

**Application Guidelines
for 2025 Academic Year Fall Departure
Long-Term Study Abroad Program
(Common Edition)**

Please read this guideline and the Application Guidelines (Program Edition) carefully before submitting your application.

*This guideline is called “Common Edition” and the other guideline is called “Program Edition.”

You can check the “Program Edition” from the link below.

International PBL program in ASEAN Countries	Application Guidelines (Program Edition)
Student Exchange Program	
Dual-Degree Program	

October, 2024
Ritsumeikan University International Center

TABLE OF CONTENTS (COMMON EDITION)

1. IMPORTANT POINTS ON APPLICATION AND SCREENING	2
2. STUDENT REGISTRY AND COURSE ENROLLMENT	6
3. FEES	10
4. STUDY ABROAD SCHOLARSHIPS	10
5. HEALTH AND RISK MANAGEMENT DURING THE STUDY ABROAD PERIOD	13
6. “MATTERS OF CONSENT REGARDING ‘STUDY ABROAD PROGRAM’ OFFERED BY THE INTERNATIONAL CENTER AT RITSUMEIKAN UNIVERSITY”	15

【Notes】

2025 Academic Year Spring Departure Student Exchange Program is categorized as “Student Exchange Program” on this guideline.

IMPORTANT POINTS ON APPLICATION AND SCREENING

When Applying for Study Abroad Programs

(1) Application Guidelines

When applying to study abroad programs, students must read and fully understand the content of this Application Guidelines.

(2) Withdrawal

When applying to study abroad programs, students must fully understand that they cannot withdraw from programs after the deadline for withdrawal determined by Ritsumeikan University once they are announced as successful applicants.

(3) Cancellation of Participation

Even after being selected as a program participant, a student may be asked to withdraw from a program (before or during the program) when,

- 1) it turns out that the student does not fulfill the application requirements,
- 2) necessary documents are not submitted on time, and necessary procedures are not completed
- 3) the student does not participate in guidance sessions,
- 4) applicable fees are not paid by the due dates,
- 5) the student does not get a physical checkup before departure, Ritsumeikan University deems it difficult for the student to join a program based on a doctor's diagnosis,
- 6) visas and/or passports are not issued within the specified period of time or,
- 7) Ritsumeikan University deems that the student does not fulfill the required conditions to join a program.

(4) The Burden of Expense in Case of Withdrawal or Cancellation

Students will be required to pay a part of or the entire program fee if they withdraw from the program or the International Center cancels their program participation after the deadline for withdrawal.

(5) The Overseas Travel Insurance and Risk Management Support Service

Program participants will be required to purchase the overseas travel insurance and risk management support service designated by Ritsumeikan University.

(6) For Students Who Have Chronic Illnesses or Who are Under Medical Treatment

Students with chronic illnesses must have consulted with and obtained approval from their primary care physician for participating in the study abroad program before applying for the program. Even after being selected as a program participant, a student may have to discontinue the program if their health condition worsens or Ritsumeikan University deems it difficult for them to continue with the program. In such cases, the student is responsible for the program-related costs incurred up to that point.

(7) For International Students

International students must check their own status of residence in Japan, and confirm if any procedures are needed before departure, during the program period, or after returning to Japan. If a student has to withdraw from the program because the host country's immigration agency rejected the student's visa application, the student is responsible for

the program-related costs incurred up to that point.

(8) For the College of Global Liberal Arts Students

Students who belong to the College of Global Liberal Arts are only able to apply for Exchange Program. The students must consult with the office of the College of Global Liberal Arts before considering joining the Exchange program.

Application Requirements

You must meet the following requirements in order to apply for a Ritsumeikan study abroad program.

(1) Preparedness of Students

Students must understand the outline and purpose of the program, have a strong desire to study abroad, and dedicate themselves to their studies.

(2) Application Requirements of the program you are applying for

Students must fulfill the application requirements of intended programs (Refer to the “Program Edition”).

(3) Student Enrollment Status

Students who are enrolled in a degree program at Ritsumeikan.

(4) Student Registry Status

- 1) Students who are NOT on “Leave of Absence” status during the entire application period (Excluding students whose status is “Traveling Abroad”).
- 2) Students who are NOT on the “Expelled” Status (especially due to unpaid tuition) or “Graduated” during the entire study abroad period.
- 3) Students who are neither studying at APU nor studying abroad on their own, and whose registry status at Ritsumeikan is “Currently Enrolled” for the entire semester of one previous semester before participating to the study abroad program.

