

Application Information for Field Study Program / Field Research Project AY2024 Spring Semester

Application period	Dispatch period	Programs offered
Wed., April 17 ~ Wed., May 1, 2024 - 14:00	August - September, 2024	Refer to P.3-4



【Important】 Several important changes starting in AY2024.

When applying to the program, please check the syllabus, application information, program common items, and pledge, and make sure that you understand and accept all of them, particularly the following items carefully.

- [\(Overseas programs only\) Collection of program fees in two separate payments: the first payment and the second payment.](#)
- [\(Overseas/Domestic\) Students are responsible for arranging their own transportation \(accommodation\) to and from the meeting place \(overseas airline tickets are to be arranged by the students\).](#)
- [\(Overseas/Domestic\) Stricter deadlines for various submissions and program fees related to the program.](#)

Field Study / Field Research Project

■ Field Study ■

Characteristics of programs in each college

[College of Asia Pacific Studies (APS)]

Programs in APS aim to help students learn a certain framework of Asia Pacific Studies comprehensively and to act with expertise, integrity, and compassion in the global society. Students are expected to learn to communicate adequately with others from different cultures and with different values, and explore, observe, analyze and investigate different matters, discuss multivalent issues.

[College of International Management (APM)]

APM programs aim to foster student growth by cultivating students who possess a global mindset and the skills and knowledge to think critically. Furthermore, in order to increase the effectiveness of each program's curriculum, programs shall provide opportunities for learning via the flipped classroom method in order to enrich students' understanding of economics and management.

APM will implement programs that fall under the following themes:

A) Global Business Immersion

This program will give students a stratified understanding of the historical, cultural, and political aspects of business between countries and regions

B) Creating Social Impact through Business

This program will foster entrepreneurs who can contribute to society by allowing students to observe the activities of real social entrepreneurs in person or to participate in training programs.

C) Bridging the Gap Between Theory and Practice

This program will allow students to understand the gap between the latest theories studied in class and business in practice through field research and site visits at corporations.

[College of Sustainability Tourism (ST)]

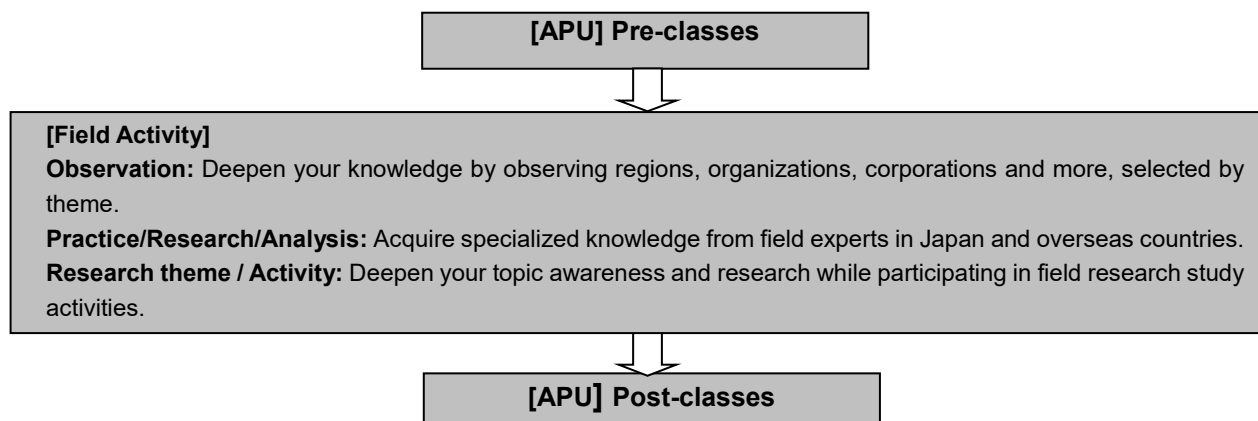
The mission of the College of Sustainability and Tourism is to foster academic practitioners who will develop their academic knowledge and work on innovative research to solve contemporary global issues related to sustainability and tourism. As such, students are required to earn credit for off-campus programs such as field study as a graduation requirement. Field studies are conducted on-site based on topics related to the college's specialized fields, allowing students to pursue their own interests.

