

Overseas Short-Term Summer/Winter Programs

AY 2024

Recruitment Guidelines

Ritsumeikan Asia Pacific University
Academic Office

Program Overview

- You can participate in curricular summer/winter programs offered at APU's partner universities.
- In principle, you will be required to pay program fees.
- All credits acquired during the program will be reviewed by each college and the Division of Academic Affairs. If approved, these credits will be counted towards the student's graduation at APU.
- Because many summer/winter programs center on intensive courses in English, you must possess a high level of English proficiency prior to participating in the program.
- If you participate in a program in-person, in addition to attending all of the host university's classes, you must actively participate in class activities. Living and studying abroad are invaluable experiences. However, life abroad can also be difficult and stressful. In principle, you are responsible for dealing with any problems you might experience abroad on your own. We expect you to have a keen awareness of your surroundings and the ability to act responsibly to avoid any dangerous situations.

Recruitment Information

Programs for Recruitment

You can apply to any in-person or online program offered by one of APU's partner universities which begins and ends within the below time period. All programs you can apply to are included in the program list. Please research program information, including eligibility, program content, program dates, language(s) of instruction, fees, the number of credits, and accommodation, before applying for the APU internal screening.

Summer Programs	April 1, 2024 – September 20, 2024
Winter Programs	September 21, 2024- March 31, 2025

Eligibility : Applicants must fulfill all of the following requirements

- Applicants must meet the application criteria set by each host university.
- Students must be in or between their 1st and 7th semesters (students who are enrolled in the accelerated graduation program cannot participate during their final semester).
- Applicants must be APU undergraduate students. Graduate students cannot apply.

- Applicants must have a status of “regular” or “exchange” during the semester they participate.
- Applicants must not possess a passport for the country or region of the university they wish to apply to. If an applicant possesses a passport for the country or region of the university they wish to apply to, they must have received less than four years of education in that country or region from Junior High School onwards (beyond G7).
- If a student participates in multiple programs, the program dates must not overlap with each other.
- (For Japanese basis students only) At the time of application, students must have completed Intermediate English A and B (or have been exempt from these courses).

<In-person short-term programs>

- Applicants who will take in-person classes at APU during the 2nd quarter (including semester-based courses) and/or the summer/winter session cannot apply for short-term programs that overlap with those courses.
- Applicants who will take online courses during the 2nd quarter (including semester-long courses) and/or the summer/winter session at APU can participate in a short-term Program as long as it does not overlap with the class times of their APU courses.

<Online short-term programs>

- The time the program is held and the time the student’s APU courses are held cannot overlap in any way.
- Students are required to make a detailed study plan in advance, taking into consideration the time difference and other factors.

Notes and Disclaimers

1. Fees

Participants are responsible for paying for program fees, flights, accommodations, food, visa fees, textbooks, etc. In addition, they must continue paying tuition to APU as usual. In some cases, the program fees may be reduced. Please consult with the Academic Office after checking the host university website for more details.

Program participation fees
Short-term program fees, fees for textbooks and class materials, fees for any equipment necessary to take program courses
In addition to the above program fees, you will also be responsible for travel fees, accommodation fees, passport fees, visa fees, travel insurance fees, and fees required to join the Risk Management System.

2. Mandatory Overseas Travel Insurance and Risk Management Support System (Japan IR&C)

<In-person short-term programs>

In order to provide appropriate information and support in the event of a crisis, students are required to enroll in Overseas Travel Insurance and the Risk Management Support System (Japan IR&C Overseas Risk Management Services, “IR&C Safety Support Desk”) designated by APU. If the host university also requires students to enroll in a specific insurance plan, students must also enroll in the host university’s designated insurance.

The “IR&C Safety Support Desk” is a service that provides students with information and confirms their safety in a

crisis. When a crisis takes place, the IR&C Safety Desk will promptly share information with APU, so that the university grasps the relevant information and can provide appropriate support to students.