<Exceptions >

If you are studying at APU or other institutions, or your student registry status is “Leave of Absence” due to participation in a study abroad or overseas internship program during the application period, you are eligible to apply for Ritsumeikan study abroad programs under the following conditions:

- 1) Student registry status at Ritsumeikan is “Currently Enrolled” during the semester prior to the semester of participating in a study abroad program.
- 2) Consult with the International Center prior to the application period and follow the instruction given (**Request Form:** <https://global.support.ritsumei.ac.jp/hc/en-us>).
- 3) All the required application materials are submitted to the International Center by the deadline.
- 4) Students can participate in an online interview for the 2nd screening (e.g. via Zoom) at the specified time (Japan Standard Time).
- 5) Students must check the results of the internal screenings. After students are selected

as successful candidates, they are expected to follow the instructions given by the International Center regarding the submission of required documents.

6) Students must participate in all the program guidance sessions.

(5) Application for Other Study Abroad Programs

Students who have already been accepted to other study abroad programs mentioned below cannot apply for any of the programs listed in this Application Guideline unless the students withdraw from the previously accepted program.

- Programs which are carried out in the same period (conducted by the International Center or colleges at Ritsumeikan University).

*Please note the restriction above will not apply to programs by the International Center which allow applicants to apply for several programs.

(6) Participation in Guidance Sessions

Students must participate in all guidance sessions before and after the study abroad program.

Screening

(1) Submitted Documents

The International Center will not return any submitted documents.

(2) In Case of Documents are Incomplete

When an application is incomplete, the student may fail the screening without notice. Applicants should carefully check their application documents prior to submission.

(3) Deadline

Applications will not be accepted under any circumstance after the application deadline.

(4) Cancellation of Application (Only for Programs with Interviews)

If you would like to cancel your application before the 2nd screening interview, please report to the International Center by the day before the interview.

(5) Selection Results

The International Center will not disclose any information relating to the assessment of applications.

(6) In Case of the Student's College Office and Host Institution Do Not Approve of the Student Studying Abroad

Even after being selected by the International Center, participation in a study abroad program will not be confirmed until both the student's college office/graduate school and host institution approves his/her program participation.

(7) Influence on Job Hunting, Academic Plans, and Graduation

Students should pay attention to how the program participation would affect their job hunting, academic plans, and graduation.

(8) For Undergraduate Students Who Will Become 4th Year or Above When They Start Studying Abroad

If students are in their 4th year or above (6th year or above for students in the College of Pharmaceutical Sciences) and plan to graduate in the same semester that they complete their study abroad, please note that it may not be possible to do so as credit transfer may not be completed prior to the evaluation for graduation due to the late issuance of the

official transcript by the host institution, etc. Applicants must consider the possibility of such cases and make sure to consult with their college office (OIC: Manabi Station) before applying.

(9) For New Students Who Entered Ritsumeikan University in 2024

◆ Applying for Spring Departure Program

If GPA is required to apply for study abroad, current 1st-year students who are accepted are considered as “tentative accepted.” Once the students get the academic transcript for the Spring semester in 2024, they need to submit a copy of the transcript immediately. Only if the students meet the required GPA, they are admitted as successful applicants officially after submitting a copy of the transcript.

◆ Applying for Summer Departure Program

If you are a 1st-year student who entered Ritsumeikan University in the fall semester of 2024 and are interested in the study abroad program, please consult with the International Center prior to the application period.

(10) Important Notes for Graduate Students Applying for the Student Exchange Program

All graduate students must do the following before applying for the program.

- 1) **Submit research proposal (free-style, A4, max 1 page) along with application form and other supporting documents.**
- 2) You must consult with your graduate school office and your academic advisor prior to the application period to get approval that joining the program does not affect your research plan.
- 3) If you are now undergraduate student, but will be graduate student when the program starts, consult current academic advisor and, if you know already, future academic advisor (for your master degree).
- 4) Application requirements or procedures may vary for each institution. Some offers only undergraduate courses, some offer only graduate courses, others may require the submission of research proposal. Potential applicants must consult with the International Center for further details prior to application. Please be reminded that the institutions are not always quick to answer our questions.

(11) Important Notes for GS/CRPS/ISSE major students in the College of International Relations/College of Policy Science/College of Information Science and Engineering should understand and agree to the following and consult with the International Center before applying.

<If you are applying for short-term program and 1 semester program>

- ① Some programs are partially or completely in Japanese. All participants are required to understand the contents fully, even if no English explanation is provided.

- ② In general, documents and guidance sessions related to the program are in Japanese. If you still wish to apply, please contact the Ritsumeikan Study Abroad Support Desk (077-561-4881) in advance.
- ③ Part of or the entire pre-departure sessions and follow-up sessions will be in Japanese. All participants are required to understand the contents fully, even if no English explanation is provided.
- ④ Students are not eligible to apply for programs conducted in their native language.

<If you are applying for long-term program >

- ① For those who are interested in applying for "UBC GATE-EDI Program" or "University of Alberta, Language, Culture and Society of North America Program," it is important to know all the program procedures and related documents are in Japanese, and no language support will be provided in other languages. You need to be proficient in Japanese to understand all the important information provided in the program orientations and pre-departure classes.
- ② Those whose first language is English, are not eligible to apply for the programs mentioned in ①.

