

AY 2017 APU Summer Session Application Guidelines

***This guideline is an English version for students in the College of International Relations Global Studies Major / College of Policy Science Community and Regional Policy Studies Major**

1. Course Period

Sunday, July 30 - Thursday, August 3, 2017 *Classes held on Sunday

The Course Period partially overlaps with Ritsumeikan University's Final Examination Schedule. Please note that no special consideration will be given for absences from exams/make-up examinations as a result of such an overlap.

2. Applying for Courses

1 Course (2 credits)

* Be sure to indicate both your first and second course choice.

If your first choice has too many applicants, you may be able to take your second choice.

3. Maximum Number of Registerable Credits

Summer Session course credits are not included in the Yearly Course Credit Registration Limit of each college.

<Note>

In case of either (1) or (2) below, credits of approved APU Summer Session courses are included in the number of tuition-based credits.

(1) If the section in the Academic Handbook pertaining to tuition for students whose duration of study has exceeded the standard period of study applies to you, credits will be included in the number of credits registered for the fall semester. Please see the Academic Handbook for details.

(2) If you are a mature student enrolled under the Extended Study System (長期履修制度).

4. Number of Applicants

The overall maximum capacity for all courses combined is 100 students.

5. Application Requirements

College of Law, College of Social Sciences, College of International Relations, College of Letters, College of Image Arts and Sciences, College of Economics, College of Science and Engineering, College of Life Sciences, College of Pharmaceutical Sciences, College of Sport and Health Science, College of Business Administration, College of Policy Science, and College of Comprehensive Psychology

(Students who do not meet the eligibility requirements at the time of application for a certain course are not eligible to take the course. Furthermore, students planning to graduate at the end of the spring semester are ineligible to take courses.)

6. How to Apply

Application Period June 14 (Wed) from 13:00 - June21 (Wed) until 17:00

Submission Method Online Application

<https://entryweb.ritsumeai.ac.jp/smart/eqr.asp?U=6001004041009070795>

Selection Method Determined by lottery (Students who have not participated in this program in the past take precedence)

Results Announced July 11(Tue) 13:00

Announced on the "Personal" Messages page on the Web Message Board of CAMPUS WEB

<Notes Regarding Online Application Procedures>

- (1) You are able to submit an application multiple times during the application period, however **only your most recent submission will be considered the official application.** When you log in for a second time you can either choose to "Change Entered Data" (回答データを変更する) to edit previously entered information or choose to "Erase Previous Data and Start Over" (回答データを削除して新規に回答する) to start a new application and discard all previously entered information.
- (2) You can check your application information on the "Application Confirmation" (回答確認) screen. If there are no mistakes, click the "Send this Application" (この内容で送信する) button. Please also print and keep a copy of the "Application Confirmation" screen for your own records.
- (3) **Before finishing the application process, a screen informing you to click a "Send" (送信) button will appear. However, please note that even after pressing this button the application process is not complete. You must press the "Send this Application" button on the following screen to actually finish and send the application.**
- (4) **When your application is successfully sent, a message saying "Application Received" (出願を受け付けました) will appear. Please note that if this message does not appear, the application process was not successfully completed and we did not receive your application.**
- (5) If you attempt to log in multiple times, you may receive an error (エラー) message. Click the "Continue" (続行) button on the error screen to return to the login screen.

Guidance Session

- ※ **All accepted students must attend the following guidance session.**
Please arrange your schedule so that you are be able to attend.

Date & Time: July 14 (Fri.) 18:10 -

Location: [Kinugasa] Igakukan Hall Classroom 3 [BKC] Co-learning House I C107
 [OIC] Building A 3F AN348 Seminar Room

Items to Bring: (1) 1 x ID photo (3cm×2.5cm) (2) Inkan
 (3) Writing utensils, etc. (black ballpoint pen, glue, scissors)
 (4) 3,000 yen Certificate Stamp (dorm fee) *Only for those staying at AP House 3
 (5) Student ID

7. Course Withdrawal

Withdrawal from courses is **not permitted for any reason.**

8. Course List

A maximum of 100 students are accepted for summer courses.

* Be sure to indicate both your first and second course choice.

If your first choice has too many applicants, you may be able to take your second choice.

Course Name	Credits	Language	Eligible Students	Instructor	Enrollment Capacity
経営史 JA Business History JA	2	Japanese	1 st year and above	青木 雅生 AOKI Masao	30
環境経済学 JA Environmental Economics JA	2	Japanese	3 rd year and above	茂木 愛一郎 MOGI Aiichiro	50
旅行産業論 JA The travel Industry JA	2	Japanese		林 清 HAYASHI Kiyoshi	30
特殊講義 (APS 専門) JB Special Lecture (Asia Pacific Studies) JB	2	Japanese	2 nd year and above	薬師寺 公夫 YAKUSHIJI Kimio	50
特殊講義 (APM 専門) JD Special Lecture (Management) JD	2	Japanese	2 nd year and above	陳 世宗 CHEN Zu-Chung	50
教育と社会 JA Education and Society JA	2	Japanese	3 rd year and above	本間 政雄 HOMMA Masao	50
ビジネス法務戦略 EA Legal Strategy in Business EA	2	English		VISESSUVANAPOOM Vini	30
ブランドマネジメント JA Brand Management JA	2	Japanese		長沢 伸也 NAGASAWA Shinya	30
アジア太平洋と人権 EA Asia Pacific and Human Rights EA	2	English		金武 真智子 KANETAKE Machiko	30

*The class schedule is planned to be released on Campus Terminal (APU Web) at the end of July.

