustained on campus.
    - \* Emergency first aid treatment includes...
      - Clean and bandage wounds.
      - Single-administration household medicine (limited to OTC drugs) will be provided to persons who are in minor poor physical condition (e.g., those with colds, headaches, toothaches, stomach aches, bowel aches, and menstrual pain).
      - Temporary bed rest is available, if necessary.
  2. Consultation services on any health problems, and referrals to hospitals or clinics as appropriate.
  3. Carry out health examinations and explain health examination results.
  4. Check height, weight (body fat), blood pressure.
  5. Consultations about quitting smoking (Reservation required).
  6. Provide vaccination consultations, referrals, and appointments for those planning to travel overseas.
- ※Because the Health Clinic does not have a physician on duty, they are unable to diagnose illness, administer medication, or provide injections.





### 〈Using the Health Clinic〉

When using the Health Clinic, access the survey from the QR code situated in front of the Health Clinic entrance and let a nurse know after you have entered your student ID number, name, and reason for visiting.

## Healthcare Facilities in Beppu

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If you need to go to a hospital or clinic for medical services, always bring your health insurance card with you. Many hospitals only provide support in Japanese, so if you have trouble communicating in Japanese be sure to bring a friend or someone else who can interpret for you. You can find information about healthcare facilities in Beppu and Oita at the following websites.

Beppu Medical Association Hospital/Clinic Guide:

<http://www.beppu-med.or.jp/ippan/medicalinstitution/> (information in Japanese only)

Oita Medical Information System: <https://iryjo-joho.pref.oita.jp/>

(Japanese, English, Korean, and Chinese)

## Medical assistant (for international students only)

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International students who need English interpretation during their doctor's visits at Japanese medical institutions or while receiving instructions about their prescription medication can use the medical assistant service.

This service provides interpretation support when students are being referred to an appropriate medical institution based on their symptoms, and when communicating with doctors, nurses, and pharmacists. This interpretation support is available in English, Chinese, and Japanese 24 hours a day, 365 days a year. The telephone number for APU's international students is 03-3811-8124. This free service is only available in Japan.

<Languages Available>

Japanese, English, Chinese, Korean, Thai, Vietnamese, Indonesian, Tagalog, Nepali, Malay, Burmese, Khmer, Portuguese, Spanish, French, German, Italian, Russian

## Medical Insurance System

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Regardless of how confident you may be when it comes to your health, even a minor incident could lead to illness or injury requiring treatment at a hospital, and you could find yourself facing large medical bills. For this reason, Japan has a medical insurance system where insurance holders contribute to the system by paying insurance premiums on a regular basis, and the insurance serves to lessen the burden of medical expenses.

### Distance Health Insurance Coverage Certificate (Domestic Students)

- Domestic students may already be covered by their sponsors' health insurance, but you must get a Distance Insurance Coverage Certificate to take with you when receiving medical treatment; copies are not accepted.
- To obtain this certificate, purchase a Certificate of Attendance (see page 40) from APU and send it to your parents or financial sponsor. They should be able to use the Certificate of Attendance to apply for a Distance Health Insurance Coverage Certificate at their place of employment.
- Students who want to enroll in the National Health Insurance program should apply at their local government office and pay all required premiums.

### National Health Insurance Program (International Students)

- The National Health Insurance Program (in Japanese, <sup>こくみんけんこうほけん</sup>国民健康保険 (*kokumin kenkou hoken*), or <sup>こくほ</sup>国保 (*kokuho*)) is a medical insurance system where medical expenses incurred from illness or injury are shared between the national government, the local municipality, and the individual receiving medical treatment. See the website of the All-Japan Federation of National Health Insurance Organizations for more information on the National Health Insurance Program (Japanese: [http:// www.kokuho.or.jp/](http://www.kokuho.or.jp/)).

- Enrolling in National Health Insurance is Mandatory

All international students with student visas residing in Japan (including exchange students) are required by law to enroll in the National Health Insurance program. You cannot voluntarily withdraw from the program. You may withdraw from the insurance program when you depart Japan and return your residence card, or when you find a job and enroll in other health insurance through your employer.

- Enrolling in National Health Insurance and Making Claims

Enrolling in National Health Insurance can be done at the insurance office of your local government office. International students who lived outside of Japan before entering APU will enroll in the National Health Insurance Program during the orientation period. National Health Insurance Certificates (health insurance cards) will be issued at a later date. A new health insurance card will be mailed to you every July in the following years.

International students who lived in Japan prior to entering APU must visit their local government office (e.g. Beppu City Hall) to update their address, and should complete the health insurance registration procedures at the same time. You cannot use the health insurance card issued by your previous local government office.

- Paying Insurance Premiums (<sup>ほけんりょうぜい</sup>保険料/税) (1)

Insurance premiums (payments) are different for each local government office. Health insurance premiums are calculated in January each year using your Japanese income for the previous year (as reported on an income declaration form), and are announced in June. Once the premiums are announced, the amount is divided into 10 payments that are made from June until March of the next year. This also applies to international students.

While insurance premiums vary based on the income earned in Japan in the previous year, most international students do not make a lot of money, so your insurance premiums may be greatly



reduced if you file a National Health Insurance Income Declaration Form.

Every year around January, Student Office provides information about this income declaration form, and eligible students have a limited time (about two weeks) to submit this form at APU. Once this period passes, students must go to their local government office (city hall) to submit the income declaration form.

※Amounts are adjusted every year. Watch for information from your local government office.

### ● Paying Insurance Premiums (保険料/税) (2)

When you open a bank account, you can apply to have your insurance premiums automatically withdrawn from your account. Automatic payments are deducted at the end of the month, so check your bank book the following month to confirm that the premium was correctly deducted. Insurance premiums should appear in your bankbook as [コクミンケンコウホケン].

If you do not or cannot apply for automatic payments, you will receive a National Health Insurance Premium Payment Notification booklet (国民健康保険税納税通知書). You will need to take this booklet to your local government office or a financial institution to make your insurance premium payments.

You will receive a reminder notice (保険料) if you do not pay your insurance premiums on time. Take this notice to your local government office or a financial institution as soon as possible and pay your insurance premium and the late fee. If you continue to not pay your health insurance premiums, the period of validity of your health insurance may be shortened or your health insurance may be suspended, which means you would be required to pay the full amount of any medical treatment you receive. Your property or assets can be seized because of overdue payments.

You must notify the national health insurance section of the (city) government office of the following cases without fail.

- When your address or name has changed (including cases in which the room number at AP House has changed) :

It is requested that you notify the (city) government office within 14 days following the day of change.

- When you leave Japan after graduation or for a long term due to a leave of absence or studying abroad :

It is requested that you go to the (city) government office, notify it of your address change, undertake procedures for disqualification for the national health insurance, and return your health insurance card.

If you neglect to make the aforementioned notification, you may not receive issuance of a new health insurance card when you return to and reside in Japan, or you may be required to pay insurance premiums for the period of staying in a location outside of Japan.

- When Receiving Medical Treatment

If you receive treatment at a medical institution that accepts national health insurance, you will only be required to pay 30% of the cost of any expenses for treatment covered by the Health Insurance Act if you present your national health insurance card.

Treatment covered by the National Health Insurance	Treatment not covered by the National Health Insurance
Medical consultations	Vaccinations, health checkups
Medical care (e.g. surgery, dental treatment)	Orthodontics (teeth straightening), cosmetic surgery
Prescription medication	Normal pregnancies, childbirth, abortions
Hospitalization (excluding meals), nursing care	Injuries suffered as a result of alcohol abuse or assault

If you do not have your national health insurance card with you, you may have to pay the entire cost of your treatment up front. However, you can apply for a refund of the portion covered by the National Health Insurance if you bring your *inkan*, bank passbook, payment receipt, and a statement of medical expenses (*reseputo*) to the Health Insurance Division of your local government office.

Using another person's national health insurance card is an offense punishable under the law.

Seeking medical treatment outside of normal business hours or late at night will incur additional costs, which means that the cost to the patient will increase as well.

#### ● Expensive Medical Treatment

The out-of-pocket costs for a long hospital stay or other costly medical treatment can get expensive. In cases like this, there is a system to reduce the financial burden of the expense of treatment, refunding the amount that is in excess of this individual payment limit\*.

The individual payment limit is established according to one's age, household, and income; the refund is calculated by subtracting the payment limit from the amount paid to medical institutions in one month.

To apply for this refund, you will need your medical receipts, insurance card, and personal seal (*inkan*). For detailed information, contact the national health insurance division at your local government office.

\* Individual Payment Limit: The maximum out-of-pocket expense for low income earners (defined as those exempt from paying local taxes, which includes most students) is 35,400 yen per month. However, the maximum amount for international students in their first year is 57,600 yen per month.

#### Summary

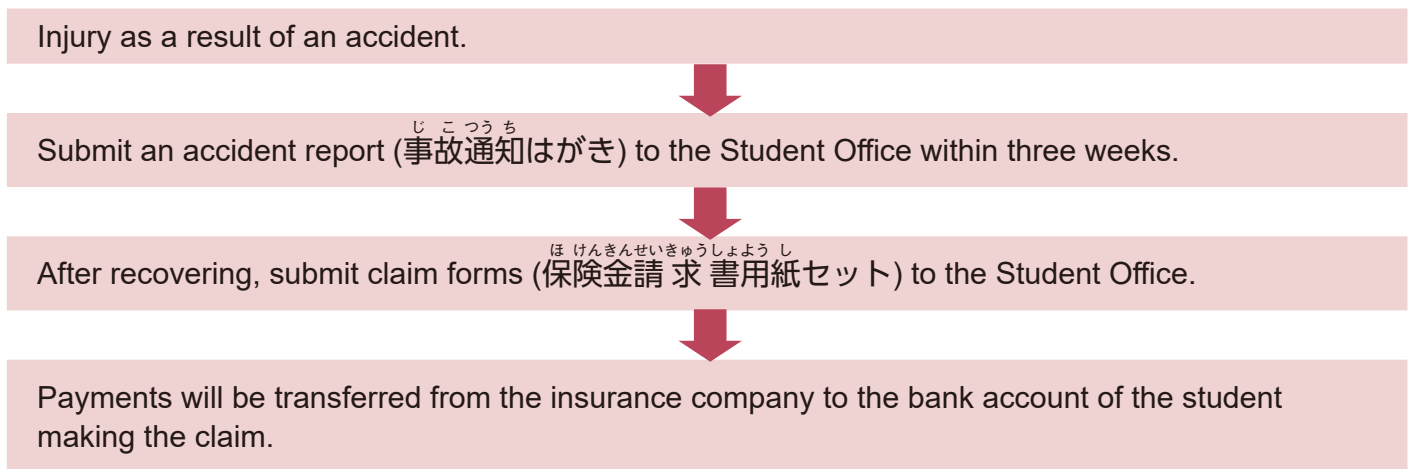
- Join the National Health Insurance Program during orientation.
- Sign up for automatic payment for your insurance premiums.
- Submit a national health insurance income declaration form every January.
- Complete the appropriate procedures at your local government office when you move or leave Japan.
- Always have your insurance card with you when receiving any medical treatment.
- There are some procedures not covered by the national health insurance.

## Disaster and Accident Insurance for Students

Naturally, you should take every precaution to ensure you avoid accidents and injuries. However, in the unlikely event you are involved in an accident or injure yourself during educational or research-related activities, APU has enrolled in "Personal Accident Insurance for Students Pursuing Education and Research" (also called *gakkensai*) (<http://www.jees.or.jp/gakkensai/>) that covers all regularly enrolled students. This insurance includes coverage for students injured or involved in accidents when commuting to and from school or moving between school facilities for the purpose of regular educational activities, school events, or extracurricular activities.

### ● Procedures for Filing a Claim

The necessary documents can be picked up at the Student Office. All documents should be submitted through the Student Office.



### Payable Insurance Claims (for medical treatment)

Coverage	Days of Treatment	Amount of Medical Coverage	Hospitalization Coverage
Coverage during classes or during APU events	1 day or more	3,000 yen - 300,000 yen	Hospitalization, per day: 4,000 yen (up to 180 days)
Commuting to/from school Moving between school facilities	4 days or more	6,000 yen - 300,000 yen	
School facilities other than those described above Extracurricular activities reported to the University	14 days or more	30,000 yen - 300,000 yen	

※ Payment for disability benefits may be provided in cases not described above.

Accidents or injuries that occur during restricted times, in prohibited areas, or while engaged in prohibited activities are not covered, even if they occur on University premises. Accidents or injuries that occur in AP House are not covered. Coverage is not necessarily provided in all circumstances. If you want an insurance policy that provides thorough coverage, you may want to purchase additional

insurance such as Comprehensive Students' Insurance, Sports Safety Insurance, or Volunteer Activities Insurance available through the University Co-op or other insurance companies.

If participating in an internship, please inquire at the Student Office about insurance for internships (Disaster and Accident Insurance for Students with Liability Insurance Course B, or Liability Insurance for Internships).

## Health Checkups

The School Health and Safety Act requires all students in Japan to get a health checkup every year. APU provides free periodic health checkups.

### Purpose

Periodic student health checkups are conducted for the following three reasons:

- To detect any health problems early.
- To help students understand the current state of their health, and how to care for, improve, and maintain their health.
- To help students lead a healthy and fulfilling life.

The most common health problems found during health checkups are lifestyle-related illnesses like obesity. Serious health problems like metabolic syndrome can be made worse by poor lifestyle habits learned during university. For this reason it is very important that students understand their health and learn healthy habits while in university.