The courses are designed to deepen students' interests and learning by connecting specialized theory and practice.

■ Field Research Project ■

Field Research Project is a collaborative study program for 3rd and 4th year (5th – 7th semester) students taking seminar subjects. By participating in this program in addition to regular seminar classes, students can acquire in-depth expertise on their own research topics, which will lead to the writing of their graduation theses.

Program Overview



Eligibility / Subject Field

■ Common items for Field Study & Field Research Project ■

Application requirements and subject fields vary depending on your college, curriculum year, and semester year as well as the college conducting the program. Please be sure to check 'Course availability by college/curriculum, subject field, course title, and eligible semester for application' column in the syllabus of each program before submitting your application.

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2024 Spring Semester)
- A student whose student status is “*study abroad*” or “*leave of absence*” when the program is offered (as of AY2024 Spring Semester) is not eligible to apply.
- A student who is in their final semester when the program is offered (as of AY2024 Spring Semester) is not eligible to apply.
- A student whose student status is currently suspended is eligible to apply if the period of their suspension ends before the program’s application deadline date.
- Besides those listed above, please check the ‘Recommended Qualifications / Knowledge’, and ‘Requirements for Students’ in the syllabus for the program-specific conditions if any.

[Status of Language Studies at APU]

- A student must have met the following conditions **before** the semester when the program is offered; AY2024 Spring Semester.

English basis students participating in programs offered in Japanese:

Must have enough Japanese skills to be able to understand classes conducted in Japanese.

Japanese basis students (standard track) participating in programs offered in English:

Must have received credit for Intermediate English A and B.

For E/J course:

There is no language requirement.

■ Field Study only ■

Selection priority may be given to students affiliated with the college conducting the program.

■ Field Research Project ■

- Students must be currently enrolled in 3rd and 4th year seminar courses during the semester in which the program is offered and must be willing to continue the seminar in the following semester (AY2024 Fall Semester).
- Students do not need to enroll in the 3rd and 4th seminar courses (Seminar, or Research Seminar) supervised by the instructor of the Field Research Project in order to apply for the program. Students are eligible to apply regardless of the college they belong to.

Programs offered

Field Study

College of Sustainability and Tourism (ST)