*Course syllabi can be viewed by visiting the following URL (APU Summer Session Website).

http://www.ritsumei.ac.jp/life/apu/info/summer_session.html

9. Approval of Transfer Credits

The following courses will have their credits **approved as fall semester courses.** Therefore, if you are a 5th year student graduating at the end of spring semester, courses will not count towards graduation. Credits will be awarded as "N" if you pass the course or "F" if you fail the course. "N" credits are not included in GPA calculation, however "F" credits are included and will affect your GPA. Please check the following chart outlining the conversion of APU courses into RU courses for credit transfer purposes.

	International Relations Global Studies Major		Policy Science Community and Regional Policy Studies Major	
APU Course Name	RU Transfer Course Name	RU Transfer Category	RU Transfer Course Name	RU Transfer Category
経営史 JA Business HistoryJA	APU 交流科目 (固有専門関連科目) APU Course(Core Related Course)	固有専門関連科目(その他) Core Related Course (Other)	Vision Building Special Lecture	Vision Building Subjects
環境経済学 JA Environmental EconomicsJA			CRPS Students enrolled after AY 2014 : PLC 特殊講義 Special Lecture CRPS Students enrolled before AY 2013 : 政策科学 特殊講義 Special Lecture on Policy Science	Policy Science Subjects
旅行産業論 JA The travel IndustryJA				
特殊講義 (APS 専門)JB Special Lecture (Asia Pacific Studies) JB				
特殊講義 (APM 専門)JD Special Lecture (Management) JD				
教育と社会JA Education and SocietyJA				
ビジネス法務戦略 EA Legal Strategy in BusinessEA			Policy Science Special Lecture I	
ブランドマネジメント JA Brand ManagementJA			CRPS Students enrolled after AY 2014 : PLC 特殊講義 Special Lecture CRPS Students enrolled before AY 2013 : 政策科学 特殊講義 Special Lecture on Policy Science	
アジア太平洋と人権 EA Asia Pacific and Human RightsEA			Policy Science Special Lecture I	

* Courses taken at APU that are courses that you already took for your major at RU cannot be approved. Please be sure to check the course grading conditions before applying.

10. Important Notes

- (1) You cannot apply if planning to graduate at the end of the spring semester.
- (2) Credits can only be approved if you have "Enrolled" or "Study Abroad" status during fall semester.

11. Course Registration

Students are not required to register for courses themselves once they are approved to take the course (The University will register the courses).

However, please be sure to check that the courses you took are registered correctly on the Course Registration Status Verification screen of CAMPUS WEB after the Fall Semester Course Registration Adjustment Period in mid-October. You can also see your registered courses in the "Individual Course Timetable" on CAMPUS WEB from October 6 (Fri).

12. Grade Announcement & Confirmation

Grade Announcement

Grades will be announced on the following APU Grade Announcement Date on APU's Website, *Campusmate*. Please check your own grades. You will be able to check your grades on *Campusmate* until September 20 (Wed). Credits that have been successfully transferred to RU will be announced at the same time that grades are announced for fall semester in March.

◇Questions Regarding Grades:

Please submit the designated form directly to APU during the APU Grade Questions Period below.

APU Grade Announcement Day	September 11, 2017 (Mon.)
APU Grade Questions Period	September 11 (Mon) - September 13, 2017 (Wed.)
RU Approved Credits Announced	When 2017 Fall Semester grades are announced

Information regarding the use of the *Campusmate* website and the procedure for asking questions about grades will be explained during a guidance session for students taking summer session courses on Friday, July 14.

13. Staying at AP House 3

Students are able to stay at AP House 3 (APU student dormitory) during the course period.

Period of Stay Saturday, July 29 - Friday, August 4 (7 days, 6 nights) ***Stays cannot be extended**

※ Please check in on July 29 by midnight, check out on August 4 before 9 AM.

How to Apply Check "I would like to stay" (希望する) on the "Accommodation (AP House)" (Q5.宿舎(APハウス学生寮)の希望について) screen when filling out the application.

***We do not accept requests to stay at AP House after completing the application.**

Cost **Flat accommodation fee of 3,000 JPY (7 days, 6 nights) regardless of actual period of stay**

*If there is an incident that results in damages that require repair, a separate repair fee will be assessed in addition to the accommodation fee.

Payment Method 【Only for students staying in the dorm】

Submit a 3,000 yen Certificate Stamp at the Guidance Session held on Friday, July 14. Please note that you are unable to cancel your reservation to stay. (If you no longer need to stay in the dormitory, you

are still required to submit the 3,000 yen Certificate Stamp.)

Transportation Cost

 280 yen one-way (Nearest bus stop to APU: Sekinoe Kaisuiyokujo Mae)

14. Expenses

Students are required to pay for their own transport, daily expenses, text books, etc. In addition, students staying in AP House 3 are responsible for the accommodation and local travel costs indicated in "13. Staying at AP House 3"