Contagious diseases like tuberculosis are another important health concern. If a highly contagious disease like this were to appear on campus, it could quickly spread to a large number of students and lead to a serious outbreak. Regular health checkups are a very important part of detecting contagious diseases like this. Getting a health checkup every year is a very important part of protecting your health and the health of those around you. For more information on contagious diseases, see Preventing Infectious Diseases (page 84).

### Health Checkup Details

Health checkups include height, weight, urinalysis (protein, occult blood, glucose), blood pressure, and a chest x-ray\*, with additional tests carried out at the time of enrollment and in the year of graduation.

These additional tests include a general checkup, blood test, and eyesight test at the time of enrollment, and an eyesight test in the year of graduation.

Additional tests are carried out when you enroll to help you understand the state of your health and help ensure that you will be healthy as you begin your life as a university student. Health certificates are typically required in job search activities or when continuing on to higher education. These certificates require an eyesight test, so this is included in the health checkup in the year of your graduation.

\* The amount of radiation emitted during a chest x-ray is less than the amount you would experience in the course of a day, and poses no danger to your health.

### Typical Health Checkup Periods

Health checkups are required every odd-numbered semester, and during reinstatement or readmission. (Example below)

	Timing	Additional Information
First	At enrollment.	Additional tests are conducted at enrollment.
Second	Within one week of the start of the third semester.	Graduate students have additional tests if in their year of graduation.
Third	Within one week of the start of the fifth semester.	Accelerated graduation program students and graduate students have additional tests if in their year of graduation.
Fourth	Within one week of the start of the seventh semester.	Graduating students have additional tests if in their year of graduation.
Fifth and above	Within one week of the start of each odd-numbered semester.	Graduating students have additional tests if in their year of graduation.
Other	Within one week of the start of the semester for any students returning from study abroad, and any students reinstating or readmitting.	Graduating students have additional tests if in their year of graduation.

### Health Checkup Schedule

Health checkups are scheduled as listed below. Please note that this schedule may change. [More information about health checkups will be posted on Campus Terminal and on the Student Services web page one month before the checkups are scheduled to begin.](#)

	Spring Semester	Fall Semester
Health Checkup Dates	New students: Early April Current students: Early ~ Mid April	New students: Late September Current students: Late September ~ October

## Location of Health Checkups

Oita Kouseiren Kenko Kanri Center (adjacent to Tsurumi Hospital)

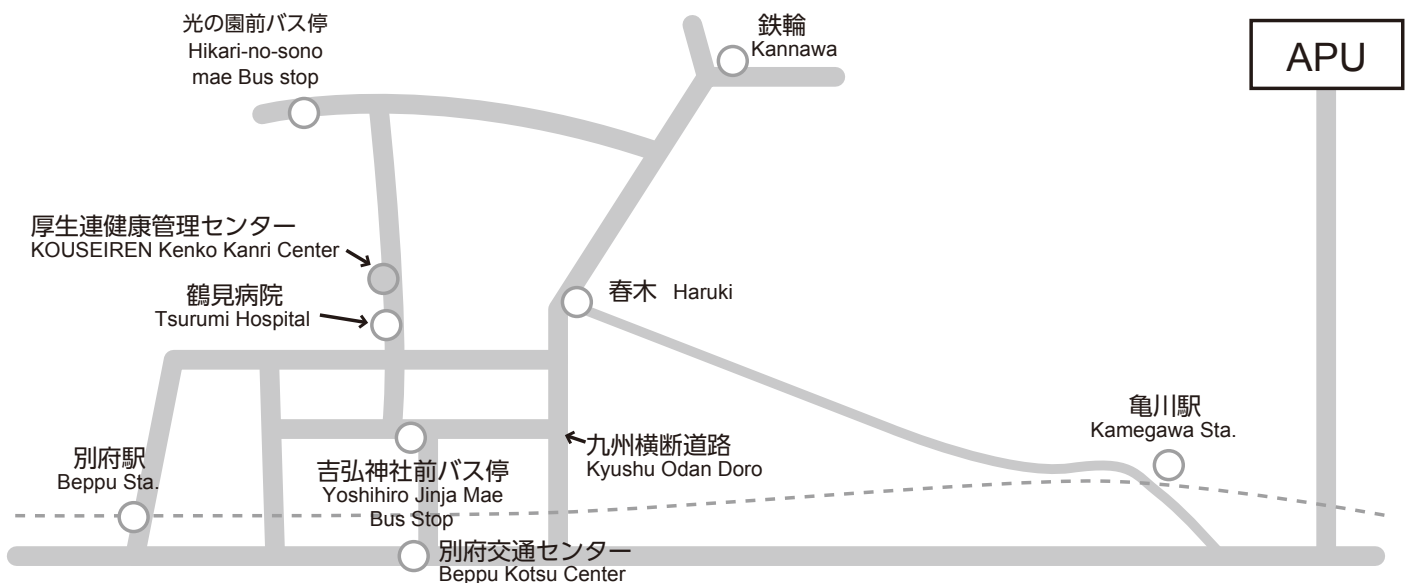
Address: Oaza Tsurumi 4333, Beppu City

Phone: 0977-23-7112

See the map below for the location of the Kenko Kanri Center.

Free shuttle bus service between APU and the Kenko Kanri Center is available during health checkups.

You need to bring your completed health checkup interview card with you when you go for your health checkup.



- From APU, take the No.51 Oita Kotsu Bus, and get off at the bus stop in front of Yoshihiro Shrine.
- From JR Kamegawa Station, take the No.6 Kamenoi Bus (headed for Beppu Station), and get off at the eastern gate entrance of Tsurumi Hospital.
- From JR Beppu Station, take either the No.6 Kamenoi Bus or the No.61 / AS61 Oita Kotsu Bus, and get off at the eastern gate entrance of Tsurumi Hospital.
- From the Kannawa, take the No.25 Kamenoi Bus, and get off in front of Tsurumi Hospital.

## Failing to get a Health Checkup

- Illnesses without obvious symptoms like tuberculosis, kidney disease, high blood pressure, or diabetes could go undetected, which could harm your health and your ability to study, find work, or continue on to higher education.
- University health certificates cannot be issued. Health checkups received at the Kenko Kanri Center outside of the designated period, or checkups received from any other medical institution will not be accepted and as a result health certificates will not be issued.
- **Students receiving any of the following scholarships will have their scholarship suspended for the following semester: International Student Tuition Reduction Plan, Domestic Students Academic Excellence Scholarship, or the Domestic Students Academic Incentive Scholarship.**
- Student Office services will be denied (e.g. applying for or continuing scholarships).

### Health Certificates

If you have completed your periodic health checkup as required and do not have any abnormal results, you will be able to receive Health Certificate. See page 39 for more information. Please understand that the certificate cannot be issued if the information required is not provided on the university's health certificates. Health certificates requested from the Student Office cannot be issued on the same day, so please plan accordingly.

- Health Certificate Availability

Health certificates can be issued beginning on the Tuesday of the week following your health checkup. However, certificates will not be issued if your health checkup results contained any abnormal results and you have not completed the necessary follow-up examinations.

- Health Certificate Period of Validity

Based on data from periodic health checkups, during enrollment, medical certificates will be issued by the university for those who have taken periodic health checkups in Spring until March 31 of the year following the relevant year, and for those who have taken periodic health checkups in Fall until September 20 of the year following the relevant year. However, companies and other universities may have specific requirements for certificates and expiration dates, so please be sure to check before applying.

### Preventing Infectious Diseases

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Infectious disease prevention is not just something you need to do in order to keep yourself safe from the painful experience of an infectious disease. You could become the source of infection for your family, your friends, and everyone around you. It is very important for you to practice hygiene and sanitation in order to prevent diseases like this from spreading.

#### 〈Everyday Preventative Measures〉

Washing your hands and gargling are fundamental parts of preventing infectious disease. Wash your hands with soap and water when you return home, before cooking, and before eating. Gargling can not only keep your throat clean and rinse away bacteria, but it can help your throat and your immune system. Gargle regularly when you return home, when you wake up, and before bed to help prevent infectious diseases.

Face masks are effective in preventing the spread of airborne viruses.

Be sure to wear a face mask correctly and consistently to protect yourself and others.



## Preventing Infectious Diseases when Traveling Overseas

The World Health Organization (WHO) has cited AIDS, tuberculosis, and malaria as the three most prominent infectious diseases in the world. At the same time, there are a host of other diseases found throughout the world that require extreme caution, such as the recent news reports about Ebola and COVID-19. When traveling, you can experience many different kinds of stress from changes to your environment that can make you more susceptible to infectious diseases. We have included a checklist below of things you should do to protect yourself from infectious diseases when traveling. Be sure to use this checklist to prepare for your travels.

### Before Departure / While Traveling

- Know which infectious diseases are in the areas you will be traveling to or through, and know what you need to do in order to protect yourself.
  - CDC (Centers for Disease Control and Prevention) Travelers' Health  
<http://www.cdc.gov/travel/> (English)
  - FORTH (For Travelers' Health) Ministry of Health, Labour, and Welfare Quarantine Information Office  
<http://www.forth.go.jp/> (Japanese)
  - Fit for travel  
<http://www.fitfortravel.nhs.uk/home>
- ※ These pages have some of the most up-to-date information on infectious diseases you will need, with searchable information divided by country or region, what vaccinations are available, and what you can do to stay healthy when traveling.
- Carefully read "10 points to remember for preventing infectious diseases" on the Student Office homepage. Student Office --> Healthcare Services/Periodic Health Check-up --> Preventing Infectious Diseases --> 10 points to remember for preventing infectious diseases
  - Check whether there are any vaccinations required by your exchange program or the country or countries where you will be traveling.
  - Understand the infectious disease risk for your destination(s), and carefully consider getting any necessary vaccinations.
  - If you need to get any vaccines, find out how much time you need to get the vaccines you want.
- ※ There may be vaccines that are required or strongly recommended when participating in an exchange program. You will need to find out for yourself what vaccines you will need. Understand that vaccines cannot provide 100% protection against infectious diseases, and be aware of any additional preparations you can take to protect yourself.
- Purchase travelers' insurance and make sure you know how to find a hospital where you can get treatment.
  - You can find information about medical facilities for different regions from the Ministry of Foreign Affairs: <http://www.mofa.go.jp/mofaj/toko/medi/> (Japanese)
  - Check whether the insurance you have includes hospital referrals or medical consultations. If it does,



make sure you know how to use these services.

### After Returning to Japan

- You may develop symptoms for any infectious diseases you were exposed to during your travels up to two months later.
- Check with the Health Clinic if you experience any symptoms like diarrhea, vomiting, stomach ache, fever, headache, sore throat, or rash.
- ※ If you have a high fever, severe vomiting, or diarrhea, call and speak with the Health Clinic before you leave your apartment or go into public spaces.

### Tabi-Reji (Tabi-Register)

Tabi-Reji is a registration system operated by the Japanese Ministry of Foreign Affairs that enables travelers to receive the latest information by e-mail from the local Japanese consular outpost in the event of an incident, outbreak of infectious disease, or similar occurrence in an overseas travel destination. Japanese government authorities also use this system to confirm the safety of Japanese nationals. Up to three e-mail addresses can be registered, so non-Japanese nationals can use the system to receive emergency information if they register their e-mail address through a Japanese national who is travelling in the same group. Information is provided in Japanese only.

<https://www.ezairyu.mofa.go.jp/>

## Tips for Good Health

### 〈Alcohol and Alcohol Abuse〉

Your liver can only process a limited amount of alcohol, so if you engage in drinking a large amount of alcohol in a short time, the alcohol will accumulate in your bloodstream. Too much alcohol in your blood can quickly lead to unconsciousness. This is known as alcohol poisoning. Loss of consciousness can sometimes be accompanied by respiratory paralysis or suffocating on vomit, which can lead to death. Nobody has the right to put someone in such a dangerous position just to liven up a party. Don't force others to drink, and don't let others make you drink! If any of the following symptoms appear after drinking a lot of alcohol suddenly, call an ambulance immediately.



1. Unconsciousness. The person does not wake up even if you pinch or shake them.
2. Their whole body becomes cold.
3. Irregular breathing; slow and interrupted, or shallow and fast.
4. Large amounts of vomit and/or bleeding.
5. Incontinence.

### 〈Tobacco〉

Tobacco smoke contains about 4,000 chemicals; 200 of which are harmful to your health, and more than 60 that are cancer causing. These can hurt not only the smoker, but anyone around the smoker can also suffer from the second-hand smoke.

While smokers and people suffering from second-hand smoke have a higher risk of lung cancer, when we compare smokers to non-smokers we can see that smoking can impact mental health as well. For example, smokers generally have a harder time concentrating than non-smokers. When it comes to looking for a job after graduation, some companies have even adopted a policy of not hiring smokers.

The number of people using heated tobacco products has been increasing in recent years. Smoke from heated tobacco contains the same kinds of harmful substances as regular tobacco, including nicotine and carcinogenic substances. Heated tobacco products are advertised as being less harmful to health than regular tobacco, but as they have only recently entered the market and research is not fully developed yet, it is difficult to make predictions about long-term health effects at this stage.