College	Area of Study	Program name	Faculty in charge	Field activity site	Program schedule - Pre: Pre-program lectures - Post: Post-program lectures		Credit	Lang.
ST	ED	Sustainable Development with Local and International Development Actors in Thailand	K C Dipendra	Bangkok, Thailand	Pre	6/26(Wed) Period 5-6 7/3(Wed) Period 5-6	2	E
					Practicum	8/23(Fri) - 8/29(Thu)		
					Post	9/6(Fri) Period 1-2		
	ED	東峰村の中学生と地域づくり / Community Development with Secondary School Pupils in Toho Village	KIMURA Rikio	Toho Village, Fukuoka	Pre	7/10(Wed) Period 5-6 7/17(Wed) Period 5-6 8/30(Fri) Period 5	2	E/J
					Practicum	9/3(Tue) - 9/6(Fri)		
					Post	9/10(Tue) Period 4-5		
	HT	【別府市制 100 周年記念プログラム】グローバル都市ロンドン、世界遺産都市バースから学ぶ持続可能な都市開発戦略 【Beppu City 100th Anniversary Program】Sustainable Urban Development Strategies, learning from Global City London and World Heritage City Bath	KUBO Takayuki	London, Bath, UK	Pre	7/10(Wed) Period 5-6 7/17(Wed) Period 6	2	E/J
					Practicum	8/28(Wed) - 9/5(Thu)		
					Post	9/16(Mon) Period 5-6 TBA: Courtesy visit to the Beppu City Mayor		
	-	南阿蘇の震災復興と持続可能な社会の創生	UEHARA Yuko	Minamiaso Village and surrounding area, Kumamoto	Pre	7/3(Wed) Period 5-6 7/10(Wed) Period 5-6	2	J
					Practicum	9/2(Mon) - 9/5(Thu)		
					Post	9/9(Mon) Period 2-5 9/10(Tue) Period 3		
ED	持続可能な地域づくり 長野県飯田市における調査	TSUCHIHASHI Takuya	Iida City, Nagano	Pre	7/10(Wed) Period 5-6 7/17(Wed) Period 5-6 +Another online session from Iida (Date: TBA, in late July-August.)	2	J	
				Practicum	8/8(Thu)-8/11(Sun)			
				Post	1 class in Sept. 6 (Fri) period 4			
HT	アイヌの里 北海道平取町(二風谷)で、アイヌ文化を活かした観光振興を考える	YOSHIZAWA Kiyoyoshi	Biratori Town, Hokkaido	Pre	7/3(Wed) Period 5-6 7/10(Wed) Period 5-6 7/17(Wed) Period 5	2	J	
				Practicum	9/2(Mon) - 9/6(Fri)			
				Post	9/11(Wed) Period 4-5 9/12(Thu) Period 4-5			
HT	沖縄本島北部のやんばる地域の人々の暮らしと地域づくり	YOTSUMOTO Yukio	Higashi Village, Okinawa	Pre	6/19(Wed) Period 5-6 7/3(Wed) Period 5-6	2	J	
				Practicum	9/2(Mon) - 9/7(Sat)			
				Post	9/11(Wed) Period 1-4			

College of Asia Pacific Studies (APS)

College	Area of Study	Program name	Faculty in charge	Field activity site	Program schedule - Pre: Pre-program lectures - Post: Post-program lectures		Credit	Lang.
APS	ED	障害と社会 Disability and Society	YAMAGATA Tatsufumi	Beppu City, Hiji Town, Oita	Pre	7/21(Sun) Period 1-5 9/6(Fri) Period 1-3	2	E/J
					Practicum	9/9(Mon) – 9/12(Thu)		
					Post	9/12(Thu) Period 3-5 *On site		
	CSM	インドネシア地域研究プログラム:特異性を多角的に見る方法 Indonesian Studies Programme: Uniqueness through Multifaceted Lenses	TSUKAMOTO Takashi	Jakarta, Bandung, Indonesia	Pre	6/5(Wed) Period 5 6/26(Wed) Period 5 7/10(Wed) Period 5	2	E/J
				Practicum	8/25(Sun) - 8/31(Sat)			
				Post	8/31(Sat) Period 1-3 *On site			

College of International Management (APM)

College	Area of Study	Program name	Faculty in charge	Field activity site	Program schedule - Pre: Pre-program lectures - Post: Post-program lectures		Credit	Lang.
APM	-	SOCIAL ENTREPRENEURSHIP	CORTEZ Michael A.	Ormoc, Philippines	Pre	7/3(Wed) Period 5 7/10(Wed) Period 5	2	E
					Dispatch	8/19(Mon)-8/29(Thu)		
					Post	9/2(Mon) Period 5		

■Field Research Project■

College	Area of Study	Program name	Faculty in charge	Field activity site	Program schedule - Pre: Pre-program lectures - Post: Post-program lectures		Credit	Lang
APS	-	現代社会論－(共生)について考える	SEIKE Kumi	Joetsu City, Niigata	Pre	7/13(Sat) Period 5 8/10(Sat) Period 5	4	J
					Dispatch	8/27(Tue) - 9/2(Mon)		
					Post	9/2(Mon) 1 class on site		

[Note]

- Please be sure to check the syllabus for details on each program. The syllabus is available on [the Off-campus Programs website](#).
- Credits awarded will not be counted within the maximum number of credits per semester.
- Course registration for this program is handled by the university.
- It will be registered as an AY2024 Spring semester course. However, the grades of Field Studies will be announced in October 2024.

