



**2010年春セメスター**

**立命館アジア太平洋大学  
大学院科目等履修生 出願手続要項**

**Application for part-time graduate students  
Spring Semester 2010**

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

## The Part-Time Graduate Study Program

As a university that is both open to the community and promoter of lifelong education, the Graduate School of Asia Pacific Studies and the Graduate School of Management at Ritsumeikan Asia Pacific University have made certain subjects open to the general public under the Part-Time Graduate Study Program. Part-Time Graduate Students may receive credit for registered subjects. Those individuals who wish to register for available subjects as a Part-Time Graduate Student should complete the required forms after reading the information provided below.

### I. Outline of the Part-Time Graduate Study System

Part-time Graduate Students who are qualified for admission to a Graduate School may receive credit for registered subjects if they pass the relevant exams.

#### (1) Part-Time Graduate Student Characteristics

Type of Student	For Credit	Attend Seminars	Attend languages	Take Final Exams	Summary
Part-time Graduate Student		×			May register for certain subjects offered at the Graduate School of Asia Pacific Studies and Graduate School of Management.

\* Part-Time Graduate Students may not attend Seminar subjects.

**NOTE:** Graduate School of Asia Pacific Studies Part-time Graduate Students *may not* register for subjects in the Graduate School of Management.  
 Graduate School of Management Part-time Graduate Students *may* register for subjects in the Graduate School of Asia Pacific Studies.

Part-time students are allowed to enroll in Japanese-language courses provided there are seat vacancies. Each course is semester-based, and contains 30 classroom sessions. Class is held twice a week. Earns two credits.

#### (2) Points to note about classes

You may only attend a subject during the time in which you registered, regardless of multiple offerings.

It is not possible to register for two or more classes which fall in the same period on the same day.

Lecture Subjects

\* Lecture Subjects are worth 2 credits. There will be 2 classes held each week and the subject will be completed in 2 months. A total of 14 classes will be held over 8 weeks with exams set for the final week.

\* Semester dates are summarized below. These dates may vary from year to year.

Spring Semester 1<sup>st</sup> Quarter : April, May

Spring Semester 2<sup>nd</sup> Quarter : June, July

Fall Semester 1<sup>st</sup> Quarter : October, November

Fall Semester 2<sup>nd</sup> Quarter : December, January

#### (3) Required Qualifications

The qualifications required for Part-time Graduate Students to take classes are the same as those for regular Graduate School admission. Any of the following are acceptable:

University graduates

Anyone whose academic potential has been judged by the Minister of Education to be the same as a university graduate.

Note: Applicants currently enrolled in another university or graduate school (including distance education) should obtain permission from the university to which they are currently affiliated before they apply to APU.

## II. Method and Period of Applications

### (1) Application period

**Spring Semester: Tuesday, March 23, 2010 – Friday, March 26, 2010 (must arrive by this date)**

The Syllabus and class timetables are scheduled to be available for viewing on the APU Homepage starting on **March 19**. However, the date is subject to change. Thank you for understanding. (<http://www.apu.ac.jp>)

### (2) Application Documents and Screening Fee

Part-time Application Form	One copy	Please use provided application form.
Outline of reasons for application	One copy	Up to 1 side A4 of the provided form.
Graduation / Completion Certificate from most recent educational institution	One copy	Evidence of the classes taken.
Transcripts from most recent University	One copy	
Certificate to Verify English Language Ability	One copy	Excluding English native speakers and those who have received all or a majority of their education in the English language.
Photograph	One copy	Please attach a 3cm by 2.5cm color photo taken in the last 3 months prior to the Application Form. Please write your name of the back of the photo.
Screening Fee	¥10,000 (certificate stamp)	Please purchase a certificate stamp worth ¥10,000 at a certificate stamp vending machine on campus, and submit along with the application. The fee is the same even if the subjects you wish to take are offered by different schools.

The Certificate Stamp Vending Machine is located outside of the Career Offices (Administration Building 1F).

NOTE: Those currently enrolled at another university, junior college or graduate school (including correspondence education) should first receive permission from their educational institution.