### 〈Drugs〉

In recent years, drug issues, such as those involving cannabis, have shaken society as a whole. There have been many cases of death or homicide from these drugs reported online and in the news. Drugs (called *kiken* or "dangerous" drugs in Japan) are often disguised as things like herbs, aromatherapy oils, or bath salts, but they contain chemicals that act like narcotics or stimulants, but they are even more dangerous. Smoking or taking these drugs can cause impaired consciousness, vomiting, seizures, breathing difficulties, or other serious illness, or can make the user extremely agitated or cause them to experience hallucinations which can make them violent.

## Chapter 2 Health, Safety, and Lifestyle

Don't let yourself get fooled into thinking "I'll just try it one time" or "I can stop anytime if I don't like it." These drugs are addictive just like narcotics or stimulants, and if you get involved in them it will impact not only you but your friends, family, and loved ones. Do not let yourself get involved with drugs. If you hear any information about drugs, let the police know as soon as possible.

### 〈Sexually Transmitted Infections〉

Sexually transmitted infection (STI) is a collective term that describes an infection or disease that is transmitted from person to person through the skin and mucous membranes through sexual activity. There are different kinds of sexual activity including vaginal, anal, and oral sex. Anyone can get infected through sexual activity. It is important to have the correct information to protect yourself from STIs and prevent infection. Even if you are infected with an STI, early detection and treatment are important. There are some infections that cannot be completely cured and can become a very serious disease. To keep from spreading an infection to others, if you have any symptoms of an STI or have engaged in sexual conduct that may have exposed you to an STI, seek advice from a medical professional as soon as possible.

Types and symptoms of STIs as well as information on prevention is provided on the Student Services web page. Protect yourself with the correct information. The Health Clinic can provide consultations on STIs as well as referrals to hospitals for treatment. If you have any concerns or would like to get a checkup, please feel free to visit the Health Clinic.

## Counseling Room

Life as a university student can be bright and full of hope for the future, but you may also find yourself feeling anxiety or other unexpected difficulties. At times you may feel like you have something you need to talk about, but no one to listen to you; the Counseling Room is a place where you can talk about your troubles and try to find a solution. Whenever you need to talk about anything, no matter how trivial it seems, don't hesitate to visit the Counseling Room. You can be referred to a professional or other institution off campus if you want or if it is needed. Counseling is available in both English and Japanese and is completely free of charge. Be assured that all consultations are kept strictly confidential. Appointments are required if you would like to speak with a counselor, but sometimes it may be possible to make an appointment the same day.

Students can bring any topics. For example;

- Study  
Not being able to catch up with classes, having difficulty with group work, etc.
- Interpersonal Relationship  
Having trouble getting along with friends, partner, or family, not good at communicating with others, etc.
- Career and Future  
Concerned about job-hunting, feeling overwhelmed by future, etc.
- Mental Health  
Feeling depressed, irritated, unstable, lack of motivation, etc.
- Physical Health  
Having trouble getting to sleep, losing appetite, feeling easily tired, etc.
- Other  
Having trouble with circle or part-time job, needing somebody to talk or complain, needing to take a rest, etc.

### 〈Counseling Room Location〉

Location: The Counseling Room is located on the first floor of Building A, next to the Health Clinic.

### 〈Counseling Room Office hours〉

Reception Hours: Monday through Friday, 10:00-16:30

Counseling Hours: Monday through Friday, 10:30-16:30

※Counseling Room hours are subject to change. Please see the schedule posted on the Counseling Room homepage ([https://en.apu.ac.jp/studentsupport/counseling\\_room/](https://en.apu.ac.jp/studentsupport/counseling_room/)).

### 〈Making an Appointment〉

1. By phone: 0977-78-1126, ext. 2444 (during office hours).
2. Inquire directly at the Counseling Room (during office hours).
3. By email: [counseli@apu.ac.jp](mailto:counseli@apu.ac.jp)

※In case of emergencies, if the Counseling Room is closed, please go to the Health Clinic or the Student Office.

## First Aid Procedures (using CPR and AED)

### 〈If someone collapses and is unconscious, you should〉

1. Ask them in a loud voice, "Are you okay?"
2. Check for responsiveness by patting them on the shoulder.
3. Call for help in a loud voice.
4. Call 119 (if in a classroom, dial #119) to call an ambulance, and call the Central Security Office (ext. 2810) or the Security Office if in AP House (AP House 1 ext. 534-9500; AP House 2 ext. 535-9500).
5. Send someone to get an AED unit from the Central Security Office or the AP House Security Office.



### 〈If the person is not breathing〉

1. Start chest compressions.  
Chest compressions should be strong (the breastbone should move at least 5 cm on an adult), fast (at least 100 compressions per minute), and constant (as little interruption as possible).
2. Give rescue breaths.  
If you are unable or are hesitant to give rescue breathing, continue with chest compressions.
3. For every 30 chest compressions give 2 rescue breaths.
4. Use an AED.



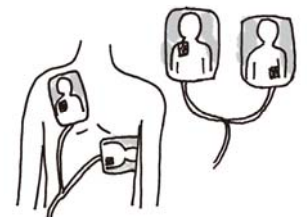
### 〈How to use an AED〉

See the instructions included with the AED for more information.

1. Turn on the power. (Some models turn on automatically when you open the lid.)
2. Apply the pads to the person. (Place the pads as indicated in the diagram on the pads.)

When applying the pads:

1. Apply the pads directly on bare skin.
  2. If the person's chest is wet, dry it first.
  3. If there are any medicine patches on the person's chest they can interfere with the AED, so remove them and wipe away any medicine before applying the pads.
  4. If the person has a pacemaker or defibrillator, place pads at least 8 cm from the device.
  5. Once pads have been placed, do not remove them. Apply chest compressions with the pads in place.
3. Analyze the heart rhythm
- Once the pads have been applied, the AED will determine if electric shock is necessary or not. The AED will sound a warning before it delivers an electric shock, so when it gives a warning, make sure nobody is touching the person.
4. Follow the instructions from the AED.



1. Electric shock is not needed.		2. Electric shock is needed.
↓	↓	↓
<b>If not breathing</b>	<b>If breathing</b>	<b>Do not touch the person</b> while waiting for the AED to charge.
↓	↓	↓
<b>Continue CPR</b> (with pads attached and the AED powered on)	<b>Place the person in a recovery position and continue to watch them.</b>	The AED will give a voice and/or visual signal when done charging; press the button to deliver the shock.



5. Applying the shock (press the shock button).

Call "All clear!" and make sure nobody is touching the person (while keeping your eyes on the person) then press the shock button.

If anyone is touching the person, there is a possibility that they could receive a shock. Keep your eyes on the person.



6. Start CPR.

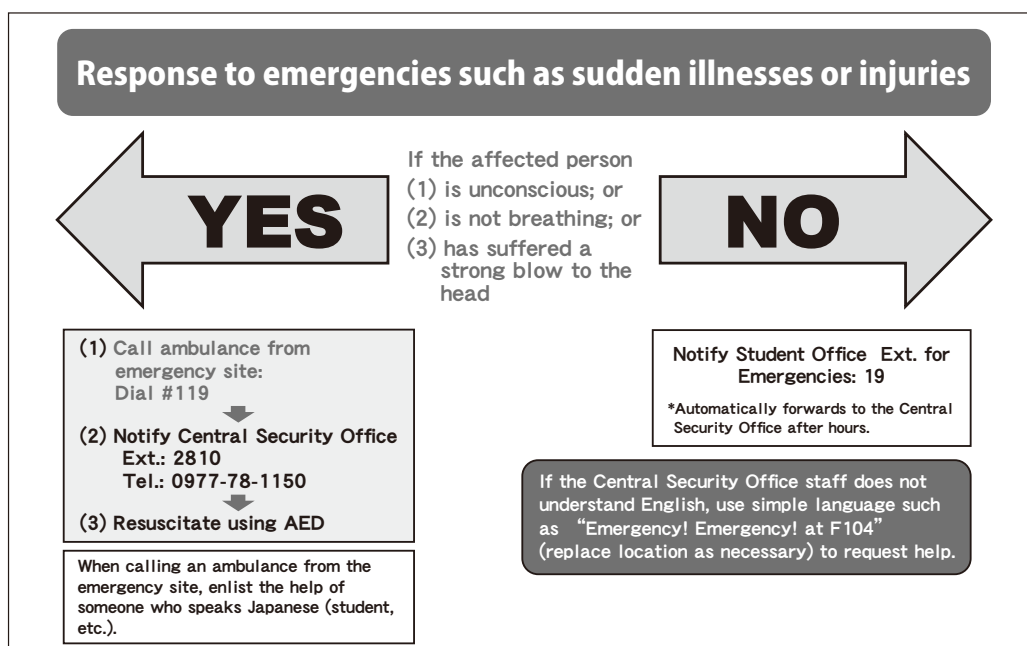
After applying an electric shock, immediately start chest compressions. Give 2 rescue breaths for every 30 chest compressions.

Do not stop giving aid until emergency medical personnel take over.

※If you start to tire you can alternate with another person, but try to keep any interruption in chest compressions as short as possible (less than 5 seconds).

7. Emergency Responses to Students Who Have Become Ill or Injured

When students fall suddenly ill or become injured in classrooms, respond in accordance with the following procedural flow.



# Support Services for Students with Disabilities

## Support for students with disabilities

APU provides support to students with disabilities based on established policies (or guidelines). Through providing this support, the University aims to contribute to the growth and development of all students. Support will vary by case depending on the type of disability, the needs of the student, and the needs of the student's program of study.

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### **Ritsumeikan Asia Pacific University Guidelines on Support Services for Students With Disabilities**

Ritsumeikan Asia Pacific University (hereinafter referred to as APU) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as disabled students).

These guidelines serve to establish the University's service standards and support foundation. Support provisions will be finalized through thorough discussions between the individual student and the relevant parties after reviewing reasonable accommodation for the student in line with the student's needs and the University's support system.

#### 1. Core Support Principles

All APU faculty and staff will support the process of enabling students with disabilities to request appropriate support, in order to allow these students to use their experiences at APU to grow and connect with society. APU expects that all students and relevant parties understand these guidelines, and that they will work together to realize the objectives of the University.

#### 2. Basic Policies

- 1) APU faculty and staff will provide support to students with disabilities in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on a request for support by the student.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT's Investigative Report on Learning Support for Students with Disabilities (First Preliminary, Second Preliminary). Both the student's individual situation and the University's environment will be taken into consideration in these decisions.

#### 3. Support Objectives

The primary objective of APU support for students with disabilities is to ensure that student's right to an education and learning is not wrongfully harmed because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

An additional objective of support is to help students with disabilities understand the characteristics of their disability and develop self-advocacy skills to advocate for the types of support and resources they need.



#### 4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff as well as enrolled students. We will cooperate closely with an external specialist on support for people with disabilities.

A consultation desk for students with disabilities will be set up in the Student Office in order to provide University-wide support. Support coordinators for students with disabilities will be placed in the Student Office and Admissions Office. Information concerning the placement of student coordinators in these offices will be made public to the student body. Students will not only have the option of the consultation desk available but will also be able to directly consult with support coordinators.

Staff at the consultation desk for students with disabilities will connect disabled students who come in for consultation with the appropriate support coordinator in the above offices according to the nature of the issue. Support coordinators will be in charge of making the necessary learning support adjustments for students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

#### 5. Confidentiality and Protection of Personal Information

1) Support persons who possess knowledge of a student's personal information (this includes information concerning the student's disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.

2) Support persons may share personal information concerning the student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

#### 6. Disclosure of Information

Information about University support policies for students with disabilities, the support system, the consultation process, and support provisions will be made available through various media, including the APU website. APU will notify students and prospective applicants via appropriate means as deemed appropriate.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the University will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

#### Supplementary Provision

These guidelines shall go into effect on April 1, 2016.

These guidelines shall go into effect on April 1, 2024.

#### Student Disability Support Services

Office	Contact Information	Support Available
Student Office	apudss@apu.ac.jp	Disability support services, general student life, course registration and grading, career information, job placement
Admissions Office (Dom.)		Classes, course registration, and grading
Admissions Office (Int'l)		Entrance exams, student life, academic matters

# Housing

## AP House (Dormitory)

### Residence Eligibility

AP House 1 AP House 2 AP House 5	Undergraduate international students Undergraduate domestic students applying to reside in AP House Resident Assistants Students judged by the Dean of Student Affairs to merit residence on special grounds such as physical condition, etc. Other students authorized by the Dean of Student Affairs
AP House 3	Graduate students Special auditors and part-time students Resident Assistant Undergraduate students in second year and above applying to reside in AP House Other students authorized by the Dean of Student Affairs
AP House 4	Graduate students Special auditors and part-time students Resident Assistants Undergraduate students in second year and above applying to reside in AP House

### Car parking/bicycle and motorcycle parking areas

- Students are not allowed to park their car in the AP House parking areas. However, parking may be temporarily permitted when moving. In this case, be sure to get a temporary parking permit at the Security Office.
- People who park their motorcycles at AP House need to turn off their motorbike engines at the entrance of AP House and then push their motorbikes to the designated parking areas. When leaving, they may start their engines after they push their motorcycles to the gates.

## Moving into an Apartment

Prepare by following these steps.

1. Go to a real estate agency.
2. Choose a property.
  - ※Some apartments do not allow roommates.
  - Ask first!
3. See the property in person.
4. Apply for the contract.
5. Pay any fees.
6. Move in!

Creotech is a company on campus that can help students find apartments.  
Try going to Creotech first!  
Building A 2F: Real estate property/ insurance

Move-in Fees (Example)	
Security Deposit / Key money	Equivalent to one months' rent.
Rent (advance payment)	Rent for the first month.
	If moving in the middle of the month: Rent pro-rated for the first partial month and rent for the first full month.
Real estate agent commission	Equivalent to one month's rent

※There may also be insurance premiums, neighborhood association dues, or other fees.