Application Information

Programs offered

Please refer to "[Programs offered](#)".

Applying for multiple programs

- Students can apply for multiple programs as long as they meet the application conditions and the program schedule (pre-lectures, on-site field activities, and post-lectures) do not overlap.
- If you are applying for more than one program, you must submit one application per program.
- If you are accepted for more than one program, you must participate in all the programs you are accepted for. We will not accept your withdrawal after the announcement of the screening results in principle.

How to apply

During the application period, please submit your application as follows.

Application period: **Wednesday, April 17 ~ Wednesday, May 1, 2024, 14:00**

Please **apply online**.

- Online application website will be announced on [the Off-campus Programs website](#) when the application period starts.
- If you submit the online application multiple times, only the most recent application will be accepted.

Screening method

- A comprehensive selection process will be conducted. (Applicants will be contacted separately if an interview is required.)
- In case of many applicants, applicants who are in the college that offers a program are given priority in the screening process.

Application guidance session

Date: Wednesday, April 17 [Japanese] 14:20-15:20 / [English] 17:00-18:00

Format: Online (Zoom MTG ID: 985 0296 3348)

Remarks: It is required to log in to the Zoom with APU account. Please refer to [the URL](#) for more details.

Announcement of the screening result

Date: Friday, May 10, 2024

The applicant will be notified via Campus Terminal.

Guidance for the confirmed participants ***Attendance is mandatory**

Date/time: Wednesday, May 15, 5th period (16:10-)

Format: Online (Zoom MTG ID: TBA) (Details will be notified at a later date.)

Risk Management Guidance Session (Overseas program participants only) ***Attendance is mandatory**

Date/time: Wednesday, July 17, 5th period (16:10-)

Format: Online (Zoom MTG ID: TBA) (Details will be notified at a later date.)

Release of Grades / Grade Inquiries

Course Registered and Graded as: AY2024 Spring Semester

Grades Awarded: October 2024

Grade Inquiries: Grade Inquiries Period for AY2024 Fall Semester Course

Submissions after acceptance into the program

After you have been accepted into the program, the following items must be submitted by the due date.

- **Pledge:** If you are selected to participate in the program, you will be asked to submit the "Pledge" online. At the time of application, please make sure to obtain the consent of the guarantor. The Pledge must be electronically signed by both the applicant and guarantor.
- Survey for the confirmed participants (Online):
 - (Domestic and Overseas programs) Confirmation of Self-report of Health Conditions, and emergency contact information.
 - (Overseas programs only) Submission of passport copy, e-ticket, information on departure and return

- dates and selecting an overseas travel insurance plan, etc.
- Image of your visa (If needed)

Obtain or renew passport and visa

- Check the passport expiration date stipulated by each country. If your current passport does not meet the deadline specified by the country or region you will travel to, renew your passport immediately.
- It is your responsibility to check the visa requirements from your departure to your return home and apply for it on your own.

Notes on Participation

【Important】 Before submitting an application, please read through the main important points listed in the attachment at the end of this Application Information – “[Requirements for Participation in Off-Campus Study Programs](#)”. Conditions for participation which are unique to this program are listed below. Please read through them carefully, before considering your application.

1. **Fees**

Program fee

- The specified program fee must be paid to participate in the program. The estimated fees for each program are listed in the syllabus. For overseas programs, the finalized fees may exceed the estimated amount due to the rising demand for overseas travel and the depreciation of the Japanese Yen etc.
- Program fees and payment deadlines for programs will be notified for each program as soon as they are finalized. The information will be provided at least one month prior to departure.
- You are responsible for payment of the program fee by the due date. If you fail to pay the fee by the due date, your participation in the program will be cancelled for any reason. In such a case, you will be responsible for any fees already incurred.