### (3) Applications are to be submitted to:

Academic Office: Building B, 1F

\*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

### (4) Number of subjects and credits for which students may register

There is no upper limit for the number of credits for which students may register.

### (5) Class Student Capacity Limits

If the total number of students wishing to register for a certain subject exceeds the student capacity available for regular program students, regular program students will be given priority and Part-time Graduate Students will not be able to register.

### (6) Points to note when submitting the Application Form

Once permission for registration has been confirmed, it is not possible to make any changes, deletions or additions

to your selection. Please carefully check the subjects you have selected for registration when submitting the Application Form.

### III. Procedure for Permission and Registration

The submitted documents will be screened and the results of the screening will be sent to the applicant. Successful applicants are requested to pay Registration Fees and Part-time Class Fees by the designated date provided below.

#### (1) Payment of Registration Fees and Class Fees

Successful applicants are requested to pay full registration fees and part-time class fees by the designated date provided below. It is not possible to pay in installments so please make preparations to pay the required amount in full. At the time of payment, please use the bank transfer form included in the envelope with the notice of acceptance to APU. Please be aware that once payment has been made we will be unable to return the screening fee, the registration fee or the part-time class fees for any reason.

	Graduate School of Asia Pacific Studies	Graduate School of Management
Registration Fee	¥32,500	¥32,500
Part-time Class Fees	¥75,000 ( per credit )	¥75,000 ( per credit )

\* Registration Fee must be paid each semester

\* Registration fees and part-time student fees are reviewed when tuition fees are adjusted.

#### (2) Schedule

**Spring Semester** (1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter and **Summer** Session Classes )

Syllabus and Class Schedule available on-line	Friday, March 19, 2010
Application Period	Tuesday, March 23, 2010 ~ Friday, March 26, 2010
Screening, Notification of Results and Payment Statement	Tuesday, March 30, 2010
Payment and Registration Deadline	Wednesday, April 7, 2010
Start of Classes	Monday, April 12, 2010
Allocation of Student ID for Part-time Graduate Students	Monday, April 12, 2010

\*Must arrive by this date

### IV. Organization and Student Registration for Part-Time Students

- (1) Individuals who are successful in the screening, receive permission to study at APU and complete the procedures within the allocated time period (including payment of registration fee and part-time class fees) will be issued a 'Part-time student ID Card' as an APU Graduate School Part-Time Student.

- (2) If the student passes the final exam in subjects for which they are registered, credits gained in the subject can be recognized. The Part-time Graduate Student's recognized credits can be transferred if the student enters the regular program at APU. A maximum of 10 credits may be transferred.
- (3) Part-time Graduate Students can be issued a 'part-time student ID card' and, if necessary, a 'grade transcript'. However they cannot be issued "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a part-time student bus pass.
- (4) Part-time Graduate Students can use the APU Library.
- (5) Part-time Graduate Student status is only valid for one semester. Reapplying to the Part-Time Graduate Study Program is necessary in order to register for subjects in the following semester.
- (6) APU does not permit students to travel to school by car. However, in cases where the use of public transport is recognized to pose a particular problem for the student, due to a disability, etc., permission to travel to school by car may be granted. Students intending to travel to school by motorbike must follow the required procedures.( For more details please contact the Academic Office )

## V. Other

### (1) Class Timetable

<Quarter Timetable>

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period
8:45~10:20	10:35~12:10	12:25~14:00	14:15~15:50	16:05~17:40	17:55~19:30

<Session Timetable>

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period
9:00~10:35	10:50~12:25	13:15~14:50	15:05~16:40	16:55~18:30

### (2) APU 2010 Academic Calendar and outline of Subject Content (Syllabi)

Please visit our website <http://portal1.apu.ac.jp/syllabus/> to access Syllabus. Choose GSAM (Graduate School of Asia Pacific Studies Master's Program) or GSMM (Graduate School of Management Master's Program).

### (3) Class Schedule for 2010

The Schedule for **Spring Semester** will be available on-line as of **Friday, March 19, 2010**

- \* The Syllabus and class timetable may not be available for viewing on the scheduled date. Thank you for understanding.



<Contact>

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