> ## AY 2019 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
   August 1 (Thu) – August 5 (Mon), 2019   *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)

   * You can select a second course choice when applying. If the 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 <u>not included</u> 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 spring 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

   Undergraduate students in the colleges below.

   College of Law, College of Social Sciences, College of International Relations (Joint Degree Program excluded), College of Letters, College of Image Arts and Sciences, College of Economics, College of Science and Engineering (Department of Civil and environmental engineering excluded), 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

   *You must meet the grade requirements set for each course. Please see the course list for the grade requirements.

6. How to Apply

| Application Period | **June 14 (Fri) from 1:00 p.m. – June 21 (Fri) until 5:00 p.m.** |

| Submission Method | Online Application |

https://entryweb.ritsumei.ac.jp/smart/eqr.asp?U=7007002058090511125

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

| Results Announced | July 9 (Tue) 1:00 p.m. (Announced via manaba+R) |

<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 12 (Fri) 6:10 p.m. -
Location: [Kinugasa] Koshinkan Hall KS305   [BKC] AD-SEMINARIO A301   [OIC] Building A AC230
Items to Bring: (1) 1 x ID photo (3cm×2.5cm)   (2) Writing utensils, etc. (black ballpoint pen, glue, scissors)
                (3) 3,000 yen Certificate Stamp (dorm fee)   *Only for those staying at AP House 3
                (4) Student ID

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

8. Course List

You can select a second course choice when applying. If the first choice has too many applicants, you may be able to take your second choice.

Course Name	Language	Eligible Students	Instructor	Enrollment Capacity
多文化社会論JA Multiculturalism and Society JA	Japanese	3rd year and above	小田 昌教 ODA Masanori	20
戦略分析と意思決定JA Strategic Decision Making JA	Japanese	3rd year and above	佐藤 洋一郎 SATO Yoichiro	50
環境経済学JA Environmental Economics JA	Japanese	3rd year and above	茂木 愛一郎 MOGI Aiichiro	50
遺産観光論EA Heritage Tourism EA	English	2nd year and above	JOLLIFFE Lee	20
MICE産業論 EA MICE Tourism Industry EA	English	3rd year and above	LEE Timothy	50
特殊講義（APM専門）JD Special Lecture(Management)JD	Japanese	2nd year and above	陳 世宗 CHEN Zu-Chung	50
教育と社会 JA Education and Society JA	Japanese	3rd year and above	本間 政雄 HONMA Masao	50
ブランドマネジメントJA Brand Management JA	Japanese	2nd year and above	長沢 伸也 NAGASAWA Shinya	50
サービスマネジメントJA Service Management JA	Japanese	3rd year and above	牧田 正裕 MAKITA Masahiro	50
ファミリービジネスJA Family Business Management JA	Japanese	3rd year and above	横山 研治 YOKOYAMA Kenji	50

*Regardless of the capacity of each course, the overall maximum capacity for all courses combined is 100 students.

*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 <u>approved as summer session courses.</u> Credits will be <u>awarded as "T" if you pass the course or "F" if you fail the course. "T" credits are not included in GPA calculation, however "F" credits are included and will affect your GPA.</u> Please check the following chart outlining the conversion of APU courses into RU courses for credit transfer purposes.

APU Course Name	International Relations Global Studies Major		Policy Science Community and Regional Policy Studies Major	
	RU Transfer Course Name	RU Transfer Category	RU Transfer Course Name	RU Transfer Category
多文化社会論JA Multiculturalism and Society JA	APU交流科目 （固有専門関連科目） APU Course (Core Related Course)	固有専門関連 （その他） Core Related Course (Other)	PLC特殊講義 Special Lecture	Policy Science Subjects
戦略分析と意思決定JA Strategic Decision Making JA			PLC特殊講義 Special Lecture	
環境経済学JA Environmental Economics JA			PLC特殊講義 Special Lecture	
遺産観光論EA Heritage Tourism EA			Policy Science Special Lecture Ⅰ	
MICE産業論 EA MICE Tourism Industry EA			Policy Science Special Lecture Ⅰ	
特殊講義（APM専門）JD Special Lecture(Management)JD			PLC特殊講義 Special Lecture	
教育と社会 JA Education and Society JA			PLC特殊講義 Special Lecture	
ブランドマネジメントJA Brand Management JA			PLC特殊講義 Special Lecture	
サービスマネジメントJA Service Management JA			PLC特殊講義 Special Lecture	
ファミリービジネスJA Family Business Management JA			PLC特殊講義 Special Lecture	

10. Important Notes

Credits can only be approved if you have "Enrolled" or "Study Abroad" status during spring semester.
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.

11. 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 (Fri). 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 12.

◇ Grade Review

To request a grade review, please submit the designated form directly to APU during the APU Grade Review Period below. Please check the APU Academic Office website for details of the request procedure.

APU Grade Announcement Day	September 9 (Mon), 2019
APU Grade Review Period	September 9 (Mon) 10:00 a.m.　- September 11 (Wed), 2019 4:30 p.m.
RU Approved Credits Announced	September 19 (Thu) (When 2019 summer session grades are announced)

12. Staying at AP House 3

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

Period of Stay　July 31 (Wed) - August 6 (Tue) (7 days, 6 nights)　***Stays cannot be extended**

※ Please check in on July 31 by midnight, check out on August 6 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 3 after the application period.

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 dorm 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 12 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)

13. 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 "12. Staying at AP House 3".