(Overseas programs only) Collection of program fees in two separate payments: the first payment and the second payment.

- For the Overseas Program, the university will collect the program fee in two separate payments.
- First payment: The deadline for payment is June 12 (Wed.). The amount is approximately 70% of the fees listed in each program syllabus. The specific amount will be notified after the announcement of the screening results.
- Second payment: The deadline for payment is Wednesday, July 17. The amount is the final fee for each program minus the first payment.

Insurance *Details will be provided at the Guidance for the confirmed participants.

(Overseas programs)

- Including cases where students have already individually taken out an insurance policy, program participants must take out overseas travel insurance as designated by APU and the host institution, join a risk management system, and so on.
- The insurance coverage period must include all days from the date of departure from Japan to the date of return to Japan, regardless of the program duration. Insurance premiums are calculated based on the dates of travel abroad, but approximate prices are as follows.

Number of days of travel	The overseas travel insurance premiums	The crisis management system fee
For up to 7 days	Approx. 7,500 yen	1,870 yen
For up to 14 days	Approx. 12,000 yen	1,870 yen
For up to 21 days	Approx. 15,000 yen	1,870 yen
For up to 34 days	Approx. 17,000 yen	3,740 yen

(Reference)The overseas travel insurance premiums URL: <https://www.creohuman.co.jp/business/travel-ins/>

(Domestic programs)

- Including cases where students have already individually taken out an insurance policy, program participants must take out domestic travel insurance as designated by APU.

The insurance subscription period is from the date of gathering to the date of disbandment, and APU will arrange for the insurance subscription all together.

2. Preparation before departure

***Details will be provided at the Guidance for the confirmed participants.**

Transportation (and accommodation) arrangements to the practicum on-site

NOTE: From the AY 2024, all Field Study and Field Research Project participants will meet and dismiss on-site.

[For domestic programs]

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place.
- Meeting places and dates are listed in the syllabus for each program.

[For overseas programs]

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place.
- Meeting places and dates are listed in the syllabus for each program.
- Please arrange and purchase your own airline tickets and other transportation so that you can arrive at the designated meeting place by the designated date and time. Since the e-tickets must be submitted by Wednesday, June 12, please keep in mind that from the application stage, you should plan your schedule to include both before and after the practicum.
- You will not be allowed to participate in the Off-campus Programs if any of the countries or regions on your route from departure to return to Japan are classified as [Level 2 or higher risk by the Ministry of Foreign Affairs of Japan](#) (except for transit destinations that do not involve overnight stays). In the unlikely event that you have arranged such a ticket/transportation, you must re-arrange a ticket/transportation that meets the above requirements at your own risk.

Transportation and accommodation arrangements during practicum

[For domestic programs]

- Depending on the programs, the university may make arrangements for students, or students may make their own arrangements under the guidance of their instructor. We will communicate with students for each program after the student has been selected.

[For overseas programs]

- The university will arrange them. Payment methods will be communicated with students for each program after the student has been confirmed.

3. Disclaimer and Precautions

Precautions for course registration

- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs. Please check the academic calendar, other activities and program periods carefully in advance as you cannot take courses that overlap with the Field Study programs.
- You may apply to the program even if the program period (pre-classes, Field Study, and post-classes) of the field study you wish to pursue overlaps with the 2nd Quarter and Summer Session courses of the AY2024 Spring semester for which you have already registered. However, if you decide to enroll in the Field Study program after the announcement of the program's acceptance results, you must make sure to remove your course registration for 2nd Quarter and Summer Session courses of the AY2024 Spring semester during the Course Registration Correction Period 2
- The student is responsible for the cost of cancellation, including in the event of suspension.

(Overseas/Domestic) Stricter deadlines for various submissions and program fees related to the program.