2. STUDENT REGISTRY AND COURSE ENROLLMENT

(1) Student Registry (For details, please check "Student Registry" in the Academic Handbook of your college)

- 1) Student registry status changes from "Currently Enrolled" to "Study Abroad" depending on the period and conditions of the program.
 - 【Short-term program】 Student registry status does not change.
 - 【1 semester program】 Student registry status changes from "Currently Enrolled" to "Study Abroad".
 - 【Long-term program】 Student registry status changes from "Currently Enrolled" to "Study Abroad".
- 2) Check "4. PROGRAM INFORMATION" in the "Program Edition" for the student registry status during the study abroad period.
- 3) The period for which your student registry status is "Study Abroad" is counted as a part of the official enrollment period at Ritsumeikan.
- 4) The periods that you are actually studying abroad and that your student registry status is "Study Abroad," may not match. The period of "Study Abroad" status is determined by your college office.
- 5) Your student registry status changes to "Study Abroad" on the first day of the semester (4/1 or 9/26), which your college approves as the period of Study abroad and this status usually continues until the end of the same or following semester (9/25 or 3/31).

(2) Course Enrollment

Your student registry affects your course enrollment at Ritsumeikan University as follows;

- [**Currently Enrolled**] Register for courses at Ritsumeikan by following normal course registration procedures.
- [**Study Abroad**] Cannot register for courses offered at Ritsumeikan.
- If you register for full-year courses in a year including your study abroad term, no credit will be earned. However, the following exceptions may apply to the cases below (Except for DUDP). *Please check with your college office (OIC: MANABI Station) for the details of available courses.

<Exceptions>

- ① Even if your status is “Study Abroad” after the start of the semester, if you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) before the first day of courses, you can register for courses as normal.
- ② If you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) by the last day of April of your last semester with “Study Abroad” status, you can register for some types of courses approved by your college office.
- ③ If you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) before the first day of summer intensive or quarter courses, you may be approved to register for courses.

(3) Course Load Restrictions

There may be restrictions on the number of courses you can register per semester, however, such restrictions may be eased for the first semester after completion of a study abroad program. Students must be mindful of these rules when working on their study plan at Ritsumeikan.

For details, please check with your college office (OIC: MANABI Station), and/or the Academic Handbook and Registration Guidebook of your college.

*For DUDP participants, the restrictions on the number of courses you can register for the semester before the program as well as the returning semester may also be eased.

For details, please check with your college office (OIC: MANABI Station), and /or the Academic Handbook and Registration Guidebook of your college. In case students cannot participate in the program, the number of courses you can register will be adjusted.

(4) From Departure to Completion of a Study Abroad Program (Course Enrollment/Credit Transfer)

【Important Notes Before Departure】

① Study Abroad Application Form

Participants of long-term study abroad programs must consult with the college office (OIC: MANABI Station) for their student registry to be changed from “Currently Enrolled” to “Study Abroad.” For advance consultation and application, please check the Study Support Site and the Academic Handbook, and be sure to complete the application procedures by the designated date.

② Minor fields of study

Participants in programs that require the student registry to be changed to “Study Abroad” cannot take courses in their minor field. Please check your study plan with the college office if you have a minor.

③ Teacher-training course

While the student registry is “Study Abroad,” you cannot register for any teacher-training courses. It is not allowed to come back to Japan for a period of time for practical training. Please check if your study plan is not affected by going abroad with your college office (OIC: MANABI Station) before applying.

④ Foreign language study

If you do not receive the required credits from a foreign language course at the host institution, you may need to take a foreign language course after coming back to Ritsumeikan University. Please consult with your college office (OIC: MANABI Station) regarding foreign language courses.

【Credits during the Period of Study Abroad】

·For details, please refer to “Academic Handbook For All Undergraduate Students” and check the section regarding “Granting and Approval of Grades”.

·Courses in each study abroad program may be a “Credit Approval Course” or “Credit Transfer Course” or a combination of both types.

《Differences between “Credit Approval Course” and “Credit Transfer Course”》

Credit Approval Course	<ul style="list-style-type: none">● Courses taken at a host university are directly awarded as Ritsumeikan credits by teachers at Ritsumeikan giving a grade for the course on an A+ to F scale or P (pass)/F (fail) grading with reference to the grades received at the host university. (Credits will be earned in the last semester that "Study Abroad" appears on your student registry.
------------------------	---

	<p>However, exceptions may apply to some programs. Please check the program information page for details.) For Credit Approval Courses, students do not need to apply for Credit Transfer.</p>
<p>Credit Transfer Course</p>	<ul style="list-style-type: none"> ● The college office will assess and approve credits earned abroad if you submit a “Credit Transfer Form” after returning to Japan (Credits will be awarded in the last semester that “Study Abroad” appears on your student registry). ● The course will be graded as “T” on Ritsumeikan's transcript. ● Students can transfer up to 60 credits to Ritsumeikan when they earn credits at outside institutions such as the Consortium of Universities in Kyoto, foreign institutions, and the like. Credits earned in the study abroad program are also counted as a part of the 60 credits. ● No credits will be approved unless a regular course offered by the host institution is recognized as roughly equivalent to a Ritsumeikan course (e.g. Credits earned in ESL courses will not be approved and undergraduate courses at the host institution will not be recognized as graduate courses at Ritsumeikan.)

