

# AY 2020 Spring Semester Ritsumeikan Asia Pacific University Student Exchange Program 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

Through this program Ritsumeikan University (RU) and Ritsumeikan Asia Pacific University (APU) aim to mutually enhance their curricula by leveraging the distinct merits of their respective educational systems.

In this program, RU students can study at APU as a “special auditing student” for one year or one semester. Students can pursue their diverse academic interests and satiate their intellectual curiosity by studying at APU and through interaction with APU students.

The exchange term at APU will be counted as part of your total period of university enrollment, and credits earned at APU are generally transferred as credits required for graduation at your affiliated College.

## **P**rogram summary

### 1. Purpose

- (1) To mutually enhance education by taking advantage of the educational systems of each institution.
- (2) To promote student exchange between the two universities

### 2. Expected Learning Outcome at APU

- (1) Improve English language skills and presentation skills through lectures conducted in English
- (2) Understand other cultures and ways of thinking through interaction with international students
- (3) Prepare for studying abroad by improving the aforementioned skills

### 3. Term

- Spring Semester (April 1, 2020 to September 25, 2020)
- Full Year (April 1, 2020 to March 31, 2021)

### 4. Number of Participants

- Spring Semester (Maximum 10 students)
- Full Year (Maximum 10 students)

### 5. College of Study at APU

- College of Asia Pacific Studies (APS) or College of International Management (APM)

### 6. Status at APU

- Special auditing student

## 7. Transferred Credits

- Only credits earned for courses with a grade of A+, A, B, or C at APU can be transferred as an “T” grade at your College. (“F” grades will NOT be transferred.)
- Courses certified as having the same content as a course from your college can be transferred as the course of your college with a “T” grade.
- For any general education course or core related course, courses NOT certified as having the same content as a course of your college can be transferred as an “APU Exchange Subject” with a “T” grade.

## 8. Credit Approval Limit

The maximum number of credits that can be registered at APU and awarded at RU are as follows.

Term	Credit Registration Limit at APU (approx.)	Maximum number of credits transferable to RU
Spring Semester	Half of the yearly credit registration limit of your College OR The semester credit registration limit of your College	Up to 60 credits*
Full Year	The credit registration limit of your College	

\* Includes credit exchangeable subjects, credits approved at APU, while on study abroad, prior to university admission and at other universities (excluding transfer admissions and advanced transfer admissions). In particular, students who have participated in study abroad programs in the past and transferred credits should take notice of this.

## 9. Tuition

Participants will continue to pay RU tuition during the program, and accordingly, there will be no additional tuition fees for APU.

## 10. Courses at APU

Participants will take courses of the AY 2017 curriculum either of College of Asia Pacific Studies (APS) or College of International Management (APM). Generally, all courses can be taken if they do not meet the restrictions below.

### 【Courses that cannot be taken】

Common to APS and APM	Study Skills and Academic Writing
	Multicultural Cooperative Workshop
	Introduction to APS
	Introduction to Peer Leader Training
	Bridge Program
	Some of the subjects requiring pre-application
APS	Global Management (Capstone)
APM	Introduction to Research Methods
	Preliminary Seminar for Environment and Development
	Preliminary Seminar for Tourism and Hospitality
	Preliminary Seminar for International Relations and Peace Studies
	Preliminary Seminar for Culture, Society and Media

### 【Other Course Registration Restrictions】

- Language courses (English)  
Not allowed in principle  
In order to take courses below, language abilities equivalent to or greater than the following is required:  
(Course name)  
English for Business Writing, English for Business Presentations, English for Discussion and Debate, English Project 1, English for Journalism  
(Required language standards)
  - TOEFL iBT: 61
  - TOEFL PBT: 500
  - TOEFL CBT: 173
  - TOEIC: L330/R325, S138/W134
  - IELTS: 5.5
  - PTE Academic: 50
- Asia Pacific languages (AP languages)  
APU offers "Asia Pacific Language" courses in six languages: Chinese, Korean, Malay-Indonesian, Spanish, Thai, and Vietnamese. These can be taken only if there are seats available.
- Language courses of the participant's native language:  
Not allowed.
- Courses in specialized subjects taught in English:  
In order to take courses in specialized subjects taught in English, language abilities equivalent to or greater than the following is required:
  - TOEFL ITP® Test / TOEFL-PBT® Test 480
  - TOEFL iBT® Test 54
- For students studying at APU in the Spring Semester can take Summer Session courses. Students studying at APU for a full year can take Summer Session courses and Winter Session courses.
- 3rd year seminar  
The instructor of the 3rd year seminar courses must authorize the student to take the course or not based on the application.

### 【APU Online Syllabus】

Information on APU can be found on their website. In addition, after confirming the Course Handbook (2017 curriculum), please enter the name of course you wish to take into the online syllabus and check the syllabus of the course you wish to take.

- Ritsumeikan Asia Pacific University website  
<http://www.apu.ac.jp>
- Course Handbook (2017 curriculum)  
<http://www.apu.ac.jp/academic/page/content0260.html/>  
Please refer "2. Curriculum" Open Course List (PDF page 60~67) for the title of courses which you wish to register.
- Syllabus  
<https://portal2.apu.ac.jp/campus/slbskgr.do>  
Enter the title of the courses for Online Syllabus.

