

AY2025 International PBL Program in ASEAN Countries

Application Requirements

<Ver.1>

*Please check Application Guideline of the Long-Term Study Abroad Program (Fall 2025 departure) together.

◆ Program Overview

International PBL Program in ASEAN Countries is an education program to not only offer opportunities to study abroad for a semester at one of partner institutions in Thailand or Indonesia, but also provide an integrated program that includes pre-departure preparations and post-completion studies. It features cooperative learning with Thai and Indonesian students from the host universities, aiming to nourish adaptable mindset to solve numerous policy and social issues facing Japan and ASEAN countries.

One of the central features of pre-departure education at Ritsumeikan University is “International Problem/Project-based Learning” which looks to provide necessary “multi-dimensional thinking skills” (technical thinking, business thinking, system design thinking).

We hope participants will be able to acquire global perspectives and an innovative mind, which are required assets in modern society, through this unique program.

What is PBL?

PBL (Problem/Project-Based Learning) can be described as a learning method which students develop competencies to integrate theory and practice, and apply acquired knowledge to real world solutions. Unlike the lecture style in which knowledge is given, PBL encourages students to actively engage in real world problems and propose the solutions.

Before you apply for the program...

- consult with a staff at your belonging college for attending study abroad programs.
- inquire the International Center by online Request Form:
<https://global.support.ritsumei.ac.jp/hc/en-us>

1. Eligible Faculty (Year level at the time of application)

Faculty	Year level
Policy Science	1 st year or higher *Students in their final semester participating in the program must consult with Manabi Station before applying to the program.
International Relations	1 st year or higher *Please note that students in their final semester participating in the program are not able to apply.

2024 Fall Semester Entry 1st year students who wish to apply for this program must contact the International Center (Request Form: <https://global.support.ritsumei.ac.jp/hc/en-us>) before the application period starts.

2. Partner Institutions and Number of Student Recruitment

Country	Institution (Location)	No. of students being recruited	Study period
Thailand	Thammasat University (Bangkok)	4	2025 Fall Semester
	Chulalongkorn University (Bangkok)	4	
	Mahidol University (Bangkok)	4	
Indonesia	Universitas Indonesia (Jakarta)	4	August 2025 December 2025 or January 2026
	Universitas Gadjah Mada (Yogyakarta)	2	
	Institut Teknologi Bandung (Bandung)	6	

3. English Proficiency Requirement:

Please check the criteria on Appendix “AY2025 International PBL Program in ASEAN Countries - English Proficiency Requirement”.

4. Language of Courses Offered: English

5. Housing: Student Dormitory or off-campus accommodation

6. Student Registry Status:

2025 Spring : Currently Enrolled
2025 Fall : Study Abroad
2026 Spring : Currently Enrolled

7. Program Fee:

Students do not need to pay any tuition to the host institution but must keep paying regular tuition to Ritsumeikan while studying abroad. Other costs such as airfare, accommodation fees, personal expenses, tuitions for language or special courses at the host institution will all need to be paid by students. Students are also required to purchase the university-designated overseas travel insurance and risk management service in order to participate in the program.

Successful candidates must pay a part of or the full amount of required program fees by each specified deadline. The detail would be announced in the Guidance Session for Successful Candidates. The PBL Program Fee is 24,000JPY.

8. Orientations before Departure:

Several orientations will be held regarding the program such as the orientation for successful candidates, and pre-departure orientation.

◆ Pre-Departure and Post-Completion Education

1. Courses offered at Ritsumeikan University

1) AY2025 Pre-Departure Education (Spring Semester 2025) Tentative

As pre-departures education, the following courses are offered for GS and CRPS major students during spring semester 2025. The courses are important to maximize your learning outcomes at a host institution and we strongly recommend participants to register those courses. More details will be announced after completing all the selection process.

1)-1. Courses offered at College of Policy Science (OIC)

*International PBL Seminar 1 for pre-departure education is conducted together with International PBL Seminar 2 for post-completion education.

Course title	Language	Credit	Course title for College of International Relations (GS)
International PBL Seminar 1	English	2	Special Lecture (Core Related Course)

1)-2. Course offered at College of International Relations (Kinugasa)

Course title	Language	Credit	Course title for College of Policy Science (CRPS)
Special Lecture (Area Studies Course) RA	English	2	Vision Building Special Lecture (Area Studies Course)
Special Lecture (Core Related Course) RB	English	2	Vision Building Special Lecture (Core Related Course)

2) Post-Completion Education for AY2025 Participants (Spring Semester 2026) Tentative

Courses will be offered after students return to Ritsumeikan in Spring 2026 and study together with Thai and Indonesian students. Details will be announced after completing all the selection processes.

