



Ritsumeikan  
Asia Pacific University  
立命館アジア太平洋大学

## STUDENT EXCHANGE PROGRAM INFORMATION SHEET 2016

### CONTACT INFORMATION

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University website	<a href="http://www.apu.ac.jp">www.apu.ac.jp</a>
Exchange/Study Abroad Website	<a href="http://www.apu.ac.jp/home/exchange/index.php?content_id=26">www.apu.ac.jp/home/exchange/index.php?content_id=26</a>
Campus Map	<a href="http://www.apu.ac.jp/home/contents/campusmap.html/">http://www.apu.ac.jp/home/contents/campusmap.html/</a>

### 2016 ACADEMIC CALENDAR

The 2016 Academic Calendar will be finalized in January 2016.

<Spring Semester (official semester dates): April 1- September 20, 2016>

Airport Pick-up & Dormitory check-in	Late March 2016
Mandatory Orientation (other orientation sessions, health check to follow)	Late March 2016
Term Dates	Quarter 1: Early April – Late May 2016 Quarter 2: Early June – Late July 2016
Examination Periods	Quarter 1: Late May 2016 Quarter 2: Late July 2016
Make-up Examination Day See P.73 – 74 of <a href="#">Academic Handbook</a>	Quarter 1: Mid June 2016 Quarter 2: Early/mid August 2016
Term Breaks	Quarter Break: Early June 2016 Summer Break: Early August – September 2016

**<Fall Semester (official semester dates): September 21, 2016 - March 31, 2017>**

<b>Airport Pick-up &amp; Dormitory check-in</b>	Mid September 2016
<b>Mandatory Orientation (other orientation sessions, health check to follow)</b>	Mid September 2016
<b>Term Dates</b>	Quarter 1: Early October – Late November 2016 Quarter 2: Late November – Early February 2017
<b>Examination Periods</b>	Quarter 1: Late November 2016 Quarter 2: Early February 2017
<b>Make-up Examination Day</b> See P.73 – 74 of <a href="#">Academic Handbook</a>	Quarter 1: Early December 2016 Quarter 2: Mid February 2016
<b>Term Breaks</b>	Quarter Break: Late November 2016 Winter Break: Late December 2016 – Early January 2017 Spring Break: Early February – March 2017

Students are required to stay at APU until the end of the final examination period of the semester.

**APPLICATION QUALIFICATION**

<b>Language Requirement</b> (Not necessary for native speakers)	Students must choose to enroll as an “English-basis” or “Japanese-basis” student. English-basis students will take courses in English and will have the option of taking Japanese language courses. Japanese-basis students will take courses in Japanese and will have the option of taking English language courses.  For students enrolling as English-basis students: a) TOEFL PBT 550 / CBT 213 / IBT 79 or b) IELTS 6.0 or c) APU’s designated “Proficiency in English” form For students enrolling as Japanese-basis students: a) Japanese Language Proficiency Exam Level N1 100 points and above or Level 1 280 points and above <b>or</b> b) APU’s designated “Proficiency in Japanese” form
<b>Minimum GPA Requirement</b>	2.00 or higher out of a 4.00 grade scale
<b>How GPA is calculated</b>	1. Grades converted to APU Points (Sample) Home university grades are converted to APU Points: If your university utilizes the “+” and “–” system, please refer to the following table:

	U.S. Example		APU			
	Letter Grade	Percentage	Grade Point	Letter Grade	Grade Point	
	A	100 – 90%	4	A+		
	B	89 – 80%	3	A	Outstanding	4.0
	C	79 – 70%	2	A–		4.0
	D	69 – 60%	1			3.7
	F	59% and lower	0	B+		3.3
				B	Good	3.0
				B–		2.7
				C+		2.3
				C	Acceptable	2.0
				C–		1.7
				D+		1.3
				D	Poor	1.0
				D–		0.7
				F	Failing	0.0

2. Calculation method for GPA

[(no. of A+ credits×4) + (no. of A credits×3) + (no. of B credits×2) + (no. of C credits×1) + (no. of F credits x 0)] **divided by** number of credits taken