* Please check the program information in the “Program Edition” for the details of the “Credit Approval Course” and “Credit Transfer Course.”

* In principle, credits earned during the period of study abroad are not limited by the registration limit at Ritsumeikan, but students need to consult fully with your college office (OIC: MANABI Station) beforehand.

* Credits will be transferred only when your student registry is “Currently Enrolled” or “Study Abroad” at Ritsumeikan.

* The academic period with Credit Approval will be the last day of the semester on the official academic calendar including the last day of the (study abroad) program.

* Regular courses at the host institution are subject to change. Please check the website of the host institution for the latest information.

【Procedures for Completion of Study Abroad】

Please consult with the college office (OIC: Manabi Station) and apply for the completion study abroad after returning to Japan promptly. Please check the Study Support Site and the Academic Handbook for information on consulting with the office, applying for the completion study abroad, and applying for credit approval.

3. FEES

Program Fees

(1) Fees Specified in the Guide

The program fee specified for each program is only an estimate for this year or the actual amount in previous years, and is not a definitive amount.

* Please check the program information of each study abroad program for specific details.

The confirmed program fee for the short-term and 1-semester programs is to be announced in "Pre-departure Orientation." The fee for the long-term program is to be announced once the fee is confirmed.

(2) Preparation

Applicants must carefully consider the financial aspect of program participation and make sure to consult with their financial supporters before applying.

(3) The Deadline for Payment

Successful candidates must pay a part of the program fees by the specified deadline, and they must pay the rest of the required program fees prior to departure.

(4) Withdrawal

Students must consider that they will not be able to withdraw from the program after the deadline for withdrawal, when applying for the program.

If you or Ritsumeikan University cancel(s) your participation in the program after the deadline for withdrawal, you must pay all the program-related fees based on the cancellation policies of the host institution, travel agencies, accommodation providers, visa agencies, and other related organizations.

Tuition

(1) Payment During Studying Abroad

You are required to continue to pay the tuition to Ritsumeikan University by the specified deadline while abroad (except for DUDP).

(2) Payment of Tuition and Participation in the Program

If you do not pay tuition in full to Ritsumeikan University by the deadline, you might be suspended from the program.

4. STUDY ABROAD SCHOLARSHIPS

Scholarships offered by Ritsumeikan University

Ritsumeikan University supports study abroad program participants with the following scholarships. Please make the best use of scholarships to participate program.

(1) Ritsumeikan University Study Abroad Challenge Scholarship

(2) Ritsumeikan University Study Abroad Support Scholarship (Needs-based aid)

(1) Ritsumeikan University Study Abroad Challenge Scholarship

Challenge Scholarship is to encourage students to participate and complete the program by supporting part of the participation fee. Generally, it is granted to all participants of the program (repayment is not required).

1) Challenge Scholarship for the Programs on this Guideline

The amount and the method of awarding the scholarship for the 2024 programs will be announced once confirmed.

When	Once it is confirmed that all students have arrived in their host country/region
How	Paid by bank transfer (Tentative)

2) Maximum Award Amount

The amount awarded for this scholarship varies depending on the period of the program as well as in which country and city students will be studying during the program. Please refer to “the Ritsumeikan University Study Abroad Challenge Scholarship–Area Classification List”, which is available on the following website.

【Study Abroad Program, Scholarship】

<http://www.ritsumei.ac.jp/studyabroad/planning/scholarship/>

【Area Classification for Study Abroad Programs】

*Below chart is for the programs which are scheduled to travel overseas.

Program	Period	Area Classification	Maximum Amount
PBL	I Semester	B	250,000 JPY

Program	Period	Area Classification	Maximum Amount
Student Exchange*	I Semester	A, B, and C	250,000 JPY
		D	150,000 JPY
	I Academic Year	A, B, and C	300,000 JPY
		D	200,000 JPY

*The amount awarded for the scholarship varies depending on the period and the country/region that the student studies.

Program	Period	Area Classification	Maximum Amount
DUDP	4 Semesters	A and B	2,400,000 JPY

*The scholarship for students who participate in DUDP are awarded by being divided into 3 times (800,000 JPY/ time).