2)-1. Courses offered at College of Policy Science (OIC)

Course title	Language	Credit
International PBL Seminar 2	English	2

2)-2. Course offered at College of International Relations (Kinugasa)

Course title	Language	Credit
Special Lecture (Area Studies Course) RA*	English	2
Special Lecture (Core Related Course) RB*	English	2

*Although the course names are the same as the pre-departure education courses, Special Lectures can be taken as separate courses, each earning 2 credits.

2. Courses and Credits at Host Universities

Regular courses can be taken at host institutions. Students are able to apply for a transfer of the credits earned at their host institution after returning to Japan. Credits will be transferred as courses of 2025 Fall Semester.

Students can select courses in accordance with regulations of their host institution by themselves but Ritsumeikan University highly recommends them to take PBL courses.

Local language classes may also be available as extra-curricular activities.

◆ Scholarship

Ritsumeikan University Study Abroad Challenge Scholarship (Challenge Scholarship) will be paid to all participants (250,000 yen per semester).

Information on Challenge Scholarship above is for programs which are to take place overseas. If the program (travelling overseas) is cancelled or switched to online studies, scholarships will not be awarded and the amount is subject to change.

Please refer to the “Application Guidelines for 2025 Academic Year Fall Departure Long-Term Study Abroad Programs <1st round> Common Edition” and “Program Edition” for details.

◆ Schedule

Application Period

***No late submission is accepted.**

Monday, October 18th, 2024 (10:00 am)
 ~ **Thursday, October 24th, 2024 (5:00 pm)**

How to Apply (Online Application)

***URL and QR code were corrected on Oct. 24.**

<https://forms.office.com/r/ghv6aNATnR>



*Please refer to “SCREENING, HOW TO APPLY” in next page for more information.

Schedule Follows Application Period

<p>Announcement of 1st Screening Results</p>	<p>Tuesday, November 19th, 2024 (1:00 pm)</p> <ul style="list-style-type: none"> • Check manaba+R (Personal Category). • The 2nd screening will be an interview. The date, time, and location of the interview for each student will be announced with the results of the 1st screening. The interviews will be conducted online.
<p>2nd Screening (Interview)</p>	<p>Saturday, November 23rd, 2024 - Sunday December 1st, 2024 <Mainly scheduled between Monday to Friday></p> <p>Interview *The interviews will be conducted online.</p> <ul style="list-style-type: none"> • Only for successful applicants of the 1st screening. • The interview schedule cannot be changed for any reason. If you do not show up for the interview, you will be disqualified for the screening.
<p>Announcement of 2nd Screening Results</p>	<p>Wednesday, December 11th, 2024 at 1:00 pm</p> <ul style="list-style-type: none"> • Check manaba+R (Personal Category).
<p>Guidance Session for Successful Candidates *Mandatory</p>	<p>Thursday, December 11th, 2024 from 6:00 pm - 8:30 pm (Tentative) *The guidance session will be held online (tentative).</p> <ul style="list-style-type: none"> • Details will be announced together with the results of the 2nd screening. • Attendance is mandatory for all successful candidates as important information will be provided during this orientation.
<p>Deadline for Withdrawal</p>	<p>Wednesday, December 18th, 2024 at 5:00 pm</p> <ul style="list-style-type: none"> * If you withdraw after the deadline, you must pay a part or full amount of the program fees.
<p>Deadline for Program Fee Payment</p>	<p>Wednesday, December 18th, 2024 at 3:00 pm</p>

◆ **Screening Process (Criteria)**

1st screening Application documents	Application Report	1. Clarity and persuasiveness of the purpose of participating in the program 2. Clarity and persuasiveness of the study plan/theme during the program 3. Clarity of the reason for why you would like to do what you write in your application report besides curricular studies at your host institution 4. Clarity and persuasiveness of your study and career plans after returning to Japan 5. Language skills (Q.2)
	Grades	Grades at Ritsumeikan
	Language proficiency	Score on official language exams
2nd screening Interview	1. Reason why you, as a student, would like to participate in the program 2. Clarity of the study plan 3. Communication skills 4. Language skills 5. Overall	

(1) Online Application

Access the URL/QR code indicated in page 4, upload and submit all the required documents. Please read the “Notes” below carefully before applying.