- If you are accepted into a short-term off-campus program, the Academic Office will inform you of the required documents to be submitted for each program (e.g., pledge, surveys, etc.) and payment of the program fee.
- **You are responsible for paying and submitting all required documents and program fees (e.g., passport, visa, program fee payments, insurance, and any other documents specified by the university or host institution) by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.**
- **If you are unable to participate in the program due to failure to submit materials or pay the program fee by the designated deadline, you must pay any fees incurred up to that point.**

- If a student's participation in the program is cancelled for any of the above reasons, he/she will receive a grade of "F" in principle.

4. **Program Cancellation**

The University will make the decision to cancel student dispatch if the following conditions are met:

- In the event the Ministry of Foreign Affairs of Japan's "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be made according to the situation.
- In case any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.
- In the event a host institution decides to cancel the acceptance of students from APU which involves overseas travel.

In the above cases, you must pay any fees incurred up to that point.

Others

Participation qualification

Participation without application is now allowed.

Risk Management & Health Monitoring During the Program

Participants can choose whether they wear a mask, but if wearing a mask is required by the host institution, then participants must adhere to these rules. Furthermore, during the program students will have to study in an environment that is different from their daily life while staying overnight at the program destination. Therefore, students are asked to take responsibility for risk management and monitoring their health as they would during the COVID-19 pandemic.

Schedule

Date	Description
2024	
April 17 (Wed.)	Application period begins
April 17 (Wed.)	Application guidance session Format: Online (Zoom MTG ID: 985 0296 3348) Time: Japanese: 14:20-15:20 / English: 17:00-18:00
May 1 (Wed.) 14:00	Application deadline
May 10 (Fri.)	Announcement of the screening result
May 15 (Wed.) 5 th period (16:10-)	Guidance session for confirmed participants *Attendance is mandatory
June - August	Pre-program lectures at APU (see program syllabus)
July 17 (Wed.) 5 th period (16:10-)	Risk Management Guidance Session *Attendance is mandatory for overseas program participants Format: Online (Zoom MTG ID: TBA)
August - September	Practicum, and post-program lectures (see program syllabus)
October	Grade announcement (After the Registration Period B)
2025	
March	Grade Inquiries

In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

Submissions after acceptance into the program

[Important] You are responsible for submitting all required documents and paying program fees by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.

【For overseas programs】

Deadline	Submissions or Payment Items
June 12(Wed.) 14:00	<input type="checkbox"/> Pledge <input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, emergency contact information, e-tickets, passport copy, information on departure and return dates from/to Japan, and selecting overseas travel insurance plan. <input type="checkbox"/> First payment due for the program fee <input type="checkbox"/> Submission of the declaration form for the overseas travel insurance (Details will be provided at the Guidance for the confirmed participants.)
July 17(Wed.)	<input type="checkbox"/> Second payment due for the program fee <input type="checkbox"/> Payment due for the Overseas Travel Insurance and the crisis management system fee (The amount will be announced around Wed., July 10th.)
To be notified for each program.	<input type="checkbox"/> Image of visa (If needed)

【For domestic programs】

Deadline	Submissions or Payment Items
June 12(Wed.) 14:00	<input type="checkbox"/> Pledge <input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, emergency contact information. (Details will be provided at the Guidance for the confirmed participants.)
July 17(Wed.) 14:00	<input type="checkbox"/> Program fee <input type="checkbox"/> Payment due for the Domestic Travel Insurance * Depending on the program, your instructor will inform you of the details of the program fee and collect it. In that case, please follow the instructor's instructions.

For inquiries about Field Studies / Field Research Project

Academic Office Building B, 1st Floor
 TEL 0977-78-1101 / FAX: 0977-78-1102
 Academic Office (Shitamura, Ito, Idonuma, Ninomiya)
 Email: atfs@apu.ac.jp

AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

All participants in Ritsumeikan Asia Pacific University Off-campus Programs (hereinafter referred as to Programs) must abide by the following.