\*"Pass" grades and credits are not included in the GPA calculation

## ADMISSION PROCEDURE

<b>Nomination Deadline</b>	<p>Exchange students must be nominated by their home universities (email <a href="mailto:inbound@apu.ac.jp">inbound@apu.ac.jp</a> with nomination).</p> <p>For 2016 Spring Semester Enrollment: October 1, 2015 For 2016 Fall Semester Enrollment: April 1, 2016</p>
<b>Application Deadline</b>	<p>For 2016 Spring Semester Enrollment: October 22, 2015 For 2016 Fall Semester Enrollment: April 22, 2016</p>
<b>Mailing Application Documents</b>	<p>Send all documents by registered mail or by freight services such as DHL, FedEx, OCS, or EMS. Applications postmarked on the application deadline are accepted. <i>* APU shall not be held liable for any loss of documents in the mail.</i></p> <p>Ms. Fuki Masuda &amp; Ms. Miyuki Kai Academic Office Ritsumeikan Asia Pacific University Jumonjibaru, Beppu, Oita, 874-8577 Japan TEL: + 81-977-78-1101 / FAX: +81-977-78-1102 <b>Email:</b> <a href="mailto:inbound@apu.ac.jp">inbound@apu.ac.jp</a></p>
<b>Application Documents</b>	<p>Application documents can be downloaded here: <a href="http://www.apu.ac.jp/academic/page/content0166.html/?version=english">http://www.apu.ac.jp/academic/page/content0166.html/?version=english</a></p>
<b>Read carefully before submitting application!</b>	<ol style="list-style-type: none"> <li>Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.</li> <li>As a general rule, only original documents or certified copies are accepted. All documents/certificates written in a language other than English or Japanese must be accompanied with a translation in either English or Japanese. Attach to the translation with the name, address, contact number, and the signature of the translator. Translations prepared by the issuing organization, a translation company, or a</li> </ol>

	<p>qualified translator only are accepted.</p> <p>3. Once submitted, documents/certificates will not be returned to the applicant.</p> <p>4. Admission to APU will be revoked incase of false information found even after the student is enrolled.</p>
<b>Screening Method</b>	Applicants will be screened for acceptance based on the submitted documents.
<b>Notification of Acceptance</b>	Screening result will be mailed to each applicant within 6 to 8 weeks following the application deadline.

## ACADEMIC INFORMATION

<b>Level</b>	Undergraduate only
<b>Duration of Exchange</b>	1 semester or 1 academic year
<b>Colleges</b>	<p>College of Asia Pacific Studies (<b>APS</b>)</p> <p>College of International Management (<b>APM</b>)</p> <p>Note: Students must choose <b>one college</b> they would like to enroll in but will be able to take courses from both colleges. Students who come for two semesters will, in their second semester at APU, first register for courses from the college of their enrollment. It is advised that students choose a college that is most similar to their program at their home university.</p>
<b>Language of Instruction</b>	English and Japanese
<b>Number of Weeks of Study</b>	<p>1 semester is 14 weeks (plus 2 weeks of exams).</p> <p>APU operates on a semester system made up of two quarters. Some classes (mostly language) runs for the duration of the semester while other classes are usually taught in one of the two quarters.</p>
<b>Number of Hours per Week per Course</b>	<p>4×95 minutes: Semester-based language course</p> <p>1×95 minutes: Semester-based major course</p> <p>2×95minutes: Quarter-based major course</p>
<b>Required Number of Courses</b>	<p>Minimum: <b>10</b> credits in one semester (4 to 5 courses)</p> <p>Maximum: No Limit</p> <p>Average load: 18 to 20 credits in one semester (8 to 10 courses)</p> <p>*Although there is no restriction in the maximum number of credits to register, students are recommended not to take more than 18 credits for their quality of learning.</p> <p>*Please note that students must take classes for the whole semester. It is not acceptable to register classes only during 1<sup>st</sup> quarter or only during 2<sup>nd</sup> quarter. Students must take classes in both quarters while they are at APU as an exchange student.</p>
<b>Language Facilities and Support</b>	Japanese classes (creditable) for all levels
<b>Course Registration</b>	All 2011 Curriculum courses available except for 1 <sup>st</sup> Year Student