- A RAINBOW-ID and password are required to access the Online Application Portal.
- It is recommended to use a PC. If you use a Mac, please use Chrome, not Safari.
- It is a one-time application. Please thoroughly check your application for any errors and missing information/documents before submitting it.
- We will not accept any applications after the deadline, even if the delay is due to network system problems or any other reasons. Please allow enough time to submit your application. You will not be able to access the online application form or submit your application after the deadline.
- If you want to receive a confirmation email of your submission, check the box “send me an email receipt of my responses” right above the submission button, then submit your application.
- You can download a copy of your completed application form in PDF if you click the button “Print or get PDF of answers” on the screen after submission.

(2) Required Documents for Application

No.	Name of Documents	Notes
1	Application Report *	Upload it as a PDF (.pdf) file. File name must be "Student No. _report". (ex. 152122xxxxx_report.pdf)
2	PDF Scan of Language Proficiency Test Results	Upload it as a PDF (.pdf) file. File name must be "Student No. _test name". (ex. 152122xxxxx_TOEFL.pdf)
3	Credit Earning State	Upload it as a PDF (.pdf) file. File name must be "Student No. _credits". (ex. 152122xxxxx_credits.pdf)
4	Course Registration and Grade List	Upload it as a PDF (.pdf) file. File name must be "Student No. _grades". (ex. 152122xxxxx_grades.pdf)
5	GPA List	Upload it as a PDF (.pdf) file. File name must be "Student No. _GPA". (ex. 152122xxxxx_gpa.pdf)

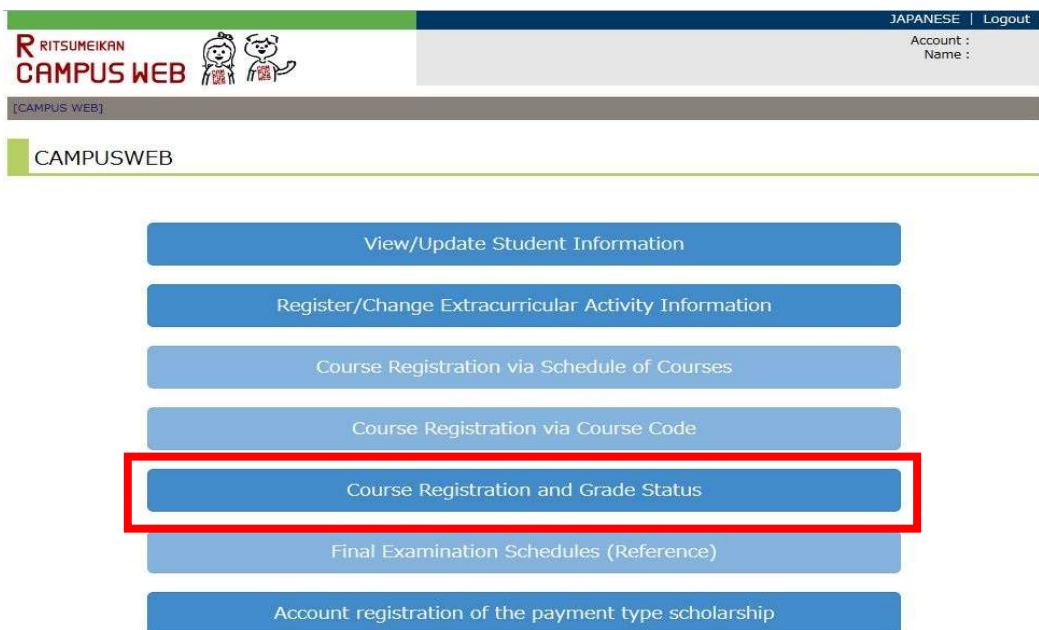
(3) How to Create Application documents / Important Notes

No	Name of document
I	<p>Application Report</p> <ul style="list-style-type: none"> ◆ When creating reports, make sure to follow the instructions for each question. ◆ Reports must be written by the applicant. ◆ If you are applying for multiple institutions, write a report including all institutions. ◆ You can download the format from the "Application Guideline" page. ◆ Please confirm you wrote your student ID number, College, Name in the upper right corner of each page of your report. <p>[Q.1] Cover the following four topics when answering the question in your report with 400-600 words. Your answer must be <u>in one page. Indicate the word count at the end of your answer.</u></p> <ol style="list-style-type: none"> 1. Purpose and goal of participating in the program 2. Theme(s)/Subject(s) you would like to learn 3. What you want to do besides curricular studies while abroad 4. Study and career plan after studying abroad <p>[Q.2] Write about the theme which you would like to study at your host institution (especially through PBL subjects)." Your answer must be <u>in one page. Indicate the word count at the end of your answer.</u></p>