3) Important Notes

- ① Please make sure to read the “Program Edition” as well and understand the scholarship.
- ② Students who will be granted the “KYOTEI RYUGAKU Scholarship (Scholarship for Study Abroad Exchange Programs)” are not eligible to receive a Challenge Scholarship.
- ③ When any of the following items apply to the recipient, the International Dean may cancel the provision determination in whole or in part. In such case, Dean shall request the return of the scholarship already provided in whole or in part.
 - When participation in study abroad is canceled or its period is changed.
 - When a fraudulent fact is discovered, such as false indication on application documents.
 - When requirements for the provision of this scholarship are no longer fulfilled.
- ④ If the total amount of study abroad scholarships or financial aid from outside organizations exceeds the total amount of the Challenge Scholarship, it is not possible to receive both. As for other scholarships which are not concerned with studying abroad, it is possible to receive both with the Challenge Scholarship.

*Please check with the provider of the scholarships/financial aid for details, if you are receiving or expecting to receive scholarships or financial aid from outside organizations.

(2) Ritsumeikan University Study Abroad Support Scholarship (Needs-based aid)

Please refer to “Ritsumeikan University Study Abroad Support Scholarship Application Guidelines” for the details. Please be aware that submission of required documents and understandings of “Ritsumeikan University Study Abroad Support Scholarship – Document Submission for Family/Household Financial Status Declaration” and online application form, etc. (all in Japanese) are required. Any documents written in any language other than Japanese must be accompanied by their translations into Japanese.

【Study Abroad Program, Scholarship】

Outline: <http://www.ritsumei.ac.jp/studyabroad/planning/scholarship/>

Application Guidelines :
<https://secure.ritsumei.ac.jp/students/studyabroad/students/guideline-scholarship.html/>

Other important notes

If you are receiving or expecting to receive scholarships or financial aid from outside organizations or Ritsumeikan University (including the scholarship and tuition reduction for international students at Ritsumeikan), you may become ineligible by participating in the study program or suspended from receiving these funds while abroad. Please check with the provider of the scholarships/financial aid for details.

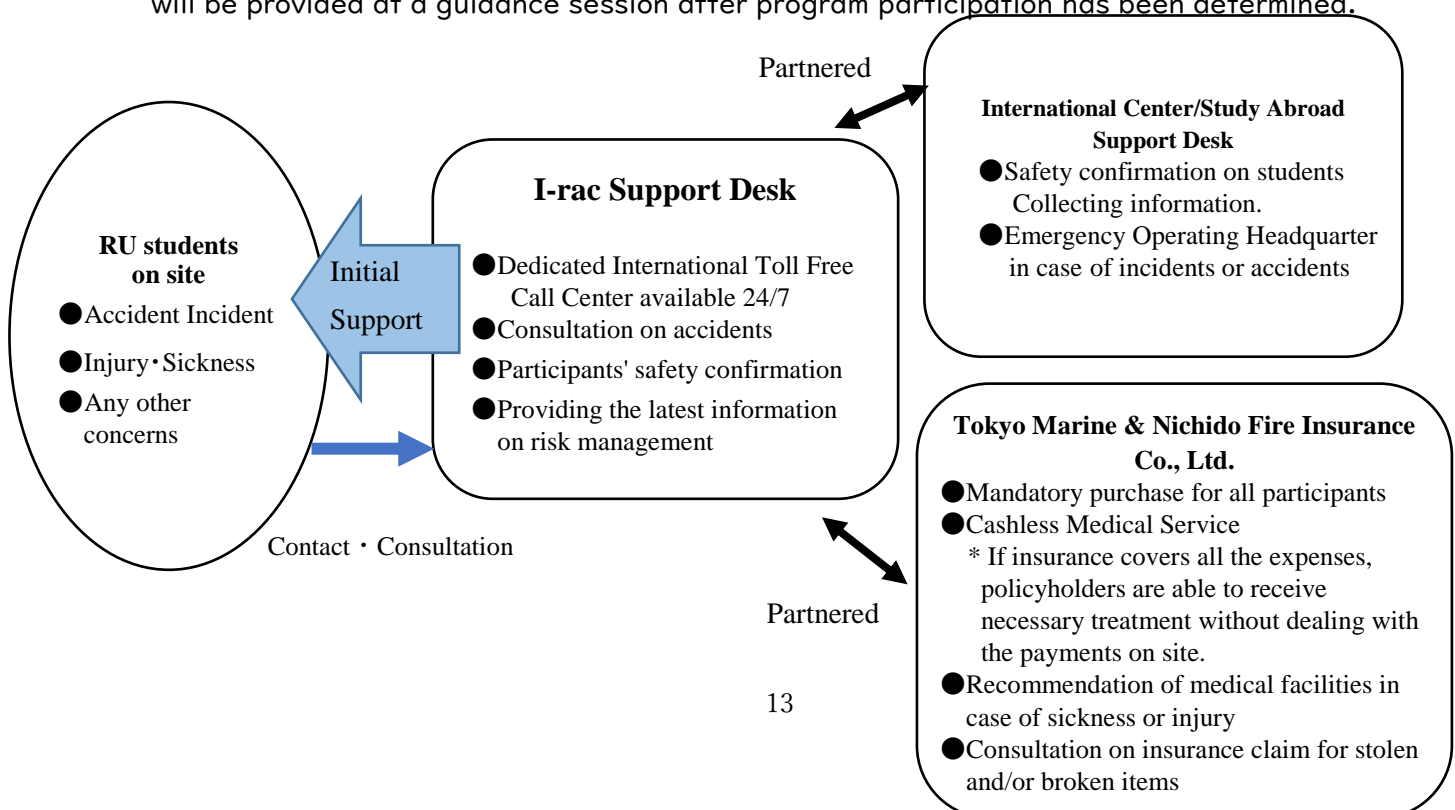
5. HEALTH AND RISK MANAGEMENT DURING THE STUDY ABROAD PERIOD

