

# Spring 2024 APU-RU Domestic Exchange Program Recruiting Information

## 1. Outline of Domestic Exchange Program

Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Ritsumeikan University (RU: Kyoto City, Kyoto / Kusatsu City, Shiga / Ibaraki City, Osaka)

## 2. Host Colleges

- Ritsumeikan University
  - Kinugasa Campus (Kyoto City, Kyoto)  
College of Law, College of Social Sciences  
College of International Relations, College of Letters
  - Biwako-Kusatsu Campus (BKC: Kusatsu City, Shiga)  
College of Economics, College of Science and Engineering  
College of Sports and Health Science
  - Osaka Ibaraki Campus (OIC: Ibaraki City, Osaka)  
College of Policy Science, College of Business Administration,  
College of Comprehensive Psychology

The Colleges below are currently not accepting exchange students.

The Colleges of Image Arts and Sciences, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Gastronomy Management, Global Liberal Arts

Note: In order to apply for the College of Science and Engineering, applicants must have the necessary academic ability. Screening is made on a case-by-case basis.

## 3. Exchange Period

- 1 semester or 1 year

\*There is no possibility to extend your exchange period after participation is approved by APU officially.

\*If you have participated in any domestic exchange program (1semester/1-year exchange program) in the past, you are not able to apply.

## 4. Number of students to be accepted

- Ritsumeikan University: 10 (total of 1 year and 1 semester)

## 5. Application Qualifications

- Applicants must be in their 3<sup>rd</sup>~6<sup>th</sup> semester at the time of application
- Applicants must be in their 4<sup>th</sup> ~7<sup>th</sup> semester at the time of departure.

\*You cannot participate in the program in your last semester.

\*3rd-year transfer students cannot apply.

\*2nd-year transfer students can apply from their 4<sup>th</sup> semester.

- The number of credit required : The number of credits you have taken must be the number of your previous semester  $\times$  14 or above.

\*I.e. students in their 5<sup>th</sup> semester :  $4$  (previous semester)  $\times$   $14=56$  (Total number of credits taken must be 56 or above)

- Cumulative GPA : 2.50 or above
- Language Requirements :
  - Ritsumeikan University: Sufficient Japanese Ability (complete Advanced Japanese)

## 6. Tuition and other fees

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Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present.

The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

## 7. Accommodation

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- Ritsumeikan University:

Participants are required to find the accommodation on their own.

- Renting local apartment: You may find the housing through Ritsumeikan Co-op.
- The student dormitories operated by the Ritsumeikan University (Kinugasa · BKC · OIC) : You may apply for the student dormitories but no guarantee to be offered a room. Application will be accepted after your participation is accepted officially.

Website for Rtsumeikan dorms: <http://en.ritsumei.ac.jp/lifecareer/dorm/>

## 8. Scholarships

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As a basic rule for APU tuition reduction plans or scholarships, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criteria for two consecutive semesters.

The university will evaluate your APU grades after your credits are transferred from your host university. After finishing the exchange program, please apply for credit transfer as soon as possible. Please make inquiries at the Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

## **9. Courses Registration and Credits**

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- Ritsumeikan University:
  - Participants may only take courses from the college they will be enrolled in.
  - Participants may take small-group lecture courses. However, there are restrictions on course registration for each College. Please check page 8 for more details (Japanese only).
  - There are some courses restricted by year level.
  - Only a small number of classes are taught in English.
  - Individual guidance will be provided during the course registration period, in accordance with the class registration limit, students' personal academic history and study plan.

Note:

1. Only a small number of courses are offered in English in Ritsumeikan University.

If you are a Japanese Basis Student, please plan ahead in taking courses held in English at APU.

2. There is no limit to the maximum number of credits you can register for. However, we recommend that you register for the maximum number of credits you can take each semester at APU as a guide.

## **10. Credit Transfer**

The maximum number of credits participants are eligible to transfer by the time they graduate is 60 credits including all other credit transferrable programs, regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:
  - All credits taken at the host university will be transferred as Subject Field.
  - In general, transferred credits do not count towards Areas of Study. However, For APS students, up to 10 credits may be approved to count towards an Area of Study based on the screening carried out by the College of Asia Pacific Studies (APS).
  - For APM students: Ritsumeikan University are not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
  - Credit transfers are determined by Academic Affairs based on the students' application.

- Timing of Credit Transfer

You will be required to submit a "Tentative Credit Transfer Request" as soon as you have finished course registration at your host university. Based on the results of this, you will be able to confirm to which subject fields at APU the credits you are taking at the host university will be transferred.

Through submitting a "Credit Transfer Request" transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program. More details will be explained during the Guidance Session after acceptance to the program.

- The number of transferable credits

In general, all credits obtain at the host university can be transferred back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by your APU credit registration limit.

[Grades]

Transferred subjects will appear as “T” (Transfer) on your grade report. “T” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example, ...

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

## **11. 3<sup>rd</sup> and 4<sup>th</sup> Year Seminars**

If you go on exchange during your 5th or 6th semester, you will not be able to join the 3rd year seminar. If you go on exchange during your 7th semester, you can join Graduation Research or Graduation Research I remotely. If you would like to take a seminar remotely during your 7th semester on exchange, please check the details on the [Academic Office website](#) If you wish to take a distance-learning seminar during your 7th semester abroad, please refer to "For Prospective Exchange Students" (PDF) in the "For Prospective Exchange Students" section of the "About Seminars" page in the "2017 Curriculum" section of your faculty's web site. Please check the details and submit the "Distance Learning Agreement" after obtaining permission from the faculty member in charge before studying abroad. If you have any questions, please contact the Academic Office, Distance Learning Section. For seminar courses, you will need to contact the Academic Office seminar team at (seminar1@apu.ac.jp)

## **12. Recruitment and Screening Schedule**

Application Period: October 11-October 25

Notification of Screening Results and Interview Date: October 27

Interview Period: November 1

Announcement of Internal selection: December 6

Guidance session schedules will be announced at the time of acceptance announcement (Guidance Sessions, guidance before dispatch)

\*Details will be notified to eligible applicants in due course.

### **13. Application and screening procedures**

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- Screening by application documents and interview:

Selection will be conducted based on applicant's comprehensive ability (language ability, essay, GPA and interview).

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

**Step 1:** Please apply through [Academic Office Off Campus Programs Website](#).

- 1) Complete the online application

- Note! Please read the instructions (see the above webpage) before you apply online.
- Please upload your portrait photograph.

Application Period: October 11-October 25

**Step 2:** [Statement of Financial Support \(PDF\)](#)

-Please ask your financial sponsor to download and sign this form from the Academic Office website. You will need to add your own signature as well before submitting the form.

-The file name must match this format: "Financial\_Support\_Student ID Number\_Your Name."

E.g. **Financial\_Support\_11111111\_RITSUMEIHanako.pdf**

### **14. Revocation of Acceptance**

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Please refer to the below "Common Items for All Programs" regarding other Items. Please note however, that 1-3 do not apply to this program.

### **15. Contact**

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Academic Office 1st floor, B building

Contact: Ms. Ono and Ms. Yoshioka

Useful website:

RU Website <http://www.ritsumei.ac.jp/>