- 2 Credit Earning State
- 3 Course Registration and Grade List
- 4 GPA List

- You can check the supported browsers of manaba+R and Campus Web at the bottom of the “Welcome to Ritsumeikan manaba+R” page (<http://www.ritsumei.ac.jp/ct/>).
- The print function on a browser is not available on CAMPUS WEB. Please press “Ctrl + P” (Mac: “Command⌘ + P”) to print out the page.
- Choose PDF converter software and print in PDF files.

1) Open the CAMPUS WEB system via manaba+R, and click “Course Registration and Grade Status.”



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2) "Credit Earning State" page will appear. For 1 "Course Registration and Grade" and 3 "GPA", click each button indicated in the diagram below. Each page needs to be saved separately.

Credit Earning State

Student Information: Student ID Number, Name, Year, College, First Foreign Language, Required Number of Credits for Graduation, Degree Program.

Buttons: Reload, **Course Registration and Grade**, Error message, **GPA**

Course Category	Required	Acquired	Registered
[Graduation Requirements] - Total -	124	58	
■ General Education Courses - Total -	14	20	

Course Registration and Grade List

Student Information: Student ID Number, Name, Year, College, First Foreign Language, Required Number of Credits for Graduation, Semester, Foreign Language Learning Pattern, Second Foreign Language, Degree Program.

Buttons: Reload

Notes: Your Course Registration and Grade List is displayed below. 'Credit(s) of Registered Course(s) is / are displayed as blank in Course Registration). 'Credit(s) of Applying for Lottery-Based Course Registration is .ottery-Based Course Registration is approved, parentheses w registration is NOT approved, course information will not be d

(Total 30 item(s))

Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic Year	Term
Courses in General Education	IR-AS104 Introduction to Sociology	RB	HEIM STEPHANE	2	B	2016	Fall
Courses in General	IR-AS101 Introduction to Law	RB	MOUSOURAKIS	2	A	2016	Fall

RITSUMEIKAN CAMPUS WEB Account : Name :

GPA List

Student Information Student ID Number : Name :
Year : Semester :

***Be sure to include the “Close” button when saving the page. Even if the last page only shows the “Close” button, it must be included in your application.**

Semester GPA(s) and Cumulative GPA(s) are displayed below.

Calculation of GPA: α/β
 $\alpha = 5 \times (\text{the number of A+ credits}) + 4 \times (\text{the number of A credits}) + 3 \times (\text{the number of B credits}) + 2 \times (\text{the number of C credits})$
 $\beta = \text{the total number of A+, A, B, C and F credits}$
*Credits for optional subjects(which will not count towards graduation requirements) are not included in GPA calculation.

Academic Year	Term	Semester GPA	Cumulative GPA	Date of Calculation
2016	Fall Semester	3.50	3.50	2018/01/09
2017	Spring Semester	4.00	3.69	2018/01/10
2017	Fall Semester	3.75	3.71	2018/02/15

3) Each data needs to be separately saved as a PDF file.

1. Press “Ctrl” + “P” to print out the page.
2. Select a PDF conversion software as the printer.
3. Save each page as a separate PDF file

*The name of the file should be half-width characters.



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PDF Scan of Language Proficiency Test Results *A4-size

<Notes before submission>

- Write your student ID number and name in the upper right corner of the score report, and scan the document.
- In the “Language Proficiency Test” section of the online application form, write only the scores of those you are submitting.
- If you have more than one score report, only submit one report. You need the test score to prove that you meet the requirements for all the programs/institutions.
- Only valid proficiency test scores are accepted (e.g., The TOEFL® Test score is valid for two years from the date of the exam).

<Proficiency Test Results posted online>

- A printout of proficiency test results posted online is acceptable. Print it as a PDF file and upload it with your student ID and name written in the upper right corner.
- MyBest™ Scores for TOEFL®-iBT are not accepted. Please make sure to print the page of your TOEFL®-iBT Test Date score.
- When submitting a printout of IELTS test scores posted online, be sure to include a page that includes the test-taker’s ID and Name (such as a printout of the confirmation email).