

**APU – Salzburg University of Applied Science (Austria)  
Undergraduate Double Degree Program  
Application Guidelines for Spring 2024 Departure**

We are recruiting participants for the Double Degree Program between the College of Sustainability and Tourism (ST) at APU and the Department of Business and Tourism, Innovation and Management in Tourism Major (IMT) at Salzburg University of Applied Science, Austria (SUAS) as below.

Participants of this program will study 2 years at APU and 2 years at SUAS, and after completing all graduation requirements set forth by both universities will receive 2 undergraduate degrees in 4 years – Bachelor of Sustainability of Tourism (APU) and Bachelor of Arts in Business (SUAS).



**Table of Contents**

**1. Application Outline .....2**

**2. Selection .....3**

**3. Application Procedures.....3**

**4. For Accepted Applicants .....4**

**5. Program Dismissal and Early Termination after Acceptance.....5**

**6. Items Common to All Programs.....5**

**Contact Information / Mailing Address:**

Academic Office / Undergraduate Double Degree Program Team	
Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, 874-8577 Oita, Japan	E-mail: dudp@apu.ac.jp
KOLEVA Emiliya (Ms.), KAI Miyuki (Ms.)	

## 1. Application Outline

- 1) **Number of Participants:** Up to 3
- 2) **Application Period:** Wed. July 19, 2023 – 16:30 on Mon. August 7, 2023
- 3) **Application URL:** <https://forms.office.com/r/0Xn6be8S9F>
- 4) **Application Requirements** (must meet all of the following)

<b>Enrollment Status</b>	1st year student of the College of Sustainability and Tourism (ST) enrolled in the AY2023 Spring Semester		
<b>Nationality</b>	Not be an Austrian passport holder. If an applicant is an Austrian passport holder, they must have received less than four years of education in Austria after Junior High School (beyond G7)		
<b>Language Requirement</b>	TOEFL ITP® 550	TOEFL iBT® 79	IELTS™ 6.0
<b>Completion of the Required Common Liberal Arts for ST</b>	Have completed or intend to complete all four Required Common Liberal Arts Subjects by the end of the AY2023 Fall semester: a) Introduction to Tourism and Hospitality, b) Introduction to Sociology, c) Introduction to Sustainable Development, and d) Statistics for Social Sciences		
<b>Completion of Academic Skills Subjects</b>	Have completed or intend to complete the Introduction to Research Methods subject by the end of the AY2023 Fall Semester		
<b>Completion of other Introductory Lecture Subjects</b>	Have completed or intend to complete all of the following three subjects by the end of the AY2023 Fall semester: a) Introduction to Accounting (ST Major Subject), b) Introduction to Management (ST Major Subject), and c) Introduction to Economics (Common Liberal Arts)		
<b>Number of Registered Credits</b>	Must have registered for at least 16 credits in the AY2023 Spring Semester		
<b>Number of Earned Credits</b>	Must have earned 14 or more credits on Wednesday, August 30, 2023		
<b>GPA</b>	Semester GPA must be 2.80 or above on a 4.00 scale on Wednesday, August 30, 2023.		
<b>Completion of Required Language Subjects</b>	Must have either completed, be exempted from, or be scheduled to complete Intermediate English (for Japanese-basis students) or Japanese Foundation I and II (for English-basis students) by the end of the AY2023 Spring Semester.		
<b>Self-Study of German</b>	Applicants must be willing to study German. All courses at SUAS will be held in English. However, completion of German language courses at SUAS is mandatory.		

## 5) Application Documents

Document	Details
<b>Motivation Letter in English</b>	Must have a clear purpose for participating in this program
<b>Essays (English)</b>	Must submit 2 essays on designated topics which should be logical and show good command of English.
<b>Digital ID photo</b>	Please prepare it before starting the online application.
<b>Statement of Financial Support</b>	Adobe Digital Signature
<b>Copy of English Proficiency Score Sheet</b>	English proficiency score sheet meeting the language requirement in 4) Application Requirements.

