

AY 2023 Spring Semester • Full Year Ritsumeikan Asia Pacific University (APU) 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.

*Although the applications will be accepted for the spring semester as follows, depending on the situation of the future spread of the novel coronavirus, we may decide to change the program type (from on-site participation to online participation), or cancel the program. We ask for your understanding in advance.

Program 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 (No extension)

- Spring Semester (April 1, 2023 to September 25, 2023)
- Full Year (April 1, 2023 to March 31, 2024)

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 of Student Registry at Ritsumeikan University

Study Abroad

7. Status at APU

Special auditing student

8. 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.
- The credits will be approved as credits earned in AY2023.

9. 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.

10. Tuition

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

11. 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
	Global Management (Capstone)
	Graduation Research I / II
	Graduation Research / Undergraduation Thesis
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)
Only the Language for Specific Purposes courses in the Standard Track can be taken.
- 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 480
- 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. The syllabus for each course is released approximately one month before the start of the relevant semester, but you can refer to the syllabus of the previous years.

■ **Ritsumeikan Asia Pacific University website**

<http://www.apu.ac.jp>

■ **Course Handbook (2017 curriculum)**

<http://www.apu.ac.jp/academic/page/content0260.html/>

https://www.apu.ac.jp/pageview/academic_handbook_2021_E/html5.html#page=97

Please refer to "Curriculum Subject List (PDF page 88~95) for the title of courses which you wish to register.

■ **Syllabus**

<https://portal2.apu.ac.jp/campus/slbbsskgr.do>

Enter the title of the courses for Online Syllabus.

12. Accommodation

A student dormitory (AP House 3 or AP House 4) is available to students. Please fill in your priority in the application form if you are applying for entering the dormitory. 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.

* If you leave the dormitory after your period of stay, you will be required to pay one month's dormitory fee. In addition, please note that the dormitory fee will not be reimbursed even if you leave the dormitory before the expiration of your period of stay.

***The above amounts are subject to change and are provided for reference only.**

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. For more information about AP House 3 including facilities, please check the Student Office Website below. You will also find the layout and photos of the rooms.

<https://en.apu.ac.jp/studentssupport/page/content0228.html/>

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

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

Spring Semester (from late March 2023 to the end of July 2023, 4 months) ¥ 28,000 × 4 months = ¥ 112,000

Full year (from late March 2023 to mid-February 2024, 10.5 months) ¥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.

AP House 4

It is located 30 minutes by bus from APU and 10 minutes 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. For more information about AP House 4 including facilities, please check the Student Office Website below. You will also find the layout and photos of the rooms.

<https://en.apu.ac.jp/studentsupport/page/content0310.html/>

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

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

Spring Semester (from late March 2023 to the end of July 2023, 4 months) ¥49,000×4 months + ¥33,000(Entrance fee) = ¥229,000

Full year (from late March 2023 to mid-February 2024, 10.5 months) ¥49,000×10.5 months+ ¥33,000(Entrance fee) = ¥547,500

If there are too many students who wish to live in the dormitory for one year, the students will be selected by lottery.

* Electric usage fee is included in the fee above.

13. Scholarship

“Ritsumeikan University Study Abroad Challenge Scholarship”

This scholarship encourages students to participate in and complete the program by subsidizing part of the participation costs. The scholarship will be awarded to those who are sent to this program and who apply for the "Study Abroad Challenge Scholarship".

(1) Application Procedures for the Scholarship

Application guidelines for the scholarship will be distributed at the Orientation for Accepted Students.

(2) Amount/When/How

The amount, time and method of awarding the scholarship for the program participants in the AY2023 spring semester and full year, are planned as follows.

The details will be provided in the application guidelines for the scholarship.

Amount	For the on-site program: JPY150,000. - (for one semester) JPY200,000. - (for full year) *The amount will be informed again if the program is changed to online based.
When	To be transferred after late June 2023 (To be paid after confirming your arrival)
How	Paid by bank transfer to your bank account

(3) Points to note when receiving the scholarship

1. If you are receiving or expecting to receive other scholarships from institutions or organizations on or off campus, please consult with Kinugasa Manabi Station before applying for this scholarship. You may not be able to receive this scholarship in addition to other scholarships.

2. If the student falls into any of the following categories, the decision to grant the scholarship may be cancelled in whole or in part. In such cases, the student will be required to return all or part of the scholarship that has already been granted.
 - If the student's participation in the study abroad program is cancelled or the period of study abroad is changed.
 - If the student is found to have misrepresented information in the application documents or otherwise been dishonest.
 - If the student no longer meets the requirements for this scholarship.

3. If this program (on-site participation) is cancelled or the contents of the program is changed (including a change to online deliveries), scholarships may not be awarded and the amount is subject to change. Students will be notified of such changes of the policy.

14. Student Services at APU

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

15. 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 (excluding Joint Degree Program), College of Letters, College of Economics, College of Science and Engineering (excluding Department of Civil and Environmental Engineering AY2018-2021 enrollees), 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]

- No application will be accepted if any of the application documents are incomplete or submitted after the deadline. Students on a leave of absence and studying abroad can apply; however, they must attend the interview at RU.

2. Application Period

From November 1 (Tue) 10:00 am to November 10 (Thu) 11:00 am 【Strict Deadline】

Applications will not be accepted from November 9th (Wednesday) 19:30 to November 10th (Thursday) 9:00. If it is not convenient for you during the period, please submit the application form as a PDF attachment to the e-mail address apu-tank@st.ritsumei.ac.jp during the period.

3. Where to submit

Please complete your application through the following URL. Make sure to submit the application form as a single PDF file after pasting a screenshot or other information into the application form.

<URL for application>

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20221013164153939124130>

4. Application Documents

- 1) APU Student Exchange Program application form
- 2) A screenshot of documents indicating language proficiency (TOEFL ITP® Test, TOEIC®, IELTS™, CASEC 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.
- 3) A screenshot of the following pages: “Credit Earning State”, “Course Registration and Grade” and “GPA” under “Course Registration and Grade Status” page on CAMPUS WEB
- 4) A screenshot of your “My courses (Timetable)” on manaba+R
- 5) Parent (Guardian) Consent Form (A wet signature of the person is required)
 - * If the parent (guardian) lives far away, please cut a screenshot of the wet signature part with the parent (guardian)'s consent and paste it into the consent form.

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: Thursday, December 15, 1:00 pm

Announced via the "Announcement to Individuals" in manaba+R

7. Orientation for Accepted Students

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

Date: Monday, December 19, 6:10 pm

Method of Implementation: Zoom

*Further details such as a URL will be sent separately to the accepted students.

8. Notes

If you are participating in other program(s), please check in advance with the office in charge of your program(s) about the course registration for the period in which you wish to participate in APU exchange.

Regardless of the type of program, students will need to plan well in advance to balance APU exchange with their curriculum. Please be sure to consult in advance with the administrative office of your college and the office in charge of the program.

【For those who are participating in the Teaching Certificate Program】

Please note that you will not be able to take any courses for the Teacher Training Program during the period you are participating in the APU Exchange Program. Please make sure to check with both the Office of Teacher Education and the administrative office of your college before applying to this program.

<Inquiries>

MANABI Station (Kinugasa Campus)

1st Floor in Gakujikan Hall

Email: apu-tank@st.ritsumei.ac.jp

TEL: 075-465-7865