Judgement Criteria for Cancellation of Study Abroad Programs

- In study abroad programs coordinated by the International Center, decisions on whether students can participate in programs will be made based on information provided by the Ministry of Foreign Affairs of Japan. Specifically, to guarantee students' safety, participation will be cancelled if a safety warning higher than Level 2 is announced for the host country or region.
 - If a student has already started the program when the cancellation is determined, the student will be requested to return to Japan as soon as possible following instructions by the Ministry of Foreign Affairs of Japan, overseas diplomatic establishments, and Ritsumeikan University.
 - Please also note that even in a country or region with Danger Alert Level 1, higher than Level 1, or no Danger Alert, when it is judged by Ritsumeikan University that the students' safety or continuation of study is not guaranteed, participation will be cancelled or students will be asked to return to Japan earlier than initially scheduled.
- *Please make sure to also check "6. Matters of consent Regarding Study abroad program" on this guideline.

Risk Management

Students are required to purchase the overseas travel insurance designated by RU that covers travel incidents, accidents, sickness, and the like. In addition, students are also required to purchase the "I-rac Support Desk," which is a 24/7 travel emergency service. Further details will be provided at a guidance session after program participation has been determined.



Managing Your Health during Study Abroad

- (1) If you are currently under treatment for certain medical conditions, or require regular visits to a doctor, make sure to consult with your doctor and parents/guardians about whether it is advisable for you to study abroad.
 - A) You may be required to obtain a medical certificate from your doctor to prove that they consent to your participation in the program.
 - B) You may be required to consult with a physician at the university. Once you receive a consultation notice, make sure to visit the physician upon checking their availability.

- (2) Refer to your immunization record to see if you have been vaccinated for common diseases such as measles, rubella, mumps, chickenpox, tetanus, diphtheria, and whooping cough.
 - A) Make sure to check the immunization requirements of your host country and institutions beforehand, and follow their guidelines.
 - B) You may be required to submit an original copy of your immunization record. Make sure to have the document readily available in case it is needed.
 - C) You may need to get additional vaccinations. Inoculations must be administered at regular intervals under the judgment of a doctor.

- (3) Travel Clinic at Ritsumeikan University

At the Medical Service Center of Ritsumeikan University, students can inquire about vaccinations or any other concerns related to their participation in a program. Please make an appointment for the “Travel Clinic” if you would like to use this service.

Contact: globalhc@st.ritsumei.ac.jp

For details about managing health and vaccination, please refer to the “Study Abroad Health Handbook”. You can download it using the QR code below, or on the website of the Ritsumeikan Medical Service Center using the following link.



Website: <http://en.ritsumei.ac.jp/health/>

The “Study Abroad Health Handbook”: <http://en.ritsumei.ac.jp/health/document/>

E-mail: globalhc@st.ritsumei.ac.jp

6. MATTERS OF CONSENT REGARDING STUDY ABROAD PROGRAM

Please read carefully of the following contents before you apply for study abroad program.

***This is tentative and you do not need to submit this form when you apply for the program.**

Terms of Agreement Regarding Participation in the Study Abroad Program Offered by the International Center of Ritsumeikan University

This Terms of Agreement ("Agreement") is entered into by and between Ritsumeikan University (hereinafter referred to as "University") and the participant in the University's Study Abroad Program (hereinafter referred to as the "Program"), administered by the International Education Center (hereinafter referred to as "International Center"). By signing this Agreement, the participant agrees to the following terms and conditions governing participation in the Program. The participant acknowledges and accepts that they are representing the University during the Program, and hereby undertakes to comply with all requirements set forth herein.

To participate in the Program, the participant must submit the attached "Matters of Consent," signed by both the participant and their parents or guardians, indicating agreement to the terms outlined in this Agreement. The participant must carefully read and fully understand the content of this Agreement prior to applying for the Program.

In the event the participant violates any of the terms of this Agreement, or if the University determines that the participant has acted in a manner inconsistent with the expectations of a study abroad student, the University reserves the right to revoke the participant's eligibility to continue in the Program. This may include, but is not limited to, a directive to return to their home country prior to the scheduled completion of the Program.