## 6) Screening Schedule

Date	Details	Method
<b>Thursday, August 31, 2023</b>	Announcement of Document Screening Results	Campus Terminal
<b>Mon., September 4 – Wed., September 6, 2023</b>	Interview Period*	Zoom or in person
<b>Monday, September 11, 2023</b>	Announcement of Final Selection Results	Campus Terminal

\*Applicants may be asked to come for an individual consultation outside of the interview period. In such cases, they will be separately contacted with details.

## 2. Selection

### 1) Selection Method

Applicants will be selected based on a comprehensive screening of their application documents, language proficiency, study plan and an interview conducted in English.

### 2) Selection Criteria

#### Essay

- Must have a clear purpose for participating in this program.

#### Language Proficiency

- Must possess a level of English proficiency that will enable them to have a fulfilling academic experience at the host university
- Must fulfill the language requirements at the time of the internal screening.

#### Credit and Grades

- Must have earned 14 or more credits for the AY 2023 Spring Semester on Wednesday, August 30, 2023.
- AY 2023 Spring Semester GPA must be 2.80 or above on a 4.00 scale on Wednesday, August 30, 2023.

#### Interview (Only those applicants who pass the document screening)

- Must have a clearly defined study plan and goals.
- Must possess the ability to socially and culturally adapt in the country of the host university as well as the psychological mettle to deal with and overcome problems they may face during the program.
- Must possess high-level conversational skills.

### 3) Important Notes

- In principle, participants are not permitted to withdraw from the program once accepted.

## 3. Application Procedures

Please read the Program Outline available on the [Academic Office website](#) and the following instructions carefully before completing the online application. Incomplete applications will be automatically rejected.

### Step 1 Prepare the following documents

Applicants will be asked to upload 1) and 2) at the end of the online application.

#### 1) Digital photo clearly showing the applicant's face

- The Academic Office uses photos to match applicants and faces, thereby helping us support applicants more effectively. Provided that they are facing forward and their face is clearly visible in the photo, applicants do not need to submit an official ID photo. However, we cannot accept photos that include anyone other than the applicant.
- Applicants should be facing forward and must not be wearing a hat, a mask, sunglasses, etc.
- Please upload a photo taken in the past six months.
- The file name must match this format: "Photo \_Full Name".

E.g. **Photo\_RITSUMEIHanako.jpeg**

## 2) Copy of English Proficiency Score

- Applicants must submit a copy of an English language proficiency score that meets the language Requirement listed in the Application Requirements.
- Should applicants choose to submit an online score, they should submit a page upon which their name, their score, and the date of the test are clearly visible.
- English-basis students whose native language is not English must also submit English proficiency scores.
  - The Admissions Office will not return scores that were submitted for the entrance exams.
- The file name must match this format: "Score\_Full Name".  
E.g. **Score\_RITSUMEIHanako.pdf**

## 3) [Sign the Statement of Financial Support Form](#) (Adobe Digital Signature)

The applicant and their financial sponsor must fill in the required information and sign the form digitally.

- ### 4) For Austrian passport holders: Documentary Evidence of Academic History after Junior High School (beyond G7)
- Applicants who are Austrian passport holders are required to submit a copy of an academic transcript for all schools attended after junior high school (beyond G7) in Austria. If the period of enrollment is not indicated on the academic transcript of a particular school attended, they also need to submit a record that can confirm the number of years and months of enrollment in that school. If applicants cannot provide evidence of their academic history, their application will not be accepted.

### Step 2 Complete the [Online Application](#)

- Applications with incomplete essays and statement of purpose, or with responses well under the word requirement, will not be considered.
- Upon completion of the online application, please check "Send me an email receipt of my responses" before you press "Submit" on your online application to receive a copy of your application record. A copy of the application record can also be saved by clicking "Print or get PDF of answers" below the Thank you message of the submission confirmation screen.

