Section 7

Other Information

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Use of the Graduate School facilities located on the 2nd Floor of Building B is limited to Graduate School students for study purposes. These facilities are open weekdays only (closed weekends, holidays, and days the Academic Office is closed). Rules for using these facilities are available on the Graduate School website.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Hours</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Study Room</td>
<td>2nd Floor, Building B</td>
<td>8:00 - 24:00 (Wednesdays 10:00 - 24:00)</td>
<td>In case a printer runs out of paper or toners, or for any technical problems, please contact the Information System Office: ext. 3007 (Weekdays 10:00 - 16:30).</td>
</tr>
<tr>
<td>Master's Students</td>
<td>2nd Floor, Building B</td>
<td>8:00 - 24:00</td>
<td>1. Please put cups, etc. back in their original place, after use. 2. Please do not litter. It is your responsibility to dispose of all litter appropriately. 3. Please turn off the gas after using the stove / boiler.</td>
</tr>
<tr>
<td>Common Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lounge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master's Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Rooms (GSA / GSM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please refer below for usage outside open hours.

List of Software available in the Cyber Study Room

**Request for Non-Class Day Facility Usage**

If a student desires to use any graduate facility, a “Request for Special Permission for Non-Class Day Usage” signed by your supervisor must be submitted to the Academic Office at least 2 business days prior to use.

<table>
<thead>
<tr>
<th>“Request for Special Permission for Non-class Day Usage”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form to be submitted: Available on the Graduate School webpage.</td>
</tr>
<tr>
<td>Application Period: By 16:30, at least 2 business days before intended use of the room. *In general, it is not possible to apply on the day of or day before intended use of the room.</td>
</tr>
<tr>
<td>Submit to: Academic Office</td>
</tr>
<tr>
<td>Application Confirmation: Confirmation will be sent on Campus Terminal.</td>
</tr>
</tbody>
</table>

EMERGENCY CONTACT DURING USE OF ANY GRADUATE FACILITY:
Please contact the Central Security Office: 2810 (ext.) or 0977-78-1150 (external line)
7-2. APU Library and Other Facilities

Introduction to the APU Library

The APU Library offers users a wide range of books, academic databases, and materials related to the areas of Asia Pacific studies, international management, and much more. Users can also request and access materials from Ritsumeikan University (RU).

The APU Library is divided into seven main areas which students can use to fit their specific needs. The 1st floor is designed to allow users to create and share knowledge and ideas and includes the “Group Study Rooms” and “Presentation Room”, which are useful to students working in study groups or on group projects. The 2nd floor is designed to allow students to concentrate on their studies in quiet surroundings and study booths are available for this purpose.

Library users can search APU and RU materials via the Online Library Catalogue. Users can also access the Research Repository (R-Cube) – a database that can be used to search for and view the academic contributions made by faculty and researchers affiliated with APU and RU.

Digital Library

The Digital Library provides users with access to e-journal databases, R-Cube (Ritsumeikan Institutional Research Repository) and a list of graduate theses / dissertations. In this menu, users can also access Mendeley - a reference management tool, allowing you to manage academic articles and share information online.

Library Facilities

1. The 1st floor includes the "Group Study Rooms" and "Presentation Room", which are useful to students working in study groups or on group projects.
2. Study booths are located on the 2nd floor for those who want a quiet place to concentrate and study.
3. Wireless LAN access areas are located throughout the Library, and computers are available in the Multimedia Room.
Introduction to the APU Library

As the Library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

**Use of the Open-Computer Rooms**

The computers in the Open-Computer Rooms are intended for public use and therefore are not to be considered as personal possessions. Students are asked to abide by the rules below. Those who fail to comply with instructions will be denied access.

1. No eating, drinking or smoking in the computer room.
2. Do not bring wet umbrellas or raincoats into the computer room.
3. Switch off mobile phones.
4. Do not use cosmetics or other liquids near the computers.
5. Take care of any rubbish when you leave.
6. Be considerate of those around you.
7. Do not move equipment or fixtures from their original place.
8. Do not connect personal computers to computer room LAN cables.
9. Do not use Net-phones (Skype, etc.) on computer room equipment.
10. Do not use the computers for entertainment purposes.
11. If you plan to leave the computer room for an extended period, do not leave your belongings at your seat; the computer will be shut down by the SA (Student Assistant) on duty.
12. Any behavior that might cause damage to equipment or fixtures or disturb other users will not be tolerated.

