

AY2023 Fall Semester FIRST Program for International Students

(Freshman Intercultural Relations Study Trip)

Academic Office (September 29, 2023)

1. Overview of the Program

The FIRST program (Freshman Intercultural Relations Study Trip) is an introductory off-campus study program for 1st year students. Since 2007, the FIRST Program has taken place in Korea, Taiwan, Hong Kong, and Japan. Students have gained a variety of experiences by participating in FIRST.

The defining characteristic of the FIRST program is “Intercultural Orienteering”, a form of off-campus study. Students must travel to their destinations in small groups, relying only on their own abilities, while also conducting field research, such as questionnaires, in the areas they visit. This program is best for students who are interested in the languages and cultures of various countries, are interested in interacting with locals, and who would like to make the most of their life on APU’s multicultural campus. We recommend this program to students who are aiming to participate in the Exchange Program or other off-campus study programs in the future.

In addition, we recommend the SECOND Program to students who have participated in the FIRST Program, to further improve their ability to move through a multicultural and multilingual environment. If you want to push yourself to a higher level, please check out the application information for the SECOND Program.

2. Program Details

FIRST program for AY2023 Fall Semester will be held as follows:

Course name	Intercultural Fieldwork I (Common Liberal Arts Subject)
Instructor	EDLSC Assistant Professor TSURUHARA Toshiyasu
Implementation format	Pre- and post-program lectures and workshops on campus with fieldwork research activities.
Fieldwork schedule	November 25 (Sat) – 28 (Tue), 2023 *during Quarter Break
Course registration	This course will be automatically registered as an AY 2023 fall semester course.
Credits	2 credits (Credit for this course will not be counted toward the credit registration limit for AY2023 fall Semester.)
Grade	Pass or Fail (P/F) *Added on September 29 Course Registered and Graded as: AY 2023 Fall Semester course Grade Inquiries: Grade Inquiry Period for AY 2023 Fall Semester Courses
Language	English
No. of participants	48 (Minimum of 5) *Program may be cancelled if fewer than 5 participants.

3. Application and Screening

Please note that if your application documents are incomplete, you will not be eligible for the screening process.

Eligibility	<p>1. Students must meet the following requirements at the time of their application:</p> <p>(1) English-basis international students in their 1st or 2nd semester.</p> <p>(2) If students apply in their 2nd semester, they must have earned 14 credits or more by the end of their 1st semester.</p> <p>* Exchange students are also eligible to apply, but only if their exchange period is one year. However, if there are many applicants, priority will be given to 1st and 2nd semester students.</p>
Application format	<p>Apply through the Online Application Form on the Off-campus study program Website.</p> <p>The application requires the statement of purpose.</p> <p>https://forms.office.com/r/MhSMt6puu3</p> 
Application period	September 21 (Thu) – October 12 (Thu), 2023 (14:00)
Screening	Participants will be selected through document review with focus on the motivation for participation. An interview may be conducted when necessary. If an applicant misses the interview without prior notice, their application will be cancelled.
Announcement of screening results	October 20 (Fri), 2023 via Action Required on Campus Terminal

4. Overview of Course Schedule

e	Classes / Field Research
11/1 (Wed) 5th・6th Period	Pre-program classes ①・②
11/8 (Wed) 5th・6th Period	Pre-program classes ③・④
11/15 (Wed) 5th・6th Period	Pre-program classes ⑤・⑥
11/25 (Sat)	On-site Field Research Day 1 (Depart from Beppu)
11/26 (Sun)	On-site Field Research Day 2
11/27 (Mon)	On-site Field Research Day 3
11/28 (Tue)	On-site Field Research Day 4 (Return to Beppu)
11/29 (Wed) 5th・6th Period	Post-program classes ①・②
12/13 (Wed) 5th・6th Period	Post-program classes ③・④

*Participants will be notified of classroom locations when screening results are announced.

5. Terms and Conditions

(1) Costs

Program participants are responsible for paying the entire program fee.

Program Fee	Approximately 36,000 JPY (Maximum 42,000 JPY) The Academic Office will inform participants of the exact amount when screening results are announced
Payment deadline	October 26(Thu.), 2023 (15:00)
Submission deadline for proof of payment (Online survey)	October 26 (Thu.), 2023 (16:30)
※Payment procedures and instructions for submitting proof of payment will be sent to successful applicants along with the screening results. ※If participants fail to submit their proof of payment by the deadline, they will not be allowed to participate in the program. In such cases, the university will follow the procedures outlined in “Section 6. Disclaimers and Notices” of the guidelines.	

◎The breakdown of the program fees is as follows.

Program fee includes:	Program fee excludes: (things that you must pay yourself)
<ul style="list-style-type: none"> • Transportation; -Unlimited-ride bus in northern Kyushu of “SUNQ pass” valid for 3 days -Chartered Bus, from final destination to Beppu • Domestic Travel Insurance 	<ul style="list-style-type: none"> • Transportation and accommodation fees not included in the left column (Approximately 30,000yen) • Meals and personal expenses • Items necessary for research activities, photocopies, etc.

(2) Required procedures for participants

•Insurance

Participants must be covered by the University’s designated domestic travel insurance regardless of whether they are also covered by their own insurance. Insurance details will be explained at a pre-program class.

•Pledge

Participants must sign and submit a “Requirements for Program Participation (Pledge)”. Participants must acknowledge the conditions listed on the form before participating in the program. Participants will be informed of the deadline and submission method upon acceptance to the program.

6. Disclaimers and Notices

(1) Important notes for participants in off-campus study programs

You must read the attachment, “Items Common to All Programs”

(2) Important notes for FIRST Program participants

① Program Cancellation

-The university may decide to cancel travel for this program depending on the situation; for example, due to the spread of infectious diseases, the social climate, and circumstances at the destination. (Please refer to “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” in the attached “Items Common to All Programs”)

-In the event that travel is cancelled or interrupted, or if program content changes, participating students cannot charge the university or host institution for any expenses incurred as a result of the cancellation. Students will be responsible for any cancellation fees incurred.

-If the university cancels the program, grades and credits will not be awarded even if the program has already begun.

② Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all pre-and post-program sessions and guidance sessions is required. We will not accept absences without prior notice. Absences without prior notice, may result in your removal from the program and receiving "F" grade.

Please also make sure to meet deadlines for submitting documents and other assignments.

During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the “Requirements for Program Participation (Pledge),” students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports. Please follow the regulations and instructions of the accommodation facilities.

7. Q&A

I have registered for the maximum number of credits I can take in the AY 2023 fall semester. Can I still apply for this program?

→ Yes, you can. The credits you receive on this program are not included in the maximum number of credits you can register for in a semester.

Can I apply for both the FIRST and SECOND programs?

→ Yes, you can apply for both the FIRST and SECOND programs. Please submit both application forms.

8. Contact

Academic Office Building-B Ground floor

Email: first@apu.ac.jp

Persons in charge: Mizobe (Ms.), Hashizume (Ms.), Yoshioka (Ms.),

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 _____ * 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.