1. Fulfillment of Program Participation Procedures

1.1 The participant is required to complete all necessary procedures for study abroad, including but not limited to the submission of required documents as directed by the University and the partner institution, and to pay all related fees, including study abroad expenses and University tuition, by the designated deadlines.

1.2 Attendance at all guidance sessions, pre-departure and post-program lectures, and other mandatory Program-related activities is required unless excused by valid reason.

1.3 The participant must report their health condition accurately, including any pre-existing conditions, current illnesses, and medications, as instructed by the University. Any changes in health must be reported promptly. The participant must also undergo a medical examination at the University in the year of Program departure.

1.4 The participant is required to purchase travel insurance and risk management support services, as designated by the University, covering the period from departure to return. If the partner institution designates additional insurance requirements, the participant must comply by purchasing both the University's and

the partner institution's designated insurance.

1.5 The participant must timely complete all procedures necessary for their participation in the Program, including but not limited to obtaining a passport and visa, securing travel insurance, arranging travel and accommodations, and receiving any required vaccinations. The participant is responsible for any additional costs, penalties, or other disadvantages incurred due to delays in completing these procedures.

1.6 Visa issuance is at the discretion of the embassy or consulate of the destination country, and the University does not guarantee that a visa will be granted. The participant is responsible for any cancellation fees or expenses incurred if the visa is not obtained.

1.7 The participant must provide timely reports to the University during the preparation period, throughout the duration of the Program, and after returning home, as directed by the University.

2. Disciplinary Matters

2.1 The participant must understand the purpose and objectives of the Program and diligently engage in study and research in accordance with the instructions provided by the University and the partner institution.

2.2 The participant must comply with all applicable laws and regulations of Japan, the University, the partner institution, and the country or region of stay. In cases of conflicting legal standards, the more stringent regulations shall apply.

2.3 The participant must not possess, use, purchase, or bring into Japan any narcotics, psychotropic substances, drugs, dangerous substances, or firearms that are illegal under Japanese law or the laws of the country, region,

or municipality where the partner institution is located.

2.4 The participant is prohibited from driving, operating, or purchasing any motor vehicle, motorcycle, vessel, or aircraft during the Program.

2.5 During participation in the Program, the participant shall not engage in any dangerous activities that are not covered by the University's designated overseas travel insurance, such as mountain climbing using mountaineering equipment like ice axes and crampons, bobsledding, skydiving, hang-gliding, or similar activities.

2.6 The participant must cooperate with other participants and follow group instructions provided by group leaders or supervisors during necessary situations, such as airport transfers or local excursions.

2.7 The participant must comply with the rules of any dormitory or homestay arrangements at the partner institution or other accommodations.

2.8 The participant must seek permission before recording or photographing any class or activity at the partner institution.

3. Terms and Conditions of Program Participation

3.1 Selection for the Program does not guarantee final acceptance by the partner institution, which may decline the participant for reasons outside the University's control.

3.2 No special academic considerations will be made if Program dates conflict with University lectures, examinations, or supplementary classes.

3.3 In case of a medical emergency, the

University or the partner institution may authorize urgent medical treatment or surgery for the participant without their prior consent or the consent of their parents/guardians.

3.4 If travel arrangements (flights, accommodations, etc.) are provided by the University or partner institution, the participant is required to use those arrangements and is not permitted to leave or join the group independently.

3.5 The participant must promptly return home after the Program's completion. Extending or shortening the Program period without University approval is prohibited.

3.6 If the participant wishes to travel, stay overnight, or temporarily return to their home country during the Program, they must submit the designated form to the University by the designated date. If instructed by the University or the partner institution to change or cancel their plans, the participant must comply with such instructions.

3.7 For programs with a duration of less than three months, temporary returns to Japan or the participant's home country are generally not permitted.

3.8 The participant must accept accommodation arrangements, including room-sharing situations, as determined by the University or partner institution, unless special circumstances exist.

3.9 In programs where accommodation is in the form of a homestay, the participant must carefully review the key considerations regarding homestays. The participant must understand that not all participants will receive exactly the same services and apply for the Program with this understanding.

4. Program Withdrawal, Cancellation, or Return

4.1 The participant acknowledges that, once accepted, they cannot withdraw from the Program except for reasons deemed legitimate by the University.

4.2 Should the participant withdraw from the Program beyond the withdrawal deadline designated by the University, or should the University cancel the participation, or, regardless of whether the Program has yet to begin or already begun, if the Program has to be canceled due to circumstances beyond the University's control, the participant or their parents/guardians shall still pay the University program application fees, costs incurred upon participating in the Program, costs incurred due to withdrawal/cancellation of participation/program cancellation, and cancellation fees/additional fees set by the partner institution or agencies associated with the Program. Furthermore, if there are fees for converting foreign currency into Japanese yen at the time of payment, the student or their parents/guardians shall pay these fees.