### Looking for properties

- Always see the property in person.
- Make sure you see not only the inside of the room, but it is also important to check out the surrounding areas. See what the area is like at night, too.
- It is a very good idea to look at and compare a few different properties that meet your requirements.

### Making a contract

Apartment contracts in Japan generally require a guarantor.

- Domestic students

Consult with your family or financial sponsor before proceeding with the contract.

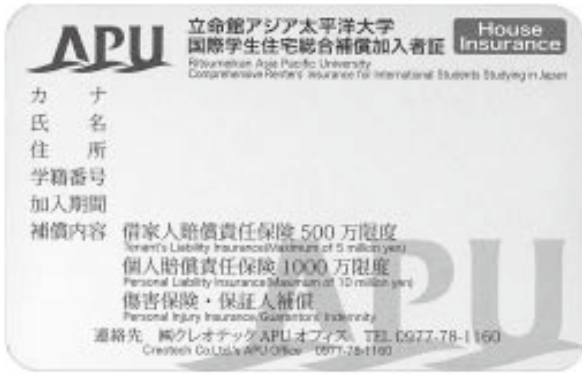
- International students

If you use a guarantee company when you sign an apartment contract at a real estate agency, you can sign the contract without a guaranter.

※Please consult with the university if you cannot use a guarantee company.

1. When you have decided on a property, ask the landlord or real estate agent for an application form. You will need your student ID card, your residence card and your House Insurance card\*<sup>1</sup> or Certificate\*<sup>2</sup> (sample pictured below).
2. Submit the application to the landlord or real estate agent.  
When you have decided the day you will move in, the landlord or real estate agent will make up a contract.
3. Make sure you understand the content of the contract and then sign and stamp your *inkan* (personal seal) on it. Contracts in Japan require an *inkan*. Please check carefully as it may not be necessary.
4. The contract is finalized once the real estate agent provides you with a copy of the contract signed by both the landlord and the university.

Students who enrolled in AY2021 or before



\*1 House Insurance card of Comprehensive Renters' Insurance for International Students Studying in Japan

Students who enrolled in AY2022 or renewed insurance

Subscriber's Certificate for Comprehensive Insurance for Students Lives Coupled with PAS Prepared: Apr. 1, 20XX

Address: Marunouchi, Chiyoda-ku, Tokyo 123-4567

Supporter's name\*: Mr. Taro Tokai  
\*In a case that an Insured Person has no Supporter, the Insured Person's name

Policy Organization	
Public Interest Incorporated Foundation Japan Educational Exchange and Services (JEES)	
University Name	
XX University	
Insured Person	Date of Birth
Hanako Tokai	Apr. 1, 19XX
Hanako Tokai	
Subscriber No.	Insured Period
012345678910123	Apr. 1, 20XX From 0:00 hrs Apr. 1, 21XX Until 16:00 hrs

Insurance Category (Insurance Policy No.)	Type	Coverage content	Coverage amount
Comprehensive Insurance for Students Lives Coupled with PAS ( 4753XXXXXX )	J	Death and permanent disability	X million yen
		Treatment expenses	Actual expenses
		Hospitalization due to injury (Daily amount)	X,XXX yen
		Out-patient treatment due to injury (Daily amount)	X,XXX yen
		Rescue expenses	X million yen
		Liability	Damage to other person/other's property: XXX million yen (0 yen paid at own expense) Data-only property damage: X million yen
		Scholarship expenses	—
		Education expenses (Injury)	—
		Education expenses (Illness)	—
		Lifestyle personal property (Student residence)	—
		Rented accommodation liability (Student residence)	—
		Contact infection prevention expenses (Medical students)	—
		Total Insurance Fee	XX,XXX yen

Thank you for subscribing to the Tokio Marine & Nichido Fire Insurance Co., Ltd.'s Inbound Student Life Insurance (ISL). This Subscriber's Certificate is issued on the occasion of your subscription.

**Tokyo Marine & Nichido Fire Insurance Co., Ltd.** ■Sales Office: XX Branch, XX Branch Office ■Handling Agent: XX Insurance Agency

\*2 Subscriber's Certificate for Comprehensive Insurance for Students Lives Coupled with PAS

**Moving in**

Check the room right away.

- Are the windows, doors, electricity, or any other fixtures or parts of the apartment damaged or out of order?
  - Are the floors, walls, screens or sliding doors dirty, scratched up, or damaged?
- ※If you find any problems, contact the landlord or real estate agent promptly to report any problems. If you do not, you may have to pay a repair fee when you move out.

**Things to keep in mind about living in Japan**

1. Always pay your rent by the deadline every month. The payment deadline will usually be the last day of the preceding month. For almost all apartments, if you fail to pay rent for two months you can be forcefully evicted from your apartment.
2. It is a breach of contract for anyone whose name is not on the contract to live in the apartment. Be sure to inform the real estate agency if even just one resident changes.
3. Do not bother your neighbors by speaking in loud voices at night or holding noisy parties.
4. Separate your garbage into the designated garbage bags and leave it out in the designated area on the designated day.
  - Note that collection days differ by area, so check the garbage collection calendar for your area. Beppu City Garbage Disposal: [https://www.city.beppu.oita.jp/seikatu/kankyuu\\_gomi/g\\_siwake/](https://www.city.beppu.oita.jp/seikatu/kankyuu_gomi/g_siwake/)
  - It is forbidden to leave garbage in the collection spot outside the designated day.
  - Do not create a nuisance for the other people in your neighborhood.
5. Read through the contract you are given and adhere to its terms.
6. Electricity, water and gas typically operate on individual contracts. You must complete the contract procedures yourself.

7. If you are going to be away for an extended period of time, be sure to contact the landlord or real estate agent. This has to do with fire and crime prevention.

**The above are rules that Beppu citizens and members of society must respect as a matter of course. Failing to observe them may result in forced eviction so be sure to give them the proper attention. In the case that a student is found in violation of the above, the University will undertake forced eviction and/or terminate its contract as guarantor. In some cases there may be penalties including scholarship suspension.**

### **Moving out**

1. Notify the landlord or real estate agent that you intend to move out.
  - For almost all apartments, it will be necessary to submit a request for moving out at least one month before the move out date.
  - If you are late in submitting the request for moving out, you may need to pay additional rent.
  - It is a breach of contract to change the residents of the apartment. If anyone is going to move out of or move in to your apartment you will need a new contract.
2. Cancel contracts for electricity, gas, water, internet, and any other services and settle any remaining fees.
3. Be present for your move out.
  - Do not leave any luggage, furniture, or trash in the apartment. Clear out everything except the furnishings provided with the apartment.
  - Any damage to windows, doors, floors, walls, screens, sliding doors, or other parts of the apartment will lead to a repair fee being charged.
  - Review everything with the landlord or real estate agent.
4. Settle the deposit
  - Cleaning and repair fees for the room will be taken out of the deposit you paid when you moved in. Any remaining money will be returned to you.
  - There may be additional fees if there is any significant damage or if the apartment is very dirty.
  - If you did not need to pay a deposit at the time you moved in, you will be charged any cleaning and repair fees.

**You should do a full inspection of your apartment with your real estate agent or property manager when moving out, especially when graduating. Leaving any trash or personal belongings behind when you move out is prohibited. If you leave unnecessary items in your room or bulky trash in a location other than a designated location, you will be billed for disposal later.**

If you do not finish all of the procedures required to move out of your apartment before your graduation ceremony, you will not be able to receive your certificate of graduation. If you leave Japan without paying any required move-out fees for your apartment, we will contact your family to arrange payment of these fees.

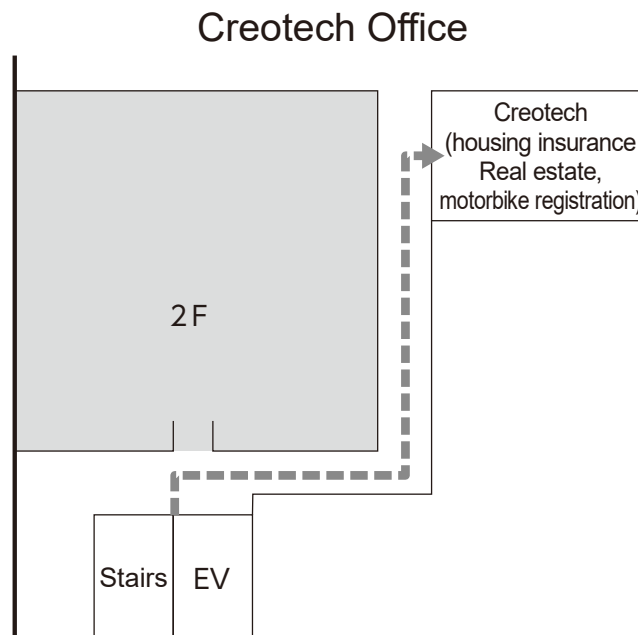
### Comprehensive Insurance for International Students Lives Coupled with Gakkensai

This insurance provides support to international students at APU in the event they suffer an accident or are liable for damages, enabling them to focus on their studies. Coverage includes (1) tenant liability, (2) personal liability, and (3) accident insurance (death or disability).

### Comprehensive Insurance for Students Lives Coupled with Gakkensai

All international students at APU must purchase this insurance. Always have your card with you, and renew your insurance with Creotech before it expires. You will not be able to move into an apartment if your insurance is expired.

Please refer to the leaflet “Comprehensive Insurance for International Students Lives Coupled with Gakkensai”.



## Real Estate Terminology

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- Deposit (*shikikin*)

Deposits are put towards maintenance fees at the time the resident moves out, and any remaining money is returned to the resident.

- Real estate agent fees (*chukai tesuryo*)

A fee paid to the real estate agent. Typically equivalent to one month's rent or less.

- Rent (*yachin*)

The fee for renting for one month. Pay rent for the next month by the last day of the current month.

- Common area fees (*kyoekihi*)

Fees the residents pay for maintenance of shared areas and equipment like stairs, hallways, and outside lights. Usually paid with rent every month.

- Neighborhood association fee (*chonai kaihi*)

Some neighborhood associations charge a fee, which differs for each association. Fees are usually around 100-500 yen per month.

- Non-refundable deposit (*shikibiki* or *teigaku seisan*)

A set amount unconditionally held back from the deposit at the time of moving out, regardless of the state of the room.



## Part-Time Jobs

While many students work a part-time job to pay their tuition or help provide for their living expenses, remember that you are at APU to learn. If you do work, do not let it interfere with your studies.

International students may work within the limitations described below if they have a work permit (i.e. Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted). For more information, see page 106.

Hours allowed under a work permit:

- When classes are in session (including quarter breaks): **No more than 8 hours per day and no more than 28 hours per week.**
- When classes are not in session (long breaks): **No more than 8 hours per day and no more than 40 hours per week.**

### Important points to consider when looking for work:

Students with “Student Visa” may not undertake the following forms of part-time work. Please do not undertake such work under any circumstances.

- ✗ Adult entertainment-related jobs (e.g. host/hostess bars, "snacks" bars, private massage parlors).
- ✗ Businesses that mainly serve alcohol (e.g. bars, pubs, *izakaya*)
- ✗ Multilevel marketing, pyramid sales, or related work.
- ✗ Acting as a proxy in selling or reselling goods or merchandise.
- ✗ Mah Jong parlors, *pachinko* arcades, videogame arcades.

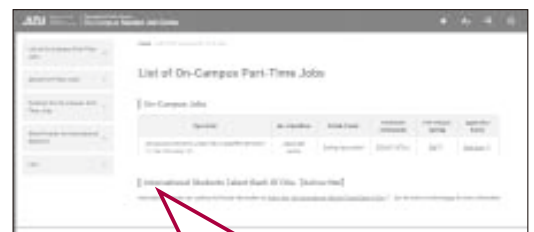
In particular, international students are prohibited from working in adult entertainment businesses in any way (even cleaning or dish washing type jobs) due to the restrictions included in their work permits. You will be forced to leave Japan if you are found to be engaging in this type of work.

#### On-Campus Jobs

Information about student jobs on campus is available on the On-Campus Student Job Center homepage. This includes a list of currently available jobs, information about how to apply, and how to register.

#### On-Campus Student Job Center

[https://en.apu.ac.jp/studentsupport/part\\_time/about/](https://en.apu.ac.jp/studentsupport/part_time/about/)



Work permit applications for international students can also be downloaded from the On-Campus Student Job Center homepage!

### ActiveNet homepage

International students can find information about volunteer and part-time work opportunities on ActiveNet, the University Consortium Oita homepage.

<https://activenet.ucon-oita.jp/>

## Responding to Natural Disasters on Campus and in Beppu City

Natural, or large-scale disasters\*<sup>1</sup> can occur anywhere in the world. These can include earthquakes, typhoons, floods, or other events.

In the event a disaster affects APU or Beppu, we will post information on APU's official homepage and official Facebook page. We will also gather information from Oita Prefecture, Beppu City, and other government sources so that students and their guardians can easily access important information about the situation at APU and in Beppu.

When a disaster happens APU will ask students to confirm their safety on the University's Campus Terminal system. University staff will post important announcements to Campus Terminal, so students should be sure to check Campus Terminal regularly.

