

Ritsumeikan Asia Pacific University Student Exchange Program Fact Sheet 2016 Spring & Fall



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Ritsumeikan
Asia Pacific University

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CONTACT INFORMATION:

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Outbound Exchange Coordinators	Ms. Yumiko Ono Ms. Ai Fujimura	outbound@apu.ac.jp
Agreements	Ms. Noriko Kawae Ms. Melody Matsuura	partners@apu.ac.jp

INSTITUTIONAL INFORMATION:

Address:	Ritsumeikan Asia Pacific University Academic Office 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
TEL:	+81-977-78-1101
FAX:	+81-977-78-1102
University Website:	www.apu.ac.jp
Exchange/Study Abroad Website:	www.apu.ac.jp/academic/page/content0166.html/

Academic Calendar(1/2):

Spring Semester:

Official Semester Dates	April 1- September 20
Airport Pick-up & Dormitory check-in	Late March, 2016
Mandatory Orientation	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	Quarter 1: Mid June 2016 Quarter 2: Mid August 2016
Term Breaks	Quarter Break: Early June 2016 Summer Break: Early August – September 2016

Academic Calendar(1/2):

Fall Semester:

Official Semester Dates	September 21, 2016 - March 31
Airport Pick-up & Dormitory check-in	Mid September 2016
Mandatory Orientation	Mid September 2016
Term Dates	Quarter 1: Early October – Late November 2016 Quarter 2: Late November – Early February 2017
Examination Periods	Quarter 1: Late November 2016 Quarter 2: Early February 2017
Make-up Examination Day	Quarter 1: Early December 2016 Quarter 2: Mid February 2017
Term Breaks	Quarter Break: Late November 2016 Winter Break: Late December 2016 – Early January 2017 Spring Break: Early February – March 2017

ACADEMIC INFORMATION(1/4):

Course Level	Undergraduate Only
Duration of Exchange	1 Semester or 1 Academic Year
Colleges	<p>College of Asia Pacific Studies (APS) College of International Management (APM)</p> <p>Note: Students must choose one college 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>
Language of Instruction	English and Japanese
Number of Weeks of Study	<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>
Number of Hours per Week per Course	<p>4 komas × 95 minutes: Semester-based language course 1 komas × 95 minutes: Semester-based major course 2 komas × 95minutes: Quarter-based major course</p>

ACADEMIC INFORMATION(2/4):

Required Number of Credits	<p>Minimum: 10 credits in one semester (4 to 5 courses) Maximum: No Limit</p> <ul style="list-style-type: none"> ● Important note: As a student on a college student visa, student must register a minimum of 10 credits per semester. (APU students typically take 16 - 20 credits (8 -10 courses) per semester.) Please note that students must take classes for the whole semester. It is not acceptable to register classes only during 1st quarter or only during 2nd quarter.
Course Registration Restriction	All 2011 Curriculum courses available except for 1 st Year Student Workshop and 3 rd year and 4 th year seminar classes titled “Major Seminar,” “Research Seminar,” and “Undergraduate Thesis.”
Course Registration Period	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
Course List	The course list will only be available in March (for Spring Semester) and September (for Fall Semester).



ACADEMIC INFORMATION(3/4):

Course Syllabus



Online Syllabus Search

- All courses including graduate level courses which are **NOT** open to 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:

SP	Spring Semester	FA	Fall Semester
SP1	Spring (1 st Quarter)	FA1	Fall (1 st Quarter)
SP2	Spring (2 nd Quarter)	FA2	Fall (2 nd Quarter)
SU1	Summer Session	WI1	Winter Session

Not all classes are taught in English. 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 which is not available for exchange students.

ACADEMIC INFORMATION(4/4):

Credit System	1 major course = 2 credits 1 language class = 4 credits APU incorporates the UMAP Credit Transfer Scheme. 1 APU credit = 1.9230 ECTS
Grading System	A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail
Transcript	Transcripts will be issued on the following dates: ➤ Spring Semester: September 21 ➤ Fall Semester: April 1



APPLICATION QUALIFICATION:

- Applicant must be enrolled in a partner university overseas

- Minimum GPA Requirement:

2.00 or higher out of a 4.00 grade scale

How GPA is calculated?