4.3 In the event of early return or withdrawal from the Program, the participant may be required to return any scholarships received, in accordance with the regulations of the scholarship.

4.4 The University reserves the right to withdraw the participant from the Program or instruct them to return home if their continued participation is deemed medically unfeasible.

4.5 If the University or the partner institution determines that the educational objectives of the Program cannot be achieved and that it is difficult to continue participation in the study abroad program, the participant must promptly follow instructions for returning to Japan or their home country.

4.6 The University places the highest priority on participants' lives and safety. If the Ministry of Foreign Affairs of Japan issues a Level 2 or greater safety warning and Travel Advice & Warning on Infectious Diseases for the country, region, or city where a partner institution is located based on their issued Overseas Travel Safety Information, in principle the University will make the decision to cancel the Program. The participant who are already studying abroad when a decision to cancel the Program is made must comply with the recommendations/instructions of the Ministry of Foreign Affairs of Japan and its overseas diplomatic offices as well as the instructions of the University, and, after ensuring their own safety, return to Japan immediately.

In addition, if the University determines that the safety of its students or the continuation of their studies in a specific country or region cannot be ensured, the University may cancel the Program or order students to return to Japan even if a Level 1 safety warning has (or has not) been issued (including in cases when the program is being implemented or continued as an exception).

5. Responsibilities of Program Participation

5.1 Any issues or problems that arise during participation in the Program shall primarily be the responsibility of the participant to address.

5.2 In the event that the personal or property damage suffered by the participant, or the personal or property damage caused by the participant to the partner institution or a third party, falls under any of the following (1) to (6), the participant or their parents/guardians shall be responsible for addressing the matter, and no claim for damages or other liability shall be made against the University:

(1) Damage resulting from natural disasters, maritime accidents, fire, government or public authority directives, war, riots, strikes, theft, quarantine, terrorism, hijacking, crimes,

aircraft accidents, traffic accidents, epidemics, customs regulations, changes in flight schedules, or other force majeure events.

(2) Damage resulting from incidents or accidents that occurred under circumstances beyond the control of the University.

(3) Damage resulting from the student's own intentional or negligent acts, or acts in violation of laws or public order and morals.

(4) Damage resulting from the student's actions that deviate from the purpose and objectives of the Program.

(5) Damage arising from the student's personal issues, as well as damages resulting from travel-related procedures and arrangements undertaken by the student.

(6) Damage resulting from the suspension of dispatch as determined by the University, as described in Section 4.6.

5.3 The participant is responsible for managing their own health and must bring any necessary medications or a letter of referral from their primary physician to the destination, as needed.

6. Consent to Personal Information Handling

6.1 The participant consents to the sharing of their personal information with partner institutions, service providers, and other entities as necessary for the operation of the Program.

By applying for and participating in the Program, the participant agrees that the personal information provided to the University will be shared with the partner institutions involved in the Program, contracted administrative agencies, travel agencies, airlines, visa acquisition agencies, insurance companies, insurance agents, and crisis management support companies, within the scope necessary for the operation of the Program, various arrangements, procedures, and emergency responses. Furthermore, the participant understands that their information may be provided to third parties without prior

consent in the following circumstances:

- (1) When required by law or necessary for the performance of legal duties.
- (2) When it is difficult to obtain prior consent due to an emergency that ensures the safety of participants.

6.2 The participant also agrees that the University may receive personal information such as grade information and living information from the partner institutions for the purpose of Program operation and may provide this information to the partner institutions.

7. Consent to Use of Portrait and Copyrighted Materials

7.1 The participant agrees that photographs and videos provided by participants and related parties in connection with the study abroad program, upon the University's request, will not exercise rights such as portrait rights, copyright, or privacy rights, as long as they are used for the purposes and under the conditions specified below:

Purpose of Use: For promotional activities conducted by the University to promote international engagement (including publication on official promotional media such as the University's website, video-sharing platforms including YouTube, brochures, and internal recruitment flyers, as well as video presentations during internal promotional

activities).

Conditions of Use:

- The usage period for the provided photographs and videos will be indefinite unless the provider requests otherwise.
- The name or other identifying information of the provider will not be published alongside photographs or videos in promotional media without obtaining the provider's consent.
- If a request to delete a portrait used in promotional media is made by the photographer or the subject of the photo, the University will respond as quickly as possible; however, it may not always be feasible to accommodate such requests, especially in the case of mass-printed materials.

7.2 The participant confirms that any photographs and videos provided to the University are taken by themselves and that they have obtained consent regarding the matters stated in Section 7.1 for any individuals, including other program participants, who appear in the photographs and videos.

7.3 If the participant does not wish for photographs or videos featuring them to be used, they must clearly communicate this intention to the photographer and indicate that they do not want their images provided to the University.