## 11. Accommodation

A student dormitory (AP House 3 or AP House 4) is available to students. (AP House 4 is NOT available for full year exchange student.) Please fill in your priority in the application form if you are applying for entering the dormitory. Students studying at APU for a full year cannot apply for AP house 4. Your entry to the dormitory will be announced along with the acceptance to the program.

Participants must pay the total fees and expenses in one lump sum payment before starting the program.

Monthly payments are not accepted.

### AP House 3

It is located 10 minutes by bus from APU and 5 minutes walk from Kamegawa Shotengai (Kamegawa shopping area). A dormitory manager is stationed there 24 hours a day in order to help provide a safe and secure living environment.

Niju-Gokumi Fruichi-machi Beppu, Oita 874-0013

Nearest bus stop: Sekinoe-Kaisuiyokujo-mae (5 min walk)

Spring Semester (March 25 - July 31) ¥ 28,000 × 4 months = ¥ 112,000

Full year (March 25 - February 15) ¥28,000 × 10.5 months = ¥294,000

\* Electric usage fee (about 7,000 yen / month) is required to pay the actual expenses separately from the rent. Kyushu Electric Power and the resident will contract directly by the day before entering the dormitory. Details of the procedure will be explained in the orientation for accepted students.

\* Every month, the 15th is the retirement dormitory date. Once past the 15 days is required dormitory of one month.

### AP House 4

It is located 30 minutes by bus from APU and 10 minute walk from Beppu station. A dormitory manager is stationed there 24 hours a day in order to help provide a safe and secure living environment.

11-8 Kyo-machi Beppu, Oita 874-0926

Nearest bus stop: Kyo-machi (3 min walk)

Spring Semester (March 25 - July 31) ¥ 49,000 × 4 months + ¥33,000(Entrance fee) = ¥ 229,000

Students studying at APU for a full year cannot apply for AP house 4.

\* Electric usage fee is included in the fee above.

\* Entrance fee covers move-out inspection and cleaning.

\* Every month, the 15th is the retirement dormitory date. Once past the 15 days is required dormitory of one month.

## 12. Scholarship

### Ritsumeikan University Study Abroad Challenge Scholarship

The Ritsumeikan University Study Abroad Challenge Scholarship is offered to all students who satisfy the requirements. The scholarship aims to encourage participation in this program by helping cover a portion of participant expenses.

Scholarship Amount:

Spring Semester: ¥ 150,000 (total)

Full Year: ¥ 200,000 (total)

Distribution of Application Guidelines: At the orientation for accepted students

Payment Schedule (planned): To be paid into each participant's bank account at the end of April.

### 13. Student Services at APU

Participants generally have the same access to library services, club activities, and co-op services as APU students.

### 14. Program Withdrawal

Withdrawal from the program is NOT permitted after being accepted.

# How to Apply

## 1. Application Qualification

Applicants must fulfill the following conditions:

- Undergraduate student in College of Law, College of Social Sciences, College of International Relations, College of Letters, College of Economics, College of Science and Engineering, College of Sport and Health Science, College of Life Sciences, College of Pharmaceutical Sciences, College of Business Administration, College of Policy Science or College of Comprehensive Psychology.
- Completion of at least one year of study at an undergraduate school before starting the program. However, students cannot start the program in their last two semester of undergraduate studies.
- When applying for the program, the students must have completed an average of 16 credits or more per semester.
- When applying for the program, the student must have completed all “foreign language courses required for graduation” that are required at the point.
- Students who have already participated cannot apply.

### [Notes]

- We do not accept incomplete application documents.
- Students on a leave of absence and studying abroad can apply; however, they must attend the interview at RU.

## 2. Application Period

From November 5 (Tue) to November 11 (Mon) 17:00 **【Strict Deadline】**

## 3. Where to submit

**【KIC/BKC】** Administrative office of your College

**【OIC】** OIC Manabi Station

## 4. Application Documents

- APU Student Exchange Program application form
- Parent (Guarantor) Consent Form
- A hard copy of the following pages:  
“Credit Earning State”, “Course Registration and Grade” and “GPA” under “Course Registration and Grade Status” page on CAMPUS WEB
- A hard copy of documents indicating language proficiency (TOEFL-ITP® Test, TOEIC®, IELTS™, etc.)\*  
\* If you have lost your score report, please check the box next to "I lost my TOEFL-ITP® Test/TOEIC® score report document" in the application form. Your latest score registered at the university will be used for the selection process.

## 5. Selection Procedure

Review of documents, language ability, GPA and interview.

The administrative office of your College will inform you of the interview date.

## 6. Announcement of Acceptance

Date of Announcement: Wednesday, December 18, 1:00 pm

Announced via private message in manaba+R

## 7. Orientation for Accepted Students

Accepted students must attend the following orientation. Absence is not permitted.

Date: Friday, December 20, 6:10 pm

Place: Kinugasa Campus (Scheduled)

\*Further details will be sent to the accepted students at a later date.

## 8. Notes

If you have other programs you are taking, please be sure to check with the office managing those programs before applying to the APU Exchange Program.

### **Inquiries**

MANABI Station(Kinugasa Campus)

1<sup>st</sup> Floor in Gakujikan Bldg.

Mail: [apu-tank@st.ritsumei.ac.jp](mailto:apu-tank@st.ritsumei.ac.jp)

Tel: 075-465-8310