1. Grades converted to APU Points.
2. Calculation method for GPA

$[(\text{no. of A+ credits} \times 4) + (\text{no. of A credits} \times 3) + (\text{no. of B credits} \times 2) + (\text{no. of C credits} \times 1) + (\text{no. of F credits} \times 0)]$ **divided by** number of credits taken

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

U.S. Example		APU
Letter Grade	Percentage	Grade Point
A	100 - 90%	4
B	89 - 80%	3
C	79 - 70%	2
D	69 - 60%	1
F	59% and lower	0

U.S. Example			APU	
Letter Grade	Description	Grade Point	Letter Grade	Grade Point
A+	Outstanding	4.0	A+	4
A		4.0		
A-		3.7		
B+	Good	3.3	A	3
B		3.0		
B-		2.7		
C+	Acceptable	2.3	B	2
C		2.0		
C-		1.7		
D+	Poor	1.3	C	1
D		1.0		
D-		0.7		
F	Failing	0.0	F	0

- Language Requirement

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 or
- b) APU's designated "Proficiency in Japanese" form

ADMISSION PROCEDURE(1/2):

	Nomination Deadline	Application Deadline
2016 Spring Semester Enrollment	<u>October 1, 2015</u> Nomination is available from here .	<u>October 22, 2015</u> Application documents can be downloaded here .
2016 Fall Semester Enrollment	<u>April 1, 2016</u> Nomination is available from here .	<u>April 22, 2016</u> Application documents can be downloaded here .

Send all documents by registered mail or by freight services such as DHL, FedEx, OCS, or EMS.

APU shall not be held liable for any loss of documents in the mail.

Please send the application documents to:

Ms. Miyuki Kai

Academic Office,

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

TEL: + 81-977-78-1101



ADMISSION PROCEDURE(2/2):

The general instructions below must be followed:

- ✓ Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.
- ✓ 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 qualified translator only are accepted.

Important notes:

- ✓ Once submitted, documents/certificates will not be returned to the applicant.
- ✓ Admission to APU will be revoked incase of false information found even after the student is enrolled.



HOUSING:

University arranged accommodation is provided for all exchange students. Depending on availability, accommodation may be on or off campus.

● Estimated Housing Fees for 1 Semester or 1 Year:

Program Term	One semester (5 months)	One year (10.5 months)
Estimated Amount	185,000 JPY ~ 227,000 JPY	355,000 JPY ~ 441,500 JPY

*Rent, Non-refundable moving fee and Bedding/Linen fee are included in the above amount.

➤ Note:

- Students will be asked to pay fees for the entire period of your stay at APU prior to arrival.
- Invoice will be sent upon admission approval (Payment method: bank wire transfer only)
- No meal plan is available.

● Living Cost in Japan:

Food/Meals	30,000 – 40,000 JPY /month
Academic Expenses	10,000 - 20,000 JPY /semester
Transportation	<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>
Other	10,000 JPY /month



COMPULSORY INSURANCES:

- National Health Insurance(NHI):

All exchange students living in Beppu city more than 3 months are required to purchase this insurance by Beppu City and Japanese Government.

This insurance covers your medical care cost and you bear only 30% of the total amount.

- Student's Comprehensive Renters Insurance:

All APU students from overseas must purchase this insurance. This insurance is covered the accidental damage due to fire, rupture, explosion and etc.

	1 Semester	1 Year
Student Comprehensive Renter's Insurance	Approx. 3,000 JPY	Approx. 5,000 JPY
National Health Insurance	Approx. 10,000 JPY	Approx. 20,000 JPY

All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.

Student's Comprehensive Renters Insurance will be paid for with housing fees, the NHI will be collected after arrival.



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 at APU.



OTHER INFORMATION:

● Driving

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

● Employment

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.

➤ Employment Regulations:

Students are required to file for a “Work Permit” to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). 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.