1. Required Attitude

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (hereinafter, "APU") and the host institution (hereinafter, "Host Institution").
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program.
- (4) Participants must attend all pre-dispatch and pre-program and post-program classes, guidance sessions, and so on.
- (5) Participants must follow all instructions from staff and faculty at both APU and the Host Institution.
- (6) Participants must not protest if they are made to cancel their participation in a program or made to return to Japan due to breach of these Requirements for Participation in Off-campus Programs.

2. Cancellation of Program Participation or Dispatch

(1) [All Programs (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs)]

I understand that all participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. I understand that if a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline for any reason, they will be removed from the program.

(2) [Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs]

I understand that all participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. I understand that if a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline, they may be removed from the program.

- (3) In addition to the above, in any of the cases below the student's participation in the program may be cancelled even after the results have been announced.
 - A) If it is determined that it is not appropriate for the student to take the course, taking into account their attitude and attendance status
 - B) If the participant is made subject to disciplinary action after the program results are announced
 - C) If APU determines that it is not appropriate for the student to study abroad due to injury, illness, etc.
 - D) If the participant engages in prohibited acts during the program period
 - E) If the participant does not meet the designated requirements to continue the program
 - F) In the case of any other violations of the duties of the student
- (4) I understand that if a student's participation is cancelled, they shall be given an "F" grade. (If the participation is cancelled before the pre-program classes start, then the course will be "dropped." However, exchange, Dual Degree programs, Campus Asia programs, and other short-term summer and winter programs are excluded.)
- (5) I understand that in the cases below, APU may make the decision to cancel student dispatch.
 - A) If the destination country or region is in an area designated Danger Level 2 or above by the Ministry of Foreign Affairs. However, if an infectious disease risk advisory is issued due to the spread of a new infectious disease, decisions will be made depending on the situation.
 - B) If there are natural disasters, accidents, strikes, infectious disease, political unrest, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region that make it difficult for the host institution to provide support for the dispatched students due to force majeure.
 - C) If the host institution decides to stop accepting dispatched APU students.

3. Meeting and Dismissal On-site

[All overseas programs (excluding FIRST, Service Learning)]

- (1) Participants will meet and dismiss on-site during the program period, and are responsible for ensuring their own safety during their travels.
- (2) Participants are responsible for arranging their own flight tickets, and submitting their flight ticket information (E-ticket) to APU as declaration and evidence of the dates of their departure from and arrival to Japan.
- (3) Once an itinerary has been submitted to APU, it should not be changed for any reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for any actions taken outside the previously-reported dates of departure and return to Japan, and all actions taken will be at the participant's own risk.

[FIRST, Service Learning]

- (1) Participants are not permitted to meet or dismiss on-site, and cannot enter the country on their own before the start of the program period.
- (2) After the end of the program period, participants must immediately return to Japan. They may not extend their period of stay in the host country.

4. Health Management

(1) **[All Overseas Programs (excluding FIRST, Service Learning)]** Before departure, participants must purchase an overseas health and travel insurance policy designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of their program. In addition, participants are also required to enroll in the risk management system for the period specified by APU, including the program period.

[FIRST, Service Learning] Before departure, participants must purchase overseas travel insurance and enroll in the risk management system as designated by APU.

[Domestic Programs] Participants must purchase domestic travel insurance and enroll in the risk management system designated by APU.

- (2) Participants are responsible for managing their own personal health. They must also submit the "Off-campus Program Participants Self-report of Health Condition and necessary support in studies."
- (3) Participants must report if they have any pre-existing health conditions.
- (4) Should a participant require hospitalization or medical treatment, they must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above the amount that is covered by their insurance.
- (5) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of their guarantor), the participant agrees to be treated according to the judgment of APU or Host Institution faculty and staff, or a doctor.
- (6) If APU or the Host Institution determines that the patient requires medical treatment, and the participant makes the independent decision not to undergo that medical treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.
- (7) If a student wishes to receive a vaccine recommended by APU, they must go through the necessary procedures and apply at their own medical institution to receive it. If a vaccination is mandatory, the student must follow the instructions given at the guidance session.