**Prepaid Card Vending Machine**

The prepaid printing system applies to all printers in the open-computer rooms. Prepaid cards are available from the prepaid card vending machines (at following locations). Printing or copying charges are 8 yen per page for black and white, and 40 yen per page for color.

Vending machine locations:

- Media Center Building, 1st Floor, inside the Multimedia Room (during office hours)
- Building E II, Student Union II, Co-op Counter
# 7-3. Certificate Requests and Career Information

## Certificate Request

The following certificates may be purchased for 200 yen each from automatic certificate dispensers located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00), or inside the APU Library (during business hours).

1. **Certificate of Prospective Completion:**
   - The “Certificate of Prospective Completion” indicates the semester you are expected to complete your graduate program and is based on your registered Length of Study.
   - Please note that these certificates only indicate the prospect of completion and do not guarantee a student’s completion.

### AY2014 Curriculum

<table>
<thead>
<tr>
<th>Program</th>
<th>Registration Status</th>
<th>How to Obtain (timing of issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSAM</td>
<td>Final Research Project is registered and at least 10 credits are completed</td>
<td>The Certificate may be printed from the automatic certificate dispensers located on the 1st floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October</td>
</tr>
<tr>
<td>GSM</td>
<td>Management Seminar III is registered and at least 22 credits are completed</td>
<td></td>
</tr>
<tr>
<td>GSAD</td>
<td>Ph.D. Candidacy has been awarded, Advanced Research on Asia Pacific VI is registered / has been completed <strong>AND</strong> the dissertation has been submitted for screening*</td>
<td></td>
</tr>
</tbody>
</table>

※ All students who do not meet the above criteria are required to apply in advance to the Academic Office. Please allow up to 5 business days for processing.

*For details on Ph.D. Candidacy, refer to p. 49. For doctoral students in the 7th semester or above, as Ph.D. program completion depends primarily on the submission of the doctoral dissertation, the certificate shall indicate the semester of intended doctoral dissertation screening, provided Candidacy has been achieved.

2. **Certificate of Attendance and Transcript of Academic Record**
   - A “Certificate of Attendance” and “Transcript of Academic Record” may also be used to indicate your expected date of completion.
   - When applying at the Student Office, certificates will be issued or sent by post two business days after the application has been submitted and required fees have been paid.

   Students who are away from the University and unable to purchase certificates directly from the automatic certificate dispensers may apply for certificates by sending the following items to the **Student Office**.

<table>
<thead>
<tr>
<th></th>
<th>Domestic Address</th>
<th>Overseas Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application form (available from the Student Office webpage)</td>
<td>Application form (available from the Student Office webpage)</td>
</tr>
<tr>
<td>2</td>
<td>A copy of your student ID</td>
<td>A copy of your student ID</td>
</tr>
<tr>
<td>3</td>
<td>Delivery address for the certificates</td>
<td>Delivery address for the certificates</td>
</tr>
</tbody>
</table>
| 4 | Payment in one of the following forms:  
* If paying by credit card, a printed copy of the notice of completion payment email  
* Certificate stamp from an automatic certificate dispenser  
* Postal Money Order (teigaku-kogawase or futsu-kawase; anonymous) purchased from the Japan Post Office | Payment in one of the following forms:  
* If paying by credit card, a printed copy of the notice of completion payment email  
* Certificate stamp (mailed, or submitted by proxy)  
* International Postal Money Order, in US dollars, covering the cost of certificates and any shipping fees |

For further details please refer to the Campus Life Handbook or the Student Office website.
Purchasing Certificate Stamps

Because offices at APU cannot accept cash, students will need to purchase certificate stamps to pay for certificates, screening fees, or certain other services at APU. Certificate stamps can be purchased with electronic money stored on a Co-op card or touchless student ID card, and can be purchased from automatic certificate dispensers which are located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00) and inside the APU Library (during business hours). Students should ensure they purchase certificate stamps for the exact amount required, as change cannot be given.