\*1 Large-scale disaster scenarios include the following: Cases when the Disaster Relief Act is applied to Beppu City; and cases when a disaster stipulated in Article 2, Item 1 of the Disaster Countermeasures Basic Act occurs in Beppu City and an Emergency Operations Center is established by the Prime Minister in accordance with Article 24 of said Act to deal with said disaster.

### Official APU Homepage

Japanese:

<https://www.apu.ac.jp/home/>



English:

<https://en.apu.ac.jp/home/>



### APU Disaster Information Page (available during disasters only)

This page will only appear in the event of a large-scale disaster.

Instead of these links, please save the official APU homepage in your favorites.

Japanese:

<https://www.apu.ac.jp/home/gallery/article/?storyid=155>



English:

<https://en.apu.ac.jp/home/gallery/article/?storyid=155>



Keep the following points in mind and make sure you are prepared in the event of a large-scale disaster.

- APU has prepared an Emergency Disaster Response Handbook for Students to help you understand how to respond in the event of a disaster. This handbook is available on the APU homepage, so be sure to read through it.
- It can be very difficult to get a telephone connection because many people are trying to make phone calls. Talk to your friends and family in advance and make plans for how you will communicate in an emergency.
- Some telephone companies provide the Disaster Message Board. Please note that it may be necessary to register in advance in order to use the board.


The APU Disaster Preparedness Homepage




It is important to prepare beforehand such as to register your contact information or confirm how to use the board.

Emergency Disaster Response Handbook for Students

Japanese:  
<https://www.apu.ac.jp/home/life/content40/>




English:  
<https://en.apu.ac.jp/home/life/content40/>




Beppu City Disaster Prevention Map

Japanese:  
[https://www.city.beppu.oita.jp/doc/bousai\\_syoubou/bousaiyouhou/bousai\\_map/bousai/all.pdf](https://www.city.beppu.oita.jp/doc/bousai_syoubou/bousaiyouhou/bousai_map/bousai/all.pdf)



English:  
<https://www.city.beppu.oita.jp/doc/seikatu/gaikokujinmuke/ei/disaster/all.pdf>



SOS Card



## Status of Residence (Visas)

International students have a status of residence (or visa) that permits them to live in Japan on the condition that they study at university. While in Japan international students are required to have their residence card with them at all times, and must complete all procedures required by the Immigration Control and Refugee Recognition Act.

**The residence card is an official government document. Do not write anything on this card. Writing anything on your residence card will make the card invalid.**

### Understanding Immigration Laws and Your Visa

If you fail to follow the rules you may not be able to extend your period of stay or apply for a work permit, and you could even be forced to leave Japan. As part of being an international student at APU, you need to have a proper understanding of your student visa and the immigration laws of Japan.

Refer to the Status of Residence (Visas) page of the Student Office for information about your visa and other related procedures.

<https://en.apu.ac.jp/studentsupport/visa/>

**The Student Office may contact you through the "Action Required" section on the Campus Terminal when there is an important information regarding your visa. Make sure to check this section regularly, and respond quickly to these messages.**

### **[IMPORTANT] Completion of Credits and Enrollment Verification**

The purpose of the student visa is to allow you to be in Japan for educational purposes. The Ministry of Education, Culture, Sports, Science and Technology (MEXT) also requires that the University deal very strictly with students who do not show satisfactory academic progress.

When applying for an extension of period of stay, the Immigration Bureau will review the total number of credits you have completed. It is extremely important that you show progress by properly completing credits every semester. **If you do not have enough credits, you will not be able to extend your period of stay and will not be able to continue your studies at APU, resulting in withdrawal from the university.**

MEXT also requires universities to report monthly academic activities (enrollment verification) of international students. Therefore, international students are required to respond to the monthly "Enrollment Confirmation Survey" on Moodle. If an international student fails to respond to the survey for more than 3 months without special circumstances, not only will they not be able to extend their period of stay, but they will also be reported as a "missing person" to MEXT and the Fukuoka Regional Immigration Services Bureau.

## Maintaining your Visa

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### 〈Applying for an extension of period of stay〉

Students will be applying for an extension of period of stay online by themselves. When the end of your period of stay draws near, Student Office will send you instructions on how to apply for an extension via the 'Action Required' section on the Campus Terminal. Please make sure to apply online by the deadline.

If you do not carry out the necessary procedure before your period of stay ends, you will no longer be able to stay in Japan legally and will face forced deportation and a five year prohibition on entering Japan.

If you would like to obtain a visa for designated activities for job hunting after graduation, you will need to apply for such visa based on guidance from the Student Office.

### 〈If you lose your residence card〉

Take your passport to the nearest police station to report the loss of your card and receive a certificate of report of loss. Take this certificate, your passport, and one ID photograph (3cm wide by 4cm tall, taken within three months) to the Immigration Bureau and apply for reissue of your residence card. Once you have received your replace residence card you must bring it to the Student Office.

### 〈Change of address〉

If you move, you must go to city hall to report your change of address.

※Do NOT write anything on your residence card, including your address. You must go to city hall to complete the appropriate procedures.

### 〈Change of personal information (other than address)〉

Please visit the Immigration Bureau to complete the appropriate procedures. After receiving your updated residence card, bring it to the Student Office to update your changes with the university.

## Re-entry Permission (temporarily departing Japan)

It is essential to state your intention to re-enter Japan at the airport when departing from Japan. Please be sure to place a check against one of the following on the Embarkation Card for Re-Entrants available at the airport or immigration counter.

**[If you wish to re-enter Japan:]**

1. I am leaving Japan temporarily and will return

**[If you have a valid Re-Entry Permit but have no plans to re-enter Japan during its validity period:]**

2. I do not plan to re-enter Japan while my re-entry permit is valid

Sample of Embarkation / Disembarkation card:

The image shows a sample of the 'New Style Re-entry Embarkation/Disembarkation Card'. It is divided into two main sections: 'ARRIVAL' (外国人用 / 再入国記録) and 'DEPARTURE' (再入国出国記録). Both sections require the traveler to provide their name, date of birth, and destination. The 'DEPARTURE' section includes a section for 'Intention to Re-enter Japan' with two options: 'I am leaving Japan temporarily and will return' (Option 1) and 'I do not plan to re-enter Japan while my re-entry permit is valid' (Option 2). A callout box points to these options with the text '出国予定期間のいずれかに必ず☑して下さい。' (Please check one of the intended periods for departure with a checkmark). Below the card, a dashed box contains instructions: '次の方は、必ずいずれかに☑して下さい。' (Those below must check one of the following). It lists two scenarios: 1. '再入国を希望する方は、' (Those who wish to re-enter Japan) with a checkmark next to Option 1. 2. '有効な「再入国許可」をお持ちの方で、有効期間内に再入国の予定がない方は、' (Those with a valid re-entry permit who do not plan to re-enter during its validity) with a checkmark next to Option 2.

Quotation: Immigration Bureau of Japan website (<http://www.immi-moj.go.jp/re-ed/>)

※Please note that if you do not check the correct item on the card, your “Student Visa” will be cancelled and you will not be permitted to re-enter Japan.

※You cannot retain your Student Visa while on leave of absence or after withdrawing from APU. If you depart from Japan upon taking leave of absence or withdrawal, do NOT check the item “I am leaving Japan temporarily and will return”. Please tell the immigration officer that you wish your Student Visa to be cancelled, and allow them to punch a hole in your residence card. You will be able to apply for a new visa when you resume your studies.

〈When re-entering Japan〉

You must show the Embarkation Card you received when exiting Japan to the immigration officer when re-entering Japan. If you renewed your passport, you must present your old and new passports and your residence card to the immigration officer when going through Immigration.

## Applying for a Work Permit

All international students have permission to be in Japan (a visa) for the purpose of studying at a university. If an international student wants to work at a part-time job (including TAs and other paid on-campus jobs), an internship, participate in a local exchange program that includes remuneration, or engage in any other paid activities, they must first get permission from the Immigration Bureau to engage in activities not included in their visa, and can only work in authorized jobs.

If you work or engage in other activities for pay without first obtaining a work permit (officially called a "Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted"), you could be arrested for working illegally and deported from Japan. You can apply for a work permit before you have found a job or an internship, so make sure to get it before you start working.

### 〈How to apply〉

Download the application form from the On-Campus Student Job Center homepage, fill out the necessary information, and submit the application to the Student Office.

※It is not possible for you to undertake the procedures yourself at the Immigration Bureau.

### 〈Application processing〉

It usually takes 3-4 weeks to process a work permit application.

※Your passport and residence card cannot be returned to you while your application is being processed.

If you need your passport to leave Japan to return home or travel abroad, please check your schedule and be sure to apply well in advance.

### 〈Things to remember when applying〉

While your application is being processed, you must keep a copy of your residence card together with a proof of passport & residence card entrustment form from the Student Office with you at all times in place of your residence card.

See page 100 for the number of work hours allowed under a work permit.

Students are prohibited from working at any adult entertainment-related businesses. Working at any business like this is punishable by imprisonment, fine, and deportation.



## Faculty Offices II <Bldg B II>

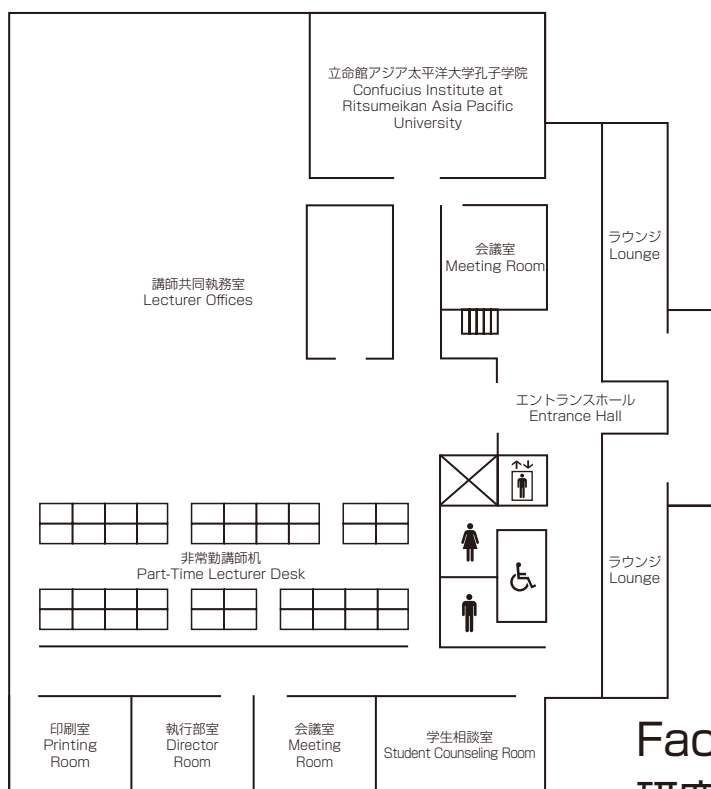
**3F** 教員研究室 B II 361 ~ B II 387  
Faculty Offices B II 361 ~ B II 387

**2F** 教員研究室 B II 261 ~ B II 288  
Faculty Offices B II 261 ~ B II 288

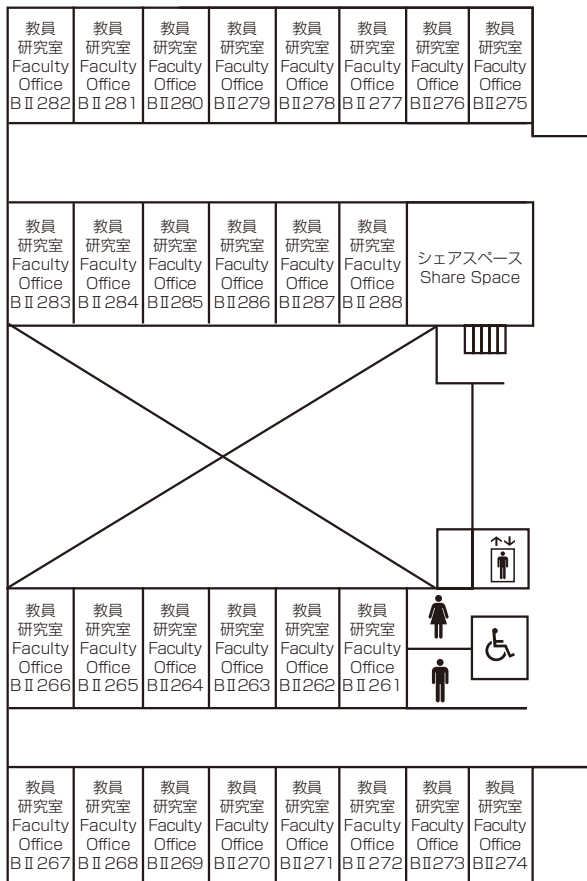
**1F** 講師共同執務室  
Lecturer Offices

学生相談室                      会議室                      執行部室                      印刷室  
Student Counseling Room      Meeting Room              Director's Room              Printing Room