5. Costs and Compensation

- (1) If a participant is unable to join or continue in the program due to their failure to submit documents of payments by the deadline, injury or illness, disciplinary action, etc., or if they withdraw from the program, they will be responsible for paying any costs incurred up to that point.
- (2) If a program is changed or cancelled as a result of natural disasters, accidents, strikes, infectious disease, political unrest in the program country or region, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region, the participant will not seek compensation from either APU or the Host Institution, but will be responsible for paying any costs incurred up to that point.
- (3) I understand that if a participant has already paid their required program fees, they will receive a refund of the total amount, minus the expenses already incurred up to the point of discontinuation of the program, cancellation of participation, or withdrawal. I also understand the refund process may take some time.
- (4) In the event that an accident, illness, or death occurs under circumstances beyond the control of APU or the Host Institution, neither APU nor the Host Institution shall be held responsible in any way, financially or otherwise.
- (5) In the event of any damage to or theft of personal belongings, traffic accidents, or criminal events that may occur during the program deemed to be under circumstances beyond the control of APU or the Host Institution, the participant shall be responsible for dealing with the situation.
- (6) If the participant causes damage to a third party or APU through their own intention or negligence, the participant shall be responsible for compensation.
- (7) During the program period, if any damage occurs to the participant through unlawful acts made by third parties such as organizations, individuals, homestay families, etc., the participant will be responsible for handling any legal actions or other related matters. APU or the Host Institution shall not be held liable for such incidents.

6. Obtaining Visas

- (1) It is the responsibility of the participant to check the requirements to receive a visa covering the period from their departure to their return, and apply accordingly.
- (2) Visa requirements vary depending on the participant's nationality, the destination country/region, length of stay, etc.. Any information about required visas (including transit permits) can be found on each embassy's website, and participants must check the information themselves.
- (3) Visa application requirements are subject to change without notice, so participants must keep up to date with the latest information. Program participation via a visa received on arrival is not permitted, except in cases where a visa cannot be obtained in advance due to visa regulations of the country issuing the visa.
- (4) In the event a participant is unable to obtain a visa, their participation in the program or overseas exchange will be cancelled. Furthermore, the start date of the program or study abroad will not be changed due to the participant's failure to obtain a visa.
- (5) [International Students only] In addition to a visa for the program's host country, participants must check the expiry date of their Japanese residency permit and the conditions for a re-entry permit.

7. Course Registration Plan

- (1) When applying to the program, participants must make sure that the courses they will register and the number of credits they will earn are compatible with their course registration plan until graduation.
- (2) The university will not provide any special accommodations if an issue with a participant's course registration plan until graduation is found, so participants must apply for their programs at their own risk.

8. Submission of Pledge

Participants must agree to and abide by all the conditions listed above, and submit the pledge signed by both the participant and their guarantor.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date _____
Signature by Student _____ * Use "Draw" to sign. (Please do not use "Type".)
Student ID Number _____
Program Name _____ (Host University/Institution: _____)
College (APM / APS / ST / GSM)
Year (1 / 2 / 3 / 4 / Other)
Zip Code _____
Address _____
* Please make sure the address you entered is correct before submitting.

To be completed by the applicant's guarantor *Should be completed by a parent, a guarantor, etc.

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date _____
Signature by Parent/Guarantor _____ * Use "Draw" to sign. (Please do not use "Type".)
Zip Code _____
Address _____
* Please make sure the address you entered is correct before submitting.
Telephone Number _____
Relationship with the student _____

[In any of the following cases, the pledge will be deemed null and void, and the student will be responsible for all fees incurred through participation in the program.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If any of the information provided is deemed false.