When Applying and Collecting Documents by Proxy

Students who are unable to come in person to the Student/Academic Office to submit, apply for or collect documents that include personal information have to assign a proxy to do so on their behalf. The following 3 documents will be required when submitting, applying or collecting documents by proxy:

1) Letter of Proxy (dated with applicant’s signature);
2) A photocopy of the applicant's valid student ID card or other valid photo ID. (If you are not a current student, your APU student ID card is invalid and will not be accepted. Please attach a copy of your passport or other photo ID.)
3) A photocopy of a photo ID of the proxy (if applying at the office, present the original)

You have to assign a proxy for the following cases: applying and collecting certificates.

Career Development at APU

The APU Career Office is dedicated to offering support and guidance for you to build your individual career path after graduation. Many resources are available for strengthening your resumes or even learning more about what you need to prepare to enter the company/organization of your dreams. There are numerous events like workshops, networking events, and company seminars that are conducted throughout the year at APU, so while you are attending classes, think about your career plans and keep yourself informed by attending these events. These events are usually announced through Campusmate Web and Campus Terminal, so make a habit of being updated regularly so you do not miss out on an event that may define your future career!

For those considering working in Japan, there is a unique schedule and process that you need to be aware of to be able to apply and successfully receive a job offer from companies in Japan. Particularly for international students, there are obstacles that you need to overcome, like learning Japanese and understanding Japan’s working culture. If your careers are destined elsewhere, such as working in international organizations, working back home or overseas, etc., the Career Office provides individual consultations to help you make those dreams a reality. It’s never too early to start planning out your future career, so make good use of the services and resources available to you now!

Career Office

Front desk hours
Mon, Wed - Fri 10:00 - 16:30
Tues 11:30 - 16:30

TEL 0977-78-1128
FAX 0977-78-1129
E-mail career2@apu.ac.jp
HP http://en.apu.ac.jp/careers/
7-4. Scholarships for Graduate Students

APU Scholarships Offered Prior to Enrollment

APU Scholarship Programs consist of donations from Japanese corporations and individuals who support the fundamental principals of APU. APU scholarship programs are also supported by Japanese national government subsidies.

Amount of Reduction

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Tuition Coverage per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 100 % Tuition Reduction</td>
<td>100 % of tuition fees</td>
</tr>
<tr>
<td>2 80 % Tuition Reduction</td>
<td>80 % of tuition fees</td>
</tr>
<tr>
<td>3 65 % Tuition Reduction</td>
<td>65 % of tuition fees</td>
</tr>
<tr>
<td>4 50 % Tuition Reduction</td>
<td>50 % of tuition fees</td>
</tr>
<tr>
<td>5 30 % Tuition Reduction</td>
<td>30 % of tuition fees</td>
</tr>
</tbody>
</table>

Important Information Regarding APU Scholarships Offered Prior to Enrollment

Applicable Period

The standard length of time required to complete the degree (maximum 2 years for master’s students and maximum of 3 years for doctoral students).

Eligibility Reviews

Students awarded scholarship programs prior to enrollment undergo an eligibility review every semester based on their academic performance. Poor academic performance may result in the cancellation of a scholarship. Therefore, all scholarship recipients are encouraged to study hard to show high academic achievements after enrollment.

*Eligibility Check for Continuation of APU Scholarships

1. Every semester a recipient is enrolled, an assessment will be made to determine his / her eligibility for the scholarship based on their academic records. Based on that assessment, the recipient may be given a warning, or lose his / her scholarship eligibility.
2. The assessment standard is outlined below. Students who receive two consecutive “Warnings” will have their scholarship revoked for that semester. Once scholarships are revoked, they cannot be reinstated.

*A warning will be issued to students with credits outlined as follows.