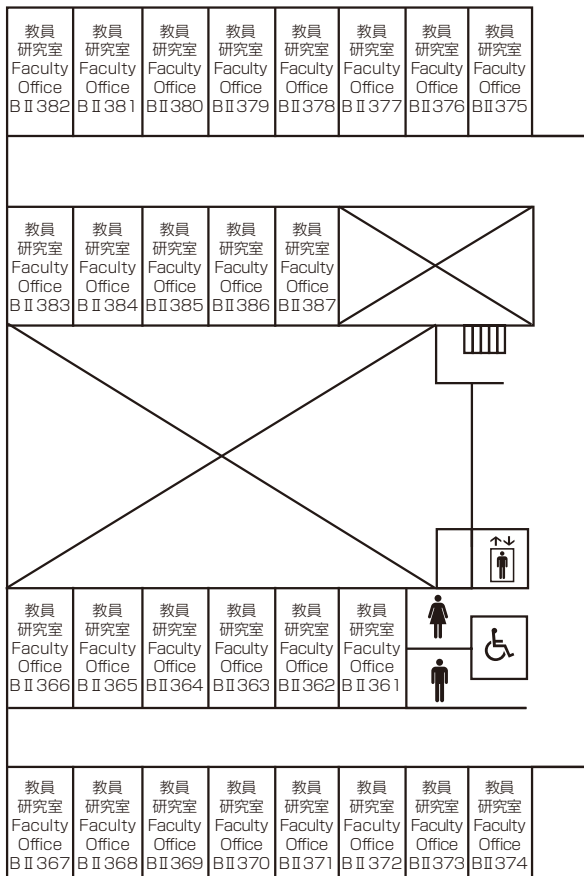
立命館アジア太平洋大学孔子学院  
Confucius Institute at Ritsumeikan Asia Pacific University



Faculty Offices II 1F  
研究棟 II



Faculty Offices II 2F  
研究棟 II



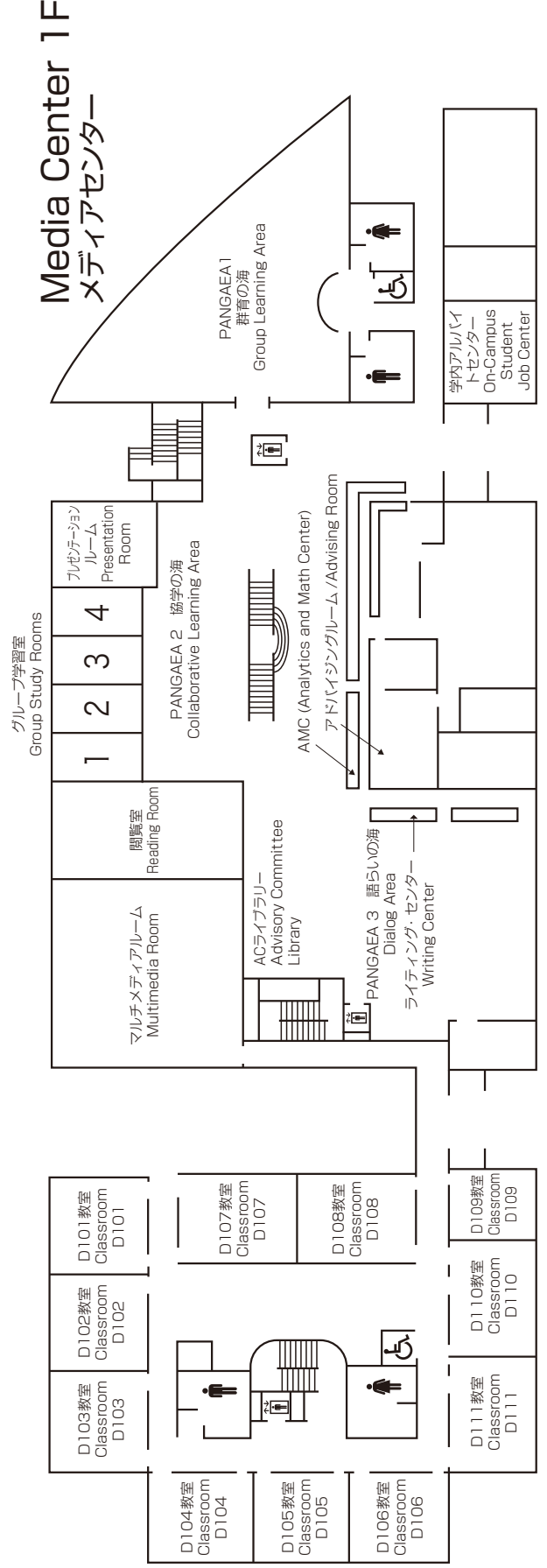
Faculty Offices II 3F  
研究棟 II

# Media Center <Bldg D> メディアセンター

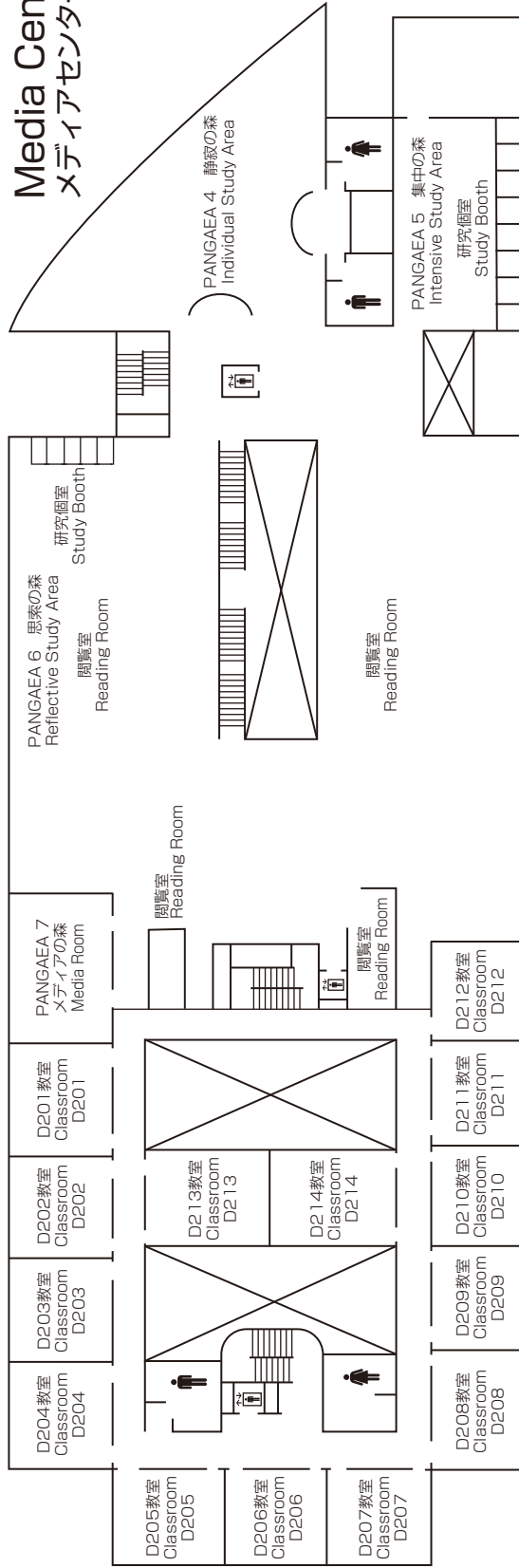
<b>3F</b>	教室 Classrooms	D301 ~ D305 マルチメディアラボ I Multimedia Lab I	CAI教室1 ~ 12 CAI Classrooms 1 ~ 12 コモンズスペース Commons Space	情報処理演習室 (IPS) 2 ~ 6 Information Processing Seminar Rooms 2 ~ 6 情報システム事務室 Information Systems Administrative Office
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<b>2F</b>	APUライブラリー APU Library	教室 Classrooms	D201 ~ D214	
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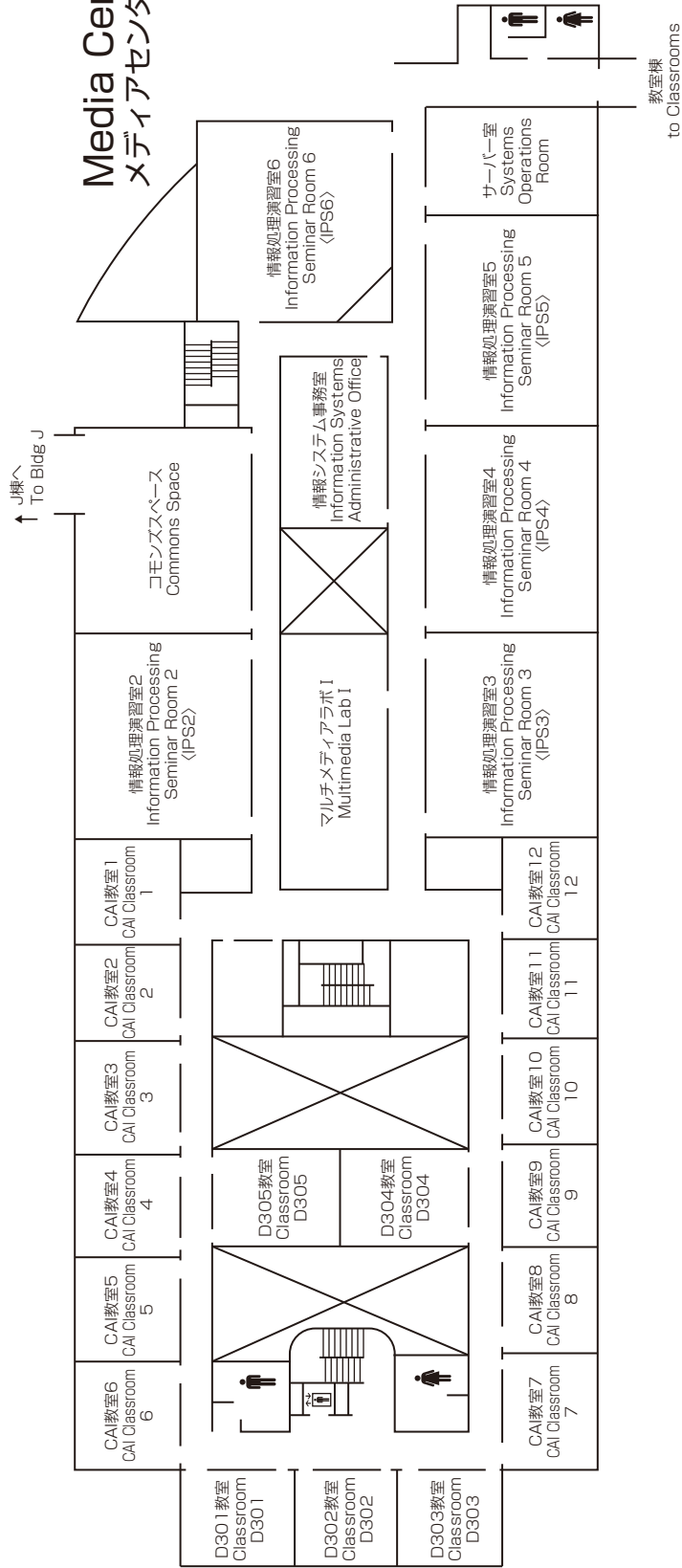
<b>1F</b>	アカデミック・オフィス(ライブラリー分室) Academic Office (Library Office)	マルチメディアルーム Multimedia Room	マルチメディアルーム Multimedia Room	ライティングセンター Writing Center
	教室 Classrooms	APUライブラリー APU Library	D101 ~ D111	AMC (Analytics and Math Center)
	その他 Other	閲覧室 Reading Room	学内アルバイトセンター On-Campus Student Job Center	