If an accident occurs, the Overseas Travel Insurance will provide compensation (costs of treating any injuries sustained or illnesses contracted while traveling overseas, hospitalization fees, compensation liability, rescuer's expenses, etc.).

Details of the insurance coverage and the insurance application process will be explained at the guidance sessions for internally accepted students.

3. Travel Cancellation

The travel cancellation announcements for each program will be made according to the APU Off-Campus Study Program student dispatch criteria. For details, please see "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" of the "Items Common to All Programs" on page 5 and after.

4. Notes Regarding Course Registration at APU

- In principal, students are responsible for cancelling their course registration during either the regular Course Registration Period or the Correction Period for any APU courses that overlap with their short-term program. The university will not delete a student's course registration.
- As an exception, the university will cancel registration for APM required courses if the applicant applies at least 3 working days prior to course registration period B (only in cases in which the program period overlaps with the class term of the courses to be cancelled).

5. Credit Transfer

- If, after a student is permitted to participate in the program, the participant no longer fulfills all of the stipulations outlined in the "Application Requirements" section due to changes in their enrollment status or course registration status, no credits will be transferred from this program.
- Students are allowed to transfer credits earned from Short-term Programs to APU upon application. Credits transferred through these programs will be transferred as credits obtained in the semester the program was actually conducted and will not be included in that semester's credit registration limit.

Application Process/Pre-Departure Schedule

Step 1 Online Application

- Please upload a copy of an English Proficiency Score (TOEFL etc.) if you have one.
- (The Admissions Office will not return scores to you that were submitted for the entrance exams.)
- If you possess a passport for the country or region of the university you wish to apply to, please upload a document that proves you received less than four years of education in that country/region from Junior High School onwards (beyond G7). If you are applying for a program in a country/region for which you do not possess a passport, this is not necessary.
- Incomplete applications will be rejected automatically.
- Upon completion of the online application, please print out the application record. If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.

- For short-term programs requiring a home university nomination, we will nominate students in the order in which we receive their applications. Applicants must apply internally to APU at least two weeks before the host university deadline.

Step 2

Be notified of the results of the internal screening.

Step 3

- Apply to the host university. (Please consult with the Academic Office if you require a nomination from APU.)
- When you apply to the host university, apply not as an exchange student, but rather as a fee-paying student. In principle, you will be required to pay a program fee. Please check each program's website and brochure for more information.
- The host university will make the final decision regarding your acceptance to the short-term program.

Step 4

After you are accepted by the host university, as a general rule, you will be responsible for all program preparations. If your program requires travel, you must make your own travel arrangements, such as your flight, entry permit (visa), etc. in accordance with the schedule designated by the host university.

Step 5

All participants must attend a guidance session. If you will participate in a program that requires travel, you must also participate in a risk management class. Specific times and dates will be announced to accepted students. Should you fail to attend these sessions, you will no longer be considered a valid program participant by APU. As such, you will not be eligible to transfer credits earned through your program.

Step 6

Submit your Pledge (in-person programs only) and Overseas Short-term programs Request Form to the Academic Office. We will inform you of the submission method and deadline during the guidance for accepted students.

Step 7

Credit transfer will take place as described in the "Short-Term Summer/Winter Program Credit Transfer Manual". Please check the manual before beginning the designated processes. Deadlines are indicated in the manual.

APU Internal Application Deadline

One week before the host university deadline

However, if an applicant would like to delete their course registration for any APM required subjects, they must apply internally to APU by 14:00 JST at least three business days before the beginning of the course registration period that semester. For programs which require applicants to be nominated by APU, applicants must apply

internally to APU at least two weeks before the host university deadline. You can find the deadlines for each university on the program list.

Contact for Inquiries Related to Summer/Winter Programs

Academic Office (B Building 1st Floor)

TEL: 0977-78-1101 / Ext. 2070

Email: outbound@apu.ac.jp

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.

Hiroshi Yoneyama
 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 _____ * 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 _____
 * 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.