<table>
<thead>
<tr>
<th>Number of completed credits</th>
<th>GSAM (APS / ICP)</th>
<th>GSM (MBA)</th>
<th>GSAD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 credits or less</td>
<td>6 credits or less</td>
<td>12 credits or less</td>
</tr>
<tr>
<td></td>
<td>14 credits or less</td>
<td>18 credits or less</td>
<td>20 credits or less</td>
</tr>
<tr>
<td></td>
<td>22 credits or less</td>
<td>28 credits or less</td>
<td>30 credits or less</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>--</td>
<td>18 credits or less</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>--</td>
<td>20 credits or less</td>
</tr>
</tbody>
</table>

Other Important Notes

1. Recipients of the above scholarships must have obtained a college student visa at the time of enrollment to APU. The above mentioned scholarship will be cancelled if a college student visa is not acquired within one month after enrollment.
2. Students in the Accelerated Completion Program for 1 or 1.5 years (Master’s) or 2 years (Doctoral) will be required to pay the total tuition amount before program completion.

Students will be awarded the same Tuition Reduction Scholarship for their period of study, regardless of whether they study in the standard or accelerated completion program. However please note, that scholarships will only last as long as the standard program length; students will no longer be eligible if enrolled longer than the standard period (2 years and 3 years, respectively).
Revocation / Temporary Suspension of the 100%, 80%, 65%, 50%, 30% Tuition Reduction Scholarships

Recipients of scholarships whose student status pertains to either of the following will have their scholarships revoked. Once scholarships are revoked they cannot be reinstated.

1. Withdrawal, Removal of student status, or Completion
2. Leave of absence
   * There may be instances where scholarships are reinstated upon a student’s return to APU. Please inform the Student Office about your type of scholarship when applying for reinstatement
3. Students who have received two consecutive Warnings as a result of the above assessment.

   4. Students who are unable to complete all graduation requirements of their respective program by the end of the Standard Program Length (Master’s – 2 years, Doctoral – 3 years)
   5. Students who have been subjected to disciplinary action
   6. Students deemed unfit by the Student Affairs Committee to be recipients of a scholarship

The Student Affairs Committee may suspend a recipient’s scholarship for a certain period of time if the committee deems the recipient unfit to receive the scholarship. Decision to reinstate a temporarily suspended scholarship shall be made at the discretion of the Student Affairs Committee.

Other Scholarships Offered by the Public and Private Institutions

APU will notify students of any other scholarships available to APU students. Please check the Student Office website for further information. In addition, as there are scholarships that are not offered through APU, students are encouraged to actively research on their own as to what scholarships are available.

(Website)

http://www.mofa.go.jp/mofaj/ (The Ministry of Foreign Affairs of Japan)
https://www.jasso.go.jp/en/study_j/scholarships/index.html (Japan Students Services Organization)
Overview of Facilities in Each Building

Administration <Bldg A>

本部棟

5F
特別研究室 1～10
Guest Room 1～10

4F
Office of the President
- 秘書担当
Secretary to the Executives Team
- 広報担当
Public Relations Team
- IR・事業計画担当
Institutional Research & Planning Team