If applicants have specific questions about the content of their application, they must present their application record to the Academic Office. We will be unable to answer specific questions without this record.

- In the case of multiple applications by the same applicant, we will only accept the most recent one.

## 4. For Accepted Applicants

### 1) Guidance Session for Accepted Applicants

A first guidance session for applicants accepted to the program will be held on Friday, September 15. Details will be shared with accepted applicants at a later date.

## 5. Program Dismissal and Early Termination after Acceptance

Participants who do not meet all of the following conditions will be dismissed from the program.

### Before dispatch

- 1) Have submitted all required documents (Consent Form, Pledge, etc.) by the stipulated deadline.

### After Dispatch

- 1) Participants must obtain credits for all courses they are registered for each semester at SUAS.
- 2) Participants must maintain a good academic standing at SUAS

In addition to the above, the acceptance to the program may be revoked or the program may be cancelled or terminated early if any of the conditions outlined in "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" of "6. Items Common to All Programs" apply.

## 6. Items Common to All Programs

### 1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed.

In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the " Disclaimers and Notices ".

[International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency. Please confirm the details with the program coordinator.

### 2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the Risk Management System, and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants.

### 3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

### 4. Program Cancellation or Change of Program Contents, Cancellation of Participation

① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:

1) In the event the Ministry of Foreign Affairs' "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.

2) In the event a program cannot be operated safely in view of social conditions.

2-1) When making the decision to cancel a program, we take into consideration the projection that 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.

3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel

② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, in the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.

A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance

B) In the event the participant becomes subject to disciplinary action after the announcement of screening results

C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed

D) In the event that the university determines study abroad is not suitable due to injury, illness, etc.

(E) In the event of misconduct

(F) In the event of other violations of the participant's duty as a student

③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

#### 5. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item "6. Cancellation Fees" below regarding cancellation fees.

In the case of credit-granting programs, as a general rule, students who withdraw will be assigned a grade of "F".

#### 6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded. The refund procedures require a certain amount of time.

#### 7. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

#### 8. Handling of Personal Information

Please refer to the pledge that will be sent to successful applicants for details.

#### 9. On Participating in a Program

① Whether or not a program experience is rewarding depends greatly on the attitude and effort of the participants themselves. Participants need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.

② During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants".

## AY2023 Ritsumeikan Asia Pacific University Off-campus Study Programs

### Requirements for Participation in Off-Campus Study Programs

#### 1. Required Attitude

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

- (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 referred to as “APU”) and the host institution (Hereinafter referred to as “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. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of ‘Requirements for Program Participation’.

#### 2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) **[Overseas Student Exchange, Double Degree Program, Short Term Summer/Winter Program, and EXPLORE]** Participants are required to purchase overseas health and travel insurance 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 the program. In addition, participants will also be required to enroll in Risk Management System that covers the period designated by APU including the period of the program.  
**[All other programs not listed above]** Participants are required to purchase the university designated overseas health and travel insurance and Risk Management System **[for overseas programs]** and domestic travel insurance **[for domestic programs]** before departure.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies”.
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

#### 3. Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed 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, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.
- (8) **[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE]** Any actions taking place outside the period which APU was notified of in advance, which will begin with the participants’ departure from Japan and end upon their re-entry to Japan, will be the participants’ sole responsibility. APU will not be responsible for participants’ actions



outside of this period.

#### **4. Immigration and Departure (Overseas programs only)**

##### **[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE]**

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date of their re-entry to Japan.
- (2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of any changes, participants must submit their new itinerary to APU.

##### **[All other programs not listed above]**

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

#### **5. Submission of Pledge**

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

Haruaki Deguchi  
President  
Ritsumeikan Asia Pacific University

### 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 )  
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

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/Guardian \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Relationship with the student \_\_\_\_\_

\* Use “Draw” to sign. (Please do not use “Type”.)

\* Please make sure the address you entered is correct before submitting.

\* The above should be completed by a parent, a guarantor, etc.

**【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.