

AY 2025 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.

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 to September 25, 2025)

Full Year (April 1 2025 to March 31, 2026)

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)

College of International Management (APM)

College of Sustainability and Tourism (ST)

6. Status of Student Registry at Ritsumeikan University

Study Abroad

7. Status at APU

Special Auditing Student

8. Transferred Credits

Credit earned for courses with a grade of A+, A, B, or C at APU can be transferred as “T” (Transfer) grade at your College. (“F” grade will NOT be transferred.)

- For Courses certified as having the same content as a course from your college can be transferred as credit for the course of your college with a “T” grade.
- For Courses NOT certified as having the same content as a course of your college, both Liberal Arts Course (Foundation Course and General Education Course) and Core Related Course (including Advanced Seminar), can be transferred as credit for “APU Exchange Subject” with a “T” grade.
- The timing of credit transfer for credit earned varies depending on the enrollment period (Spring Semester: 2025 Fall Semester, Full Year: 2026 Spring Semester)

9. Credit Approval Limit

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

Term	Approximate number of credits for course registration at APU	Maximum number of credits transferable to RU
Spring Semester	Half of the maximum number of credits allowed for RU course registration at your College OR The maximum number of credits for each semester at your College	Up to 60 credits*
Full Year	The maximum number of credits allowed for RU course registration at your College	

* Credits earned at APU, including all credits earned while enrolled at RU, are counted toward the 60-credit limit, including credits earned through credit transfer program, pre-enrollment credits, overseas exchange programs, domestic exchange programs with APU. 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 tuition fee to RU during the program, billing and payment dates will remain as present.

11. Courses at APU

From the spring semester of 2025, College of Asia Pacific Studies (APS), College of International Management (APM), and the College of Sustainability and Tourism (ST) will all be eligible to take courses for the 2023 curriculum.

There are some courses that cannot be taken due to course restrictions.

For further details, please refer to the attached course list of each faculty.

Courses that cannot be taken are shaded in gray (circles indicate course restrictions).

Some courses may not be offered depending on the term of participation.

【Other Course Registration Restrictions】

1. Language courses (English)

Only the Language for Specific Purposes courses in the Standard Track can be taken.

2. 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.

3. Language Courses of the Participant's Native Language

Not allowed.

4. 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

5. Intensive Session Course

Students studying at APU for full year can take Summer and Winter Intensive Session courses and for Spring Semester can take only Summer Intensive Session.

6. 3rd Year Seminar

The instructor of the 3rd year seminar courses must authorize the student to take the course based on the application.

◆ **Information for course registration can be found at the following websites**

■ **APU Course-Related Website**

<https://www.ritsumei.ac.jp/life/apu/info/curruculum.html/>

■ **Syllabus**

【APU Online Syllabus】

Information about APU is available on the website. In addition, after confirming the Course Handbook (2023 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 will be released approximately one month before the start of the relevant semester, so please refer to the syllabus of the previous year until then.

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

(Enter the title of the courses for Online Syllabus.)

Based on the above information, Each Student should consider which courses they will take.

■ **APU**

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

12. Accommodation

A student dormitory (AP House 3) is available to participants. Please fill in 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 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.

AP House 3

It is located 15 minutes by bus from APU and 10 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://www.apu.ac.jp/student-support/ap-house/house3/info/>

25 Kumi, Fruichi-machi, Beppu-City, Oita 874-0013

Nearest bus stop: Sekinoe-Kaisuiyokujo-mae (10 min walk, *About 15min from APU by BUS)

【Period of Residency】

Spring semester: 4.5 months from March 2025 (During the Moving-in Period) to 15 August 2025.

One-year study abroad program: 10.5 months from March 2025 (During the Moving-in Period) to 15 February 2026.

	Spring Semester	Full Year
Moving-in Fee	¥33,000	¥33,000
Rent	¥193,500	¥451,500
Total	¥226,500	¥484,500

【Monthly Fee】

Rent Accommodations Fee	Common Service Fees	Bedding Rental Fees	Utility Fees	Total
¥31,000	¥3,000	¥7,000	¥2,000	¥43,000

* Moving-in Fee : No refunds after payment.

* No security deposit payment is required for exchange students. However, if damage is caused to the room, the actual cost will be charged.

* Electricity fee is included in utilities.

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

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) Amount/When/How

The amount, timing and method of awarding the scholarship for the program participants in the AY2025 spring semester and full year, are planned as follows.

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

Amount	JPY150,000. – (for one semester) JPY200,000. – (for full year)
When	To be transferred after late June 2025 (To be paid after confirming your arrival)
How	Paid by bank transfer to your bank account

(2) 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 is cancelled or the contents of the program is changed, 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

You will be registered at APU once you have been approved your application for the program. 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.
- Applicants must have completed at least one year of study at an undergraduate school before starting the program. However, Applicants cannot start the program in their last two semester of undergraduate studies.
- Applicants must have completed to earn at least 16 credits or more per semester by the time of application.
- Applicants must have completed all of the course (such as foreign language courses) that distributed by the time of application required for graduation designated by the college.
- Applicants who have already participated to this program are not eligible to 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 9:00 am, Friday, November 1 to 11:00am, Friday, November 8, 2024 【Strict Deadline】

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=SUR20241014144752265847599>

4. Application Documents

1. APU Student Exchange Program Application Form (Designated Form)
2. A screenshot of documents indicating language proficiency (TOEFL[®], TOEIC[®], IELTS[™], CASEC etc)*

<p>*If you have lost your score report, please check the box next to "I lost my TOEFL[®] / TOEIC[®] score report document" in the application form. Your latest score registered at the university will be used for the selection process.</p>
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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

Applicants will be selected by their faculty based on application documents, language proficiency, GPA, and an interview.

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

6. Announcement of Acceptance

Date of Announcement: 1:00 pm, Wednesday, December 18, 2024

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: Friday, January 10, 2025 (TBA)

Method of Implementation: Face to face and Zoom

(Please attend either of the above methods)

*Further details such as a Timing and URL will be sent separately out 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, Gakujikan Hall

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

TEL: 075-465-7865