役員室
Executive Offices

応接室
Reception Room

会議室
Conference Room

アドミニューション・オフィス
Admissions Office

3F
会議室 第1～第6
Conference Rooms 1～6

アドミニューション・オフィス
Admissions Office

コンベンションホール
Convention Hall

2F
応接室
Reception Room

Student Office

キャリア・オフィス
Career Office

ヘルスクリニック
Health Clinic

1F
中央監視室
Central Security Office

株式会社クレオテック
CREOTECH CO., LTD Office

学生課
Student Office

キャリア・オフィス
Career Office

新築

Health Clinic

Counseling Room 1～3

Administration 1F
本部棟
Faculty Offices <Bldg B>

研究棟

<table>
<thead>
<tr>
<th>Floor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5F</td>
<td>個人研究室 B501 ～ B527  &lt;br&gt;Faculty Offices B501 ～ B527  &lt;br&gt;ゼミ・プロジェクト室 (SPR) 7 ～ 9  &lt;br&gt;情報コーナー</td>
</tr>
<tr>
<td>4F</td>
<td>個人研究室 B401 ～ B427  &lt;br&gt;Faculty Offices B401 ～ B427  &lt;br&gt;ゼミ・プロジェクト室 (SPR) 4 ～ 6  &lt;br&gt;情報コーナー</td>
</tr>
<tr>
<td>3F</td>
<td>個人研究室 B301 ～ B327  &lt;br&gt;Faculty Offices B301 ～ B327  &lt;br&gt;ゼミ・プロジェクト室 (SPR) 1 ～ 3  &lt;br&gt;情報コーナー</td>
</tr>
<tr>
<td>2F</td>
<td>研究会室 3 ～ 6  &lt;br&gt;Research Meeting Rooms 3 ～ 6  &lt;br&gt;ラウンジ Lounge  &lt;br&gt;サイバースタディールーム Cyber Study Room  &lt;br&gt;アジア太平洋研究科博士後期課程学生共同研究室  &lt;br&gt;GSA Doctoral Students Common Rooms  &lt;br&gt;ケース開発センター Center for Business Case Education  &lt;br&gt;RCAPS研究会議室 RCAPS Conference Room  &lt;br&gt;経営管理研究科修士課程学生共同研究室  &lt;br&gt;GSM Master’s Students Common Room  &lt;br&gt;客員研究員共同研究室  &lt;br&gt;Visiting Research Fellows Joint Research Room  &lt;br&gt;平松守彦名誉博士「一村一品運動」研究室  &lt;br&gt;Honorary Doctorate HIRAMATSU Morihiko “One Village One Product Movement” Research Room</td>
</tr>
<tr>
<td>1F</td>
<td>アカデミック・オフィス Academic Office  &lt;br&gt;リサーチ・オフィス Research Office  &lt;br&gt;教員控室 Faculty Lounge  &lt;br&gt;印刷室 Printing Room</td>
</tr>
</tbody>
</table>

Faculty Offices 1F

研究棟
Faculty Offices 2F
研究棟

Faculty Offices 3F
研究棟
Faculty Offices <Bldg B II>
研究棟 II

3F 個人研究室 B II 361 ～ B II 387
Faculty Offices B II 361 ～ B II 387

2F 個人研究室 B II 261 ～ B II 274
Faculty Offices B II 261 ～ B II 274

1F 講師共同執務室
Lecturer Offices

学生相談室
Student Counseling Room

会議室 Meeting Room
執行部室 Director’s Room
印刷室 Printing Room

立命館アジア太平洋大学孔子学院
Confucius Institute at Ritsumeikan Asia Pacific University

Faculty Offices 1F
研究棟 II
Classrooms <Bldg F>

3F
- 教室 F301 ～ F304
- Classrooms F301 ～ F304
- 個人研究室 F331 ～ F346
- Faculty Office F331 ～ F346

2F
- 教室 F201 ～ F214
- Classrooms F201 ～ F214
- TA 執務室
- TA Office

1F
- 教室 F101 ～ F112
- Classrooms F101 ～ F112
- 自習自主学習センター（SALC）
- Self-Access Learning Center
- 和心庵（茶室）
- HUT OF PEACE SPIRIT-Tea Ceremony Room
Classrooms <Bldg F II>
教室棟 II

3F 教室 F II 320 ～ F II 331
Classrooms F II 320 ～ F II 331

2F 教室 F II 220 ～ F II 226, F II 224 ～ F II 226
CAI教室 20 ～ 28
Classrooms F II 220 ～ F II 226, F II 224 ～ F II 226
CAI Classrooms 20 ～ 28

1F 教室 F II 120 ～ F II 124
情報处理演習室 7 ～ 9
Classrooms F II 120 ～ F II 124
Information Processing Seminar Rooms 7 ～ 9

Information Processing Seminar Room 8 <IPS8>

Information Processing Seminar Room 7 <IPS7>

Information Processing Seminar Room 9 <IPS9>

F II 120 教室
Classroom F II 120

F II 121 教室
Classroom F II 121

F II 122 教室
Classroom F II 122

F II 123 教室
Classroom F II 123

F II 124 教室
Classroom F II 124

Classrooms 1F
教室棟 II
Classrooms 2F
教室棟II