<b>Restriction</b>	Workshop and 3 <sup>rd</sup> year and 4 <sup>th</sup> year seminar classes titled “Major Seminar,” “Research Seminar,” and “Undergraduate Thesis.”
<b>Course Registration Period</b>	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
<b>Course List</b>	For the 2011 Curriculum course list, refer to pages 52 – 59 of the <a href="#">Undergraduate Academic Handbook</a> . (Note that actual courses to be offered will only be available in March (for Spring Semester) and September (for Fall Semester).
<b>Course Syllabus</b>	<p>Online Syllabus Website:  <a href="http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do">http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do</a></p> <p>All courses including graduate level courses which are <b>NOT</b> open to study abroad/exchange students will show up on this syllabus search. Students should refer to the course list to confirm that it is a 2011 Curriculum undergraduate course. When selecting the appropriate semester/quarter, please refer to the following:</p> <ul style="list-style-type: none"> <li>-Fall Semester = FA</li> <li>-Fall (1<sup>st</sup> Quarter) = FA1</li> <li>-Fall (2<sup>nd</sup> Quarter) = FA2</li> <li>-Winter = WI1</li> <li>-Spring Semester = SP</li> <li>-Spring (1<sup>st</sup> Quarter) = SP1</li> <li>-Spring (2<sup>nd</sup> Quarter) = SP2</li> <li>-Summer = SU1</li> </ul> <p><u>Not all classes are taught in English.</u> On the syllabus, the course title ends with a code indicating the language of instruction. Any code which starts with an E is for English and any code which starts with a J is for Japanese. If it starts with any other code (e.g., S or F), it is a graduate level course.</p>
<b>Credit system</b>	<p>1 major course = 2 credits</p> <p>1 language class = 4 credits</p> <p>APU incorporates the UMAP Credit Transfer Scheme.</p> <p>1 APU credit = 1.9230 ECTS</p>
<b>Grading system</b>	<p>A+ 100 – 90%</p> <p>A 89 – 80%</p> <p>B 79 – 70%</p> <p>C 69 – 60%</p> <p>F Fail</p>
<b>Transcripts</b>	<p>Transcripts will be issued on the following dates:</p> <p>Spring Semester: September 21</p> <p>Fall Semester: April 1</p>

## ACCOMMODATION

On-campus Accommodation	University arranged accommodation is provided for all exchange students. Depending on availability, accommodation may be on or off campus.		
Fees and Method of Payment	Approximate Accommodation Fees		
	Non-refundable Moving-in fee	30,000 ~ 32,000 JPY	
	Bedding/Linen fee	5,000 JPY/semester	
	Rent	30,000 ~ 40,000 JPY/month	
	Estimated Accommodation Fees for 1 Semester or 1 Year		
	<div>Program Term</div> <div>Enrollment Status</div>	One semester (5 months)	One year (10.5 months)
International students	185,000 JPY ~ 227,000 JPY	355,000 JPY ~ 441,500 JPY	
<div><div>*</div>Students will be asked to pay fees for the entire period of your stay at APU prior to arrival.</div> <div><div>*</div>Invoice will be mailed upon admission approval (Payment method: bank wire transfer)</div> <div><div>*</div>If placed in AP House on campus: The monthly rent of AP House for students who will obtain the “College Student” visa is 39,000 JPY (including rent, utilities and bedding rental). For Japanese nationals and international students who will possess other types of visa, the monthly rent for AP House is 49,000 JPY.</div> <div><div>*</div>Cost of living in Japan is approximately 1,000,000 JPY a year including the housing fees.</div> <div><div>*</div>Resident will be billed separately for any damages caused by the renter’s fault.</div>			
Meal Plan	No meal plan is available.		

## VISA

### **All students are responsible for getting a College Student Visa prior to entering Japan.**

After students are accepted, APU will apply for a Certificate of Eligibility (CoE) on behalf of the student. Once the **Certificate of Eligibility** (COE) is issued by the Immigration Department (Japan) and sent to the students, they may apply for their student visa at the closest Japanese Embassy or in their home country prior to arrival in Japan. All one semester exchange students will be given a 1 year study visa even if the study period is for 1 semester only. For one year exchange students, 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period.

## MANDATORY HEALTH / MEDICAL INSURANCE

**All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.** Students who wish to join extra insurance policies are more than welcome to do so. Student Comprehensive Renters Insurance (approx. 3,000 JPY/semester or 5,000 JPY/year) will be paid for with accommodation fees, the NHI premium (10,000 JPY/semester or 20,000 JPY/year) will be collected after arrival.

## EMPLOYMENT

<b>Employment Opportunities for Exchange Students</b>	Part-time jobs are sometimes available within the university and in the city. APU provides students with information on part-time jobs. However, competition is tough and Japanese proficiency is oftentimes required for students who wish to work off campus..
<b>Employment Regulations</b>	Students are required to file for a "Work Permit" (Application for Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted) to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). <u>Students can only apply for a Work Permit after receiving their Residence Card. It may take about two and a half months after arrival before students can actually start applying to jobs.</u>

## DRIVING

Study Abroad students are not allowed to drive or buy motor vehicles including bikes during their study abroad program at APU.

## ESTIMATED LIVING COST

<b>Food / Meals</b>	30,000 – 40,000 JPY /month
<b>Academic Expenses (e.g. books)</b>	10,000 - 20,000 JPY /semester
<b>Transportation</b>	<p>If living off campus: 45,000 JPY ~ 75,000 JPY/semester (Depends on whether students choose to use bus tickets or purchase a bus pass)</p> <p>If living on campus: 25,000 JPY/semester (approx. cost of bus tickets for going downtown twice a week)</p>
<b>Other</b>	10,000 JPY /month