# Media Center 2F メディアセンター



# Media Center 3F メディアセンター



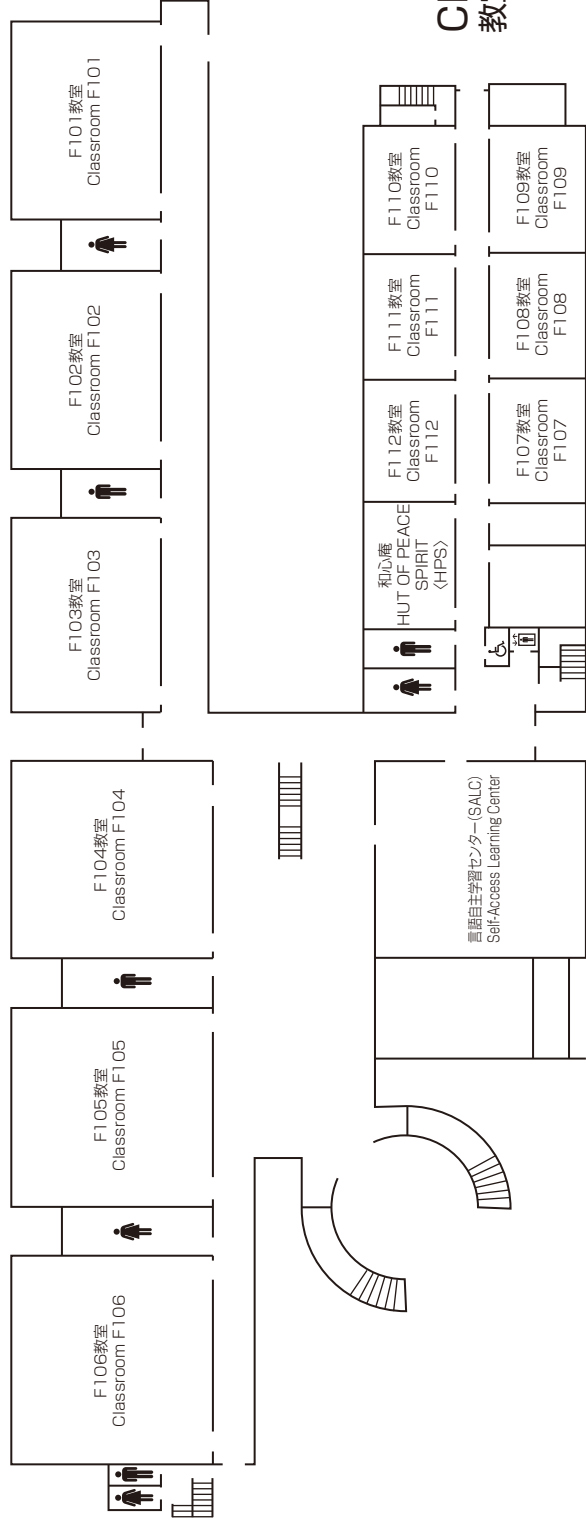
# Classrooms <Bldg F>

## 教室棟

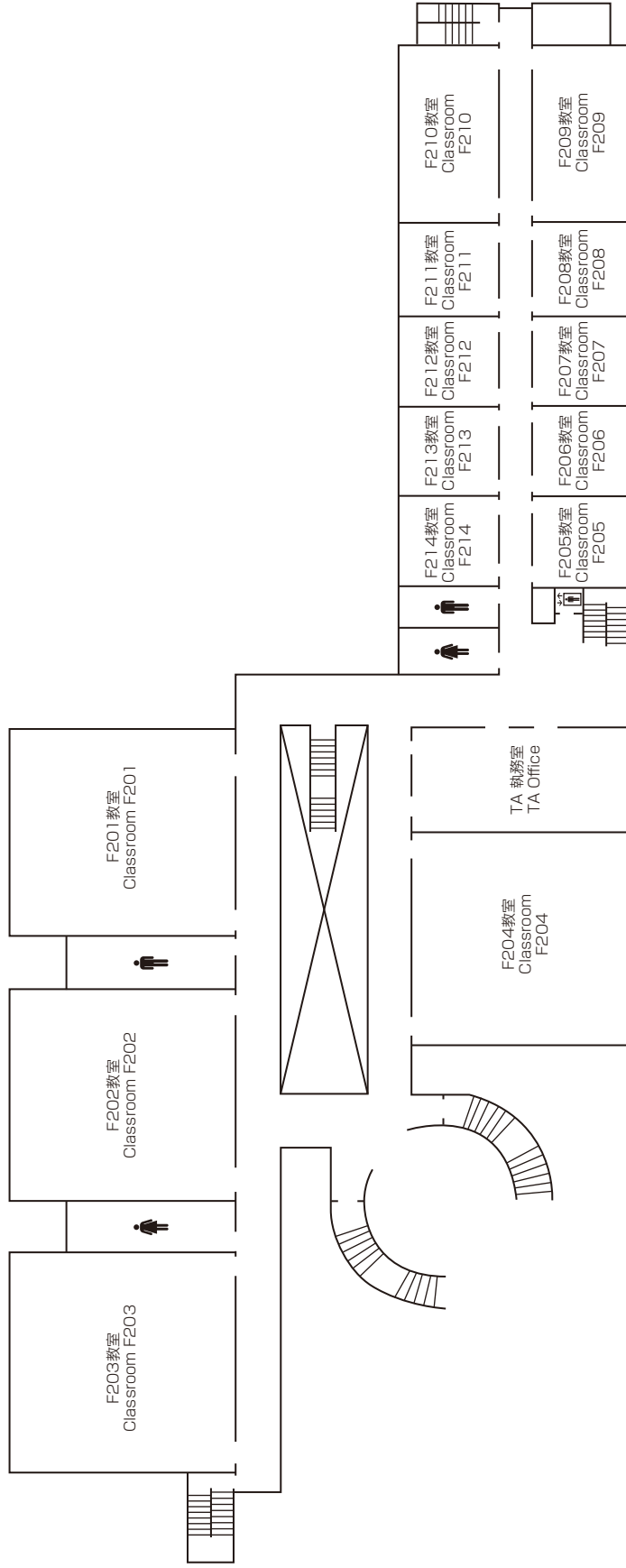
**3F** 教室 F301 ~ F304 Classrooms F301 ~ F304  
 個人研究室 F331 ~ F346 Faculty Office F331 ~ F346

**2F** 教室 F201 ~ F214 Classrooms F201 ~ F214  
 TA 執務室 TA Office

**1F** 教室 F101 ~ F112 Classrooms F101 ~ F112  
 言語自主学习センター (SALC) Self-Access Learning Center  
 和心庵 (茶室) HUT OF PEACE SPIRIT-Tea Ceremony Room

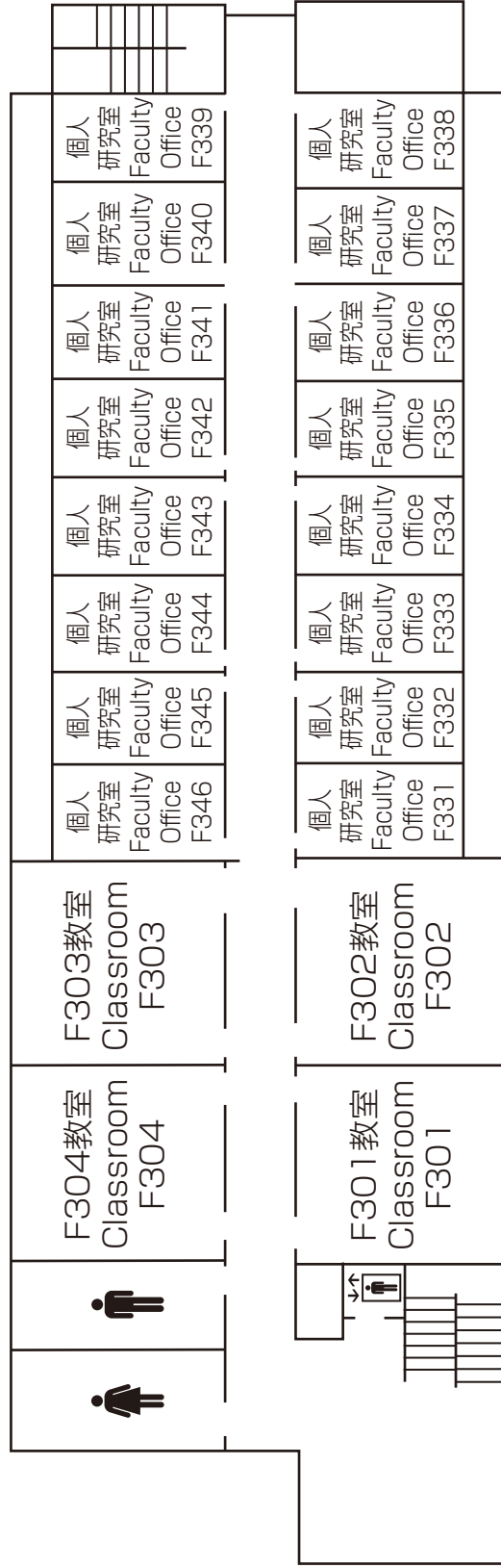


# Classrooms 2F 教室棟





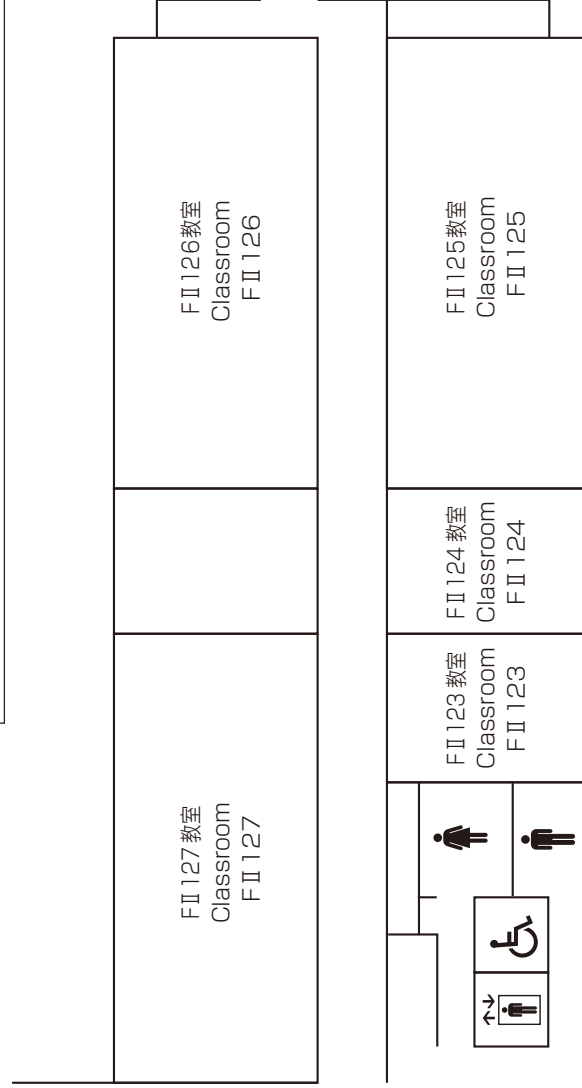
# Classrooms 3F 教室棟







# Classrooms II <Bldg FII> 教室棟 II

FII120 教室 Classroom FII120
FII121 教室 Classroom FII121
FII122 教室 Classroom FII122

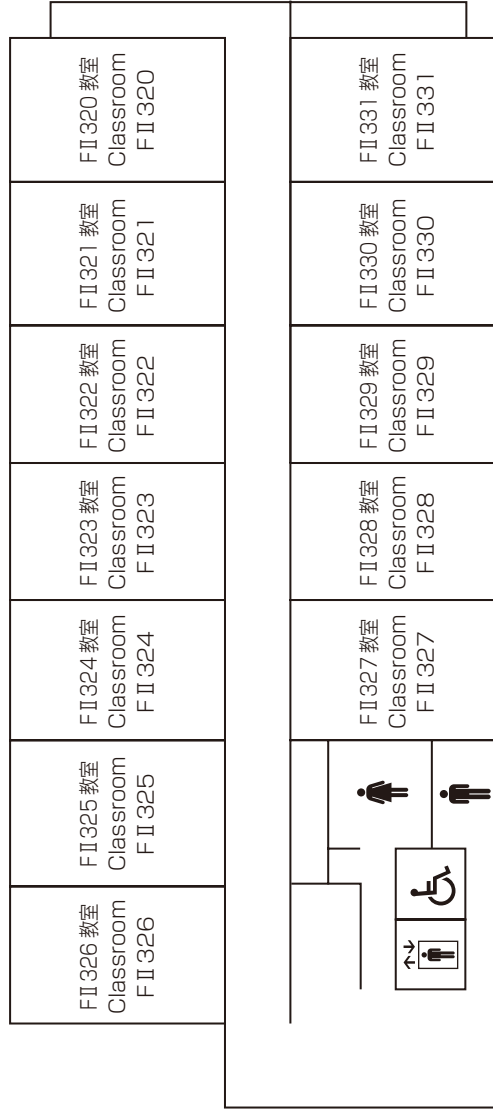
<b>3F</b> 教室 FII320 ~ FII331 Classrooms FII320 ~ FII331
<b>2F</b> 教室 FII220 ~ FII234 Classrooms FII220 ~ FII234
<b>1F</b> 教室 FII120 ~ FII127 Classrooms FII120 ~ FII127



Classrooms II 1F  
教室棟 II

<p>FII220 教室 Classroom FII220</p>							
<p>FII221 教室 Classroom FII221</p>	<p>FII234 教室 Classroom FII234</p>	<p>FII233 教室 Classroom FII233</p>	<p>FII232 教室 Classroom FII232</p>	<p>FII231 教室 Classroom FII231</p>	<p>FII230 教室 Classroom FII230</p>	<p>FII229 教室 Classroom FII229</p>	<p>FII228 教室 Classroom FII228</p>
<p>FII222 教室 Classroom FII222</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">    </div> <div style="text-align: center;">    </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <p>FII223 教室 Classroom FII223</p> </div> <div style="text-align: center;"> <p>FII224 教室 Classroom FII224</p> </div> <div style="text-align: center;"> <p>FII225 教室 Classroom FII225</p> </div> <div style="text-align: center;"> <p>FII226 教室 Classroom FII226</p> </div> <div style="text-align: center;"> <p>FII227 教室 Classroom FII227</p> </div> </div>						

