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Ritsumeikan  
Asia Pacific University

AY 2022 Spring Semester  
Information for Second Year  
English-Basis APM  
Transfer Students

April 2022 Academic Office

# Second-Year Transfer Students

- This document contains additional information intended **ONLY** for College of International Management (APM) English-basis students who will be transferring into their 2<sup>nd</sup> year in April 2022.
- Please read this information only after attend (or viewing) all other mandatory participation guidance.

- Second year transfer students will be categorized as 3<sup>rd</sup> semester, 2<sup>nd</sup> year students upon enrollment.
- Curriculum for AY 2022 Spring Semester 2<sup>nd</sup> year Transfer Students: **AY 2017 Curriculum**
- When referring to the Academic Office website, Undergraduate Academic Handbook, class timetable, etc. please make sure the information is for **AY 2017 Curriculum Students**.

2<sup>nd</sup> year English-basis transfer students must fulfill the requirements shown below to graduate from the College of International Management (APM).

	Requirement
1	Enroll for <u>at least three years</u> at APU
2	Complete at least 124 credits ( <u>including the 30 transferred credits</u> ) in total
3	Complete required language subjects ( or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete APM Required Subjects
6	Complete at least 2 credits from APM Required Subjects (Mathematics)

# 2nd-year Transfer Students – Credit Transfers on Enrollment

- 2<sup>nd</sup> year transfer students may transfer a maximum of 30 credits at the time of enrollment.
- Credits will be transferred under the “Common Liberal Arts subjects” subject field.

\*For the double degree program, credit transfer will be conducted based on the agreement between the partner university and APU.

- Grades for transferred credits appear as “T”= Transfer on your grade report.
- Grades for transferred credits are not included in your GPA.

In principle, the following kinds of subjects are not eligible for transfer at the time of enrollment.

\*For the double degree program, credit transfer will be conducted based on the agreement between the partner university and APU.

- Required language subjects (Japanese)
- APS required subjects for each Area of Study (Common Liberal Arts subjects)
- APM required subjects

\* Required courses should be taken at APU.

# Number of Credits Required for Graduation - APM

Graduation Requirements Code: APM17E (APM AY 2017 Curriculum English-basis)

Subject Field		No. of required credits	No. of transferred credits	No. of required (adjusted) credits	Total
Language	Japanese Language Subjects	16	0	16	At least 124 Credits (including 30 transferred credits)
Common Liberal Arts	APM Required Common Liberal Arts Subjects	4	0	4	
	Common Liberal Arts Subjects	12	12	0	
Language Education and Common Liberal Arts Subjects		8	18	0	
Major Education Subjects	Required Major Education Subjects	18	0	18	
	Required Major Education Subjects (Mathematics)	2	0	2	
	APM Major Education Subjects	42	0	42	
Other College Subjects		0	0	0	

- 2<sup>nd</sup> year Transfer Students are not eligible to register for the first year seminars “Study Skills and Academic Writing (SSAW)” or “Multicultural Collaborative Workshop (MCW).”



# Courses Registered Automatically by the University

- 2<sup>nd</sup> year APM transfer students will have the courses shown below automatically registered for them by the university in the corresponding semester.

<b>Subjects</b>	<b>Note</b>
Japanese Language Subjects (required)	* The starting level of Japanese language courses will be based on the results of the placement test taken at the time of enrollment.

# Courses Registered Automatically by the University

Semester of Registration	Course Name
3 <sup>rd</sup> semester	Introduction to Management
	Introduction to Economics
	Accounting I
	Introduction to Marketing
4 <sup>th</sup> semester	Finance
	Management of Human Resources and Organization Behavior
	Production Management
	Legal Strategy in Business
5 <sup>th</sup> semester	Business Ethics
7 <sup>th</sup> semester	Global Management (Capstone)

# Maximum Credit Registration Limit

- 2nd-year Transfer Students

Year	2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year	
Semester	3rd	4th	5th	6th	7th	8th
Max. No. of Credits	20	20	20	20	24	24



Max number of Credits eligible to register this semester:

Total number  
of credits:  
20 or fewer



Semester Courses  
1Q Courses  
2Q Courses  
Session Courses

※2<sup>nd</sup> year students can register for 100 and 200-level courses.

# Application to have Transferred Credits Correspond to an Existing APU Course Name

※ Submitting this application is not required.

※ For the Double Degree Program participants, credit transfer will be conducted based on the agreement between the partner university and APU and this application is not required

- For 2<sup>nd</sup> year transfer students, credits completed at other universities will be transferred under the Common Liberal Arts subject field.
- However, if the content of a subject for which you received credits from your previous university is similar to that of a subject offered at APU, it may be possible to transfer it under the existing APU subject name (within the transfer credit limit: 30).
- Required language subjects, APS required subjects for each Area of Study, and APM required subjects will not be transferred.
- If you wish to apply for the APU subject name to appear on your transcript, please contact the Academic Office ([ac5971@apu.ac.jp](mailto:ac5971@apu.ac.jp)) and get an application form.
- **Application Deadline: Tuesday, June 14, 2022 16:30**
- Documents to Submit:
  1. Application Form (Application to have Transferred Credit Correspond to an Existing APU Subject Name)
  2. Academic Transcript (Original Copy)
  3. Syllabus for the Course you wish to transfer (Course Description)

\* If forms 2 and 3 are written in a language other than English or Japanese, please attach a translation in English or Japanese.