## Classrooms II 2F 教室棟 II



Classrooms II 3F  
教室棟 II

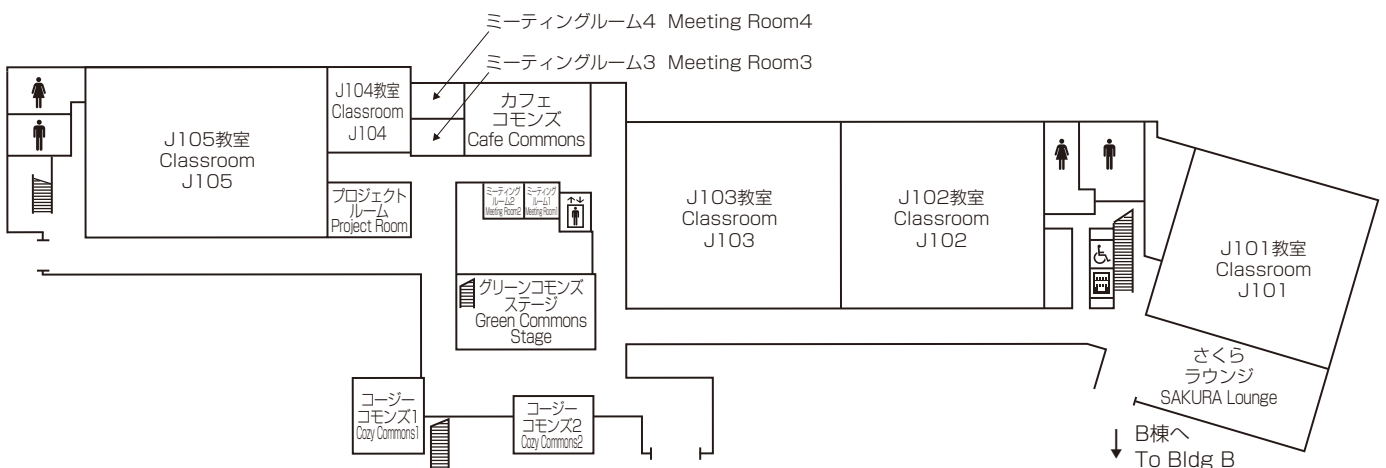
# Green Commons <Bldg J>

## グリーンコモンズ

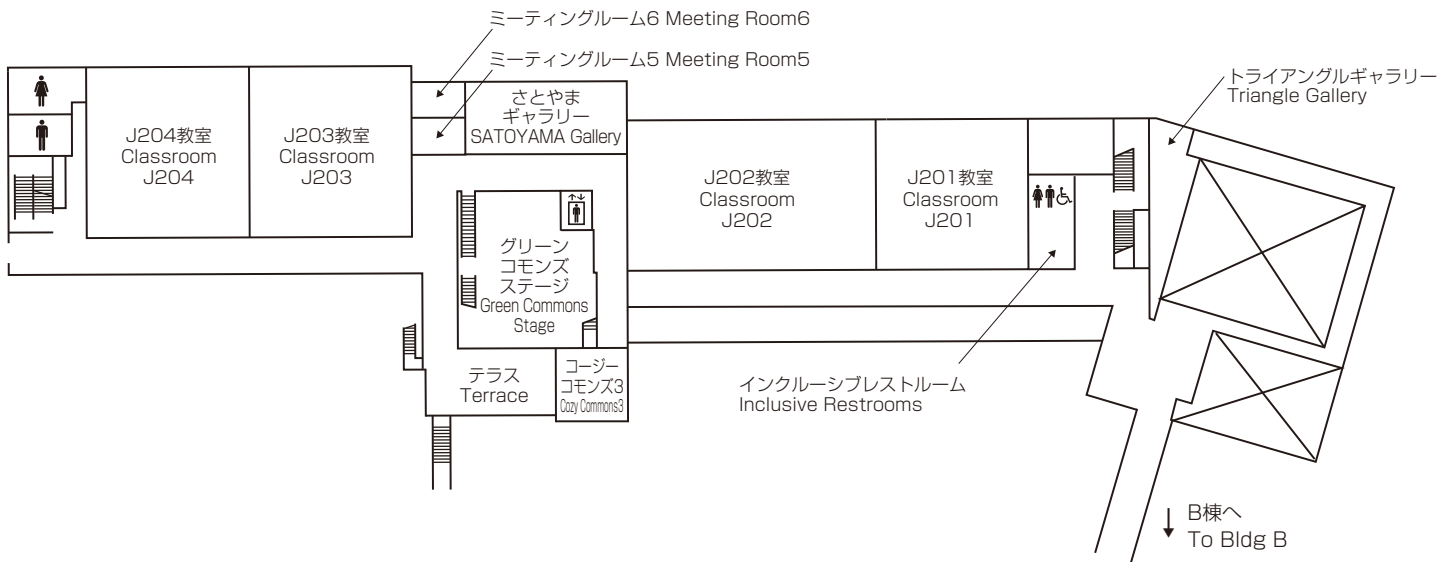
<b>3F</b>	教室 J301 ~ J308 Classrooms J301 ~ J308	教員研究室 J311 ~ J333 Faculty Offices J311 ~ J333	イノベーションリビング Innovation Living
	APS ラウンジ APS Lounge	APM ラウンジ APM Lounge	ST ラウンジ ST Lounge

<b>2F</b>	教室 J201 ~ J204 Classrooms J201 ~ J204	グリーンコモンズステージ Green Commons Stage	インクルーシブレストルーム Inclusive Restrooms
	トライアングルギャラリー Triangle Gallery	さとやまギャラリー SATOYAMA Gallery	コージーコモンズ3 Cozy Commons3
	ミーティングルーム5・6 Meeting Rooms5・6		

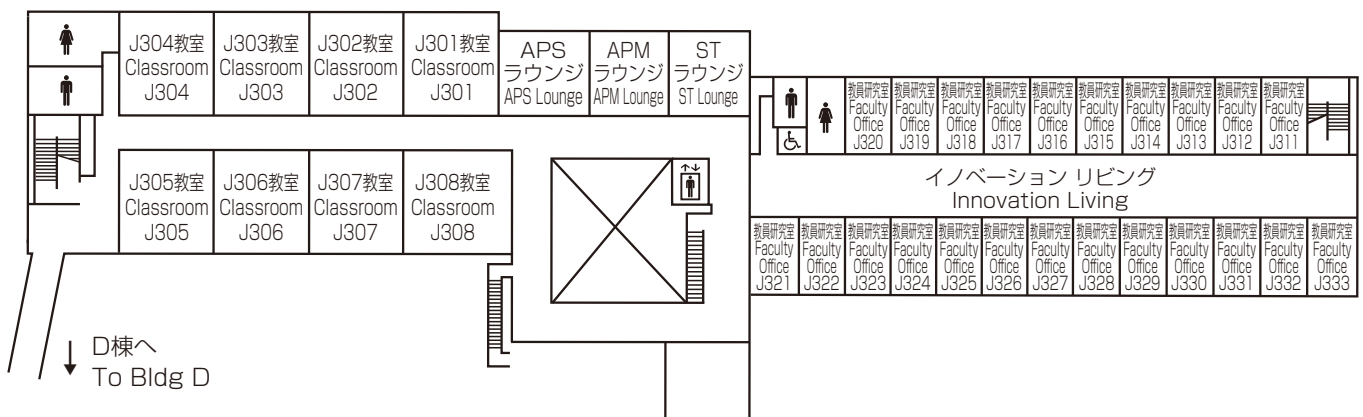
<b>1F</b>	教室 J101 ~ J105 Classrooms J101 ~ J105	グリーンコモンズステージ Green Commons Stage	コージーコモンズ1・2 Cozy Commons1・2
	カフェコモンズ Cafe Commons	さくらラウンジ SAKURA Lounge	ミーティングルーム1~4 Meeting Rooms1 ~ 4
	プロジェクトルーム Project Room		



Classrooms 1F  
教室棟J



## Classrooms 2F 教室棟J



## Classrooms 3F 教室棟J

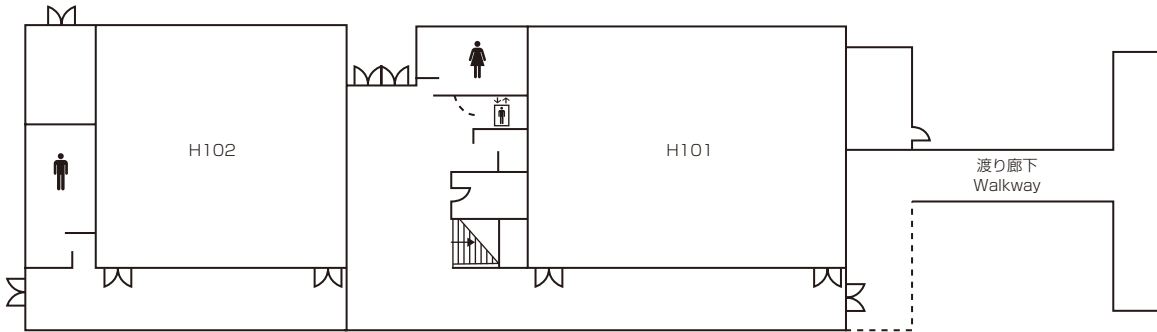
# Graduate School <Bldg H>

## 大学院棟

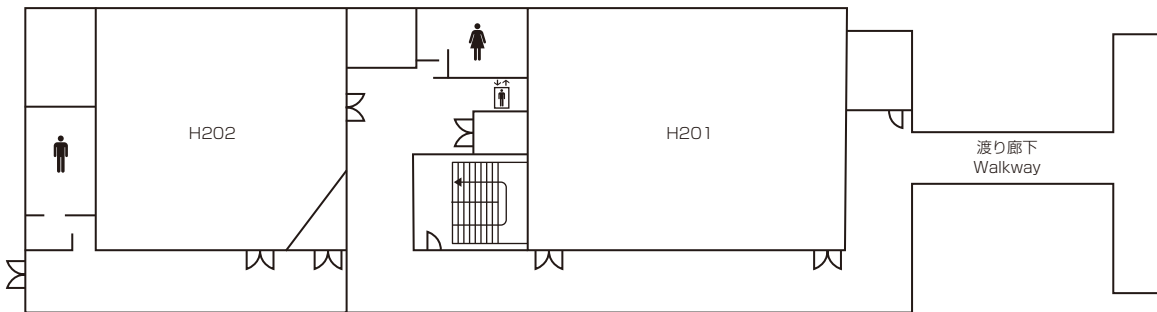
**1F** H101-H102教室  
Classroom H101-H102

**2F** H201-H202教室  
Classroom H201-H202

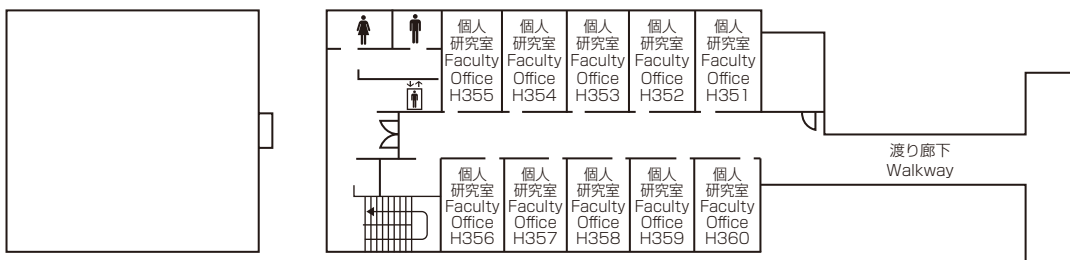
**3F** 個人研究室H351 ~ H360  
Faculty Office H351 ~ H360



Graduate School 1F  
大学院棟



Graduate School 2F  
大学院棟

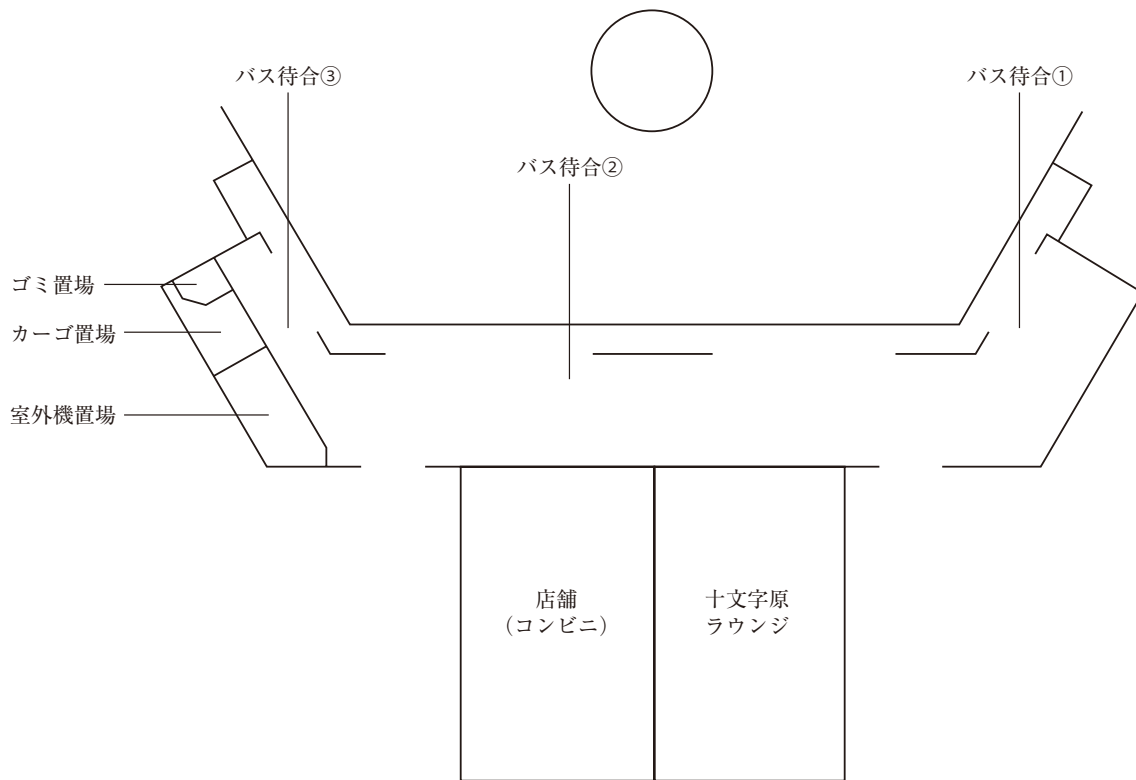


Graduate School 3F  
大学院棟



# Tokimachiba <Bldg I>

## 時待場



Ritsumeikan Asia Pacific University  
Student Office

1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan

URL <https://www.apu.ac.jp/studentsupport/>