

Section 5

General Information

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5-1. Notices from APU

General messages to students will be posted on Campus Terminal, the Graduate School website and the bulletin board located in the 1st floor of Building B. Please check daily for important notices.

Campus Terminal

URL: <https://portal2.apu.ac.jp/campusp/login.do>

Information

Messages concerning University events and other general notices will be posted here.

Syllabus

Information on subjects, instructors, course outline and objective, etc.

Academic

This link accesses the Graduate School and Academic Office Websites, manaba, etc.

The screenshot shows the APU Campus Terminal website. At the top, there are tabs for 'HOME', 'School Affairs Posting', and 'Syllabus'. Below the tabs is a list of messages under the 'Information' section. A callout box points to this list, containing a list of messages with dates and titles. Below the list are two smaller sections: 'Course Messages' and 'Action Required'. Callout boxes point to these sections as well. On the right side, there is a sidebar with a 'Menu' section containing various links like 'Messages', 'Gmail', 'Mailing List', 'Change Password', 'Bookmark', 'Link', 'Campus Terminal Manual', 'Campusmate Web (APU)', 'Library', 'Academic', 'Research', 'Student Services', 'Career', and 'Others (Student)'. A callout box points to the 'Academic' link in this menu.

Information

11/19 (Thu) NEW Wanted! New-student orientation leaders (FLAG) for Spring 2016 / 2016年春新入生オリエンテーション学生スタッフFLA

11/19 (Thu) NEW 面接対策セミナー(基礎編)の開催 / A Useful Guide to Interviews

11/19 (Thu) NEW Japanese Only あいおいニッセイ同和損害保険インターンシップ

11/19 (Thu) NEW 撮影のご協力をお願い / Request for your cooperation for TV filming

11/19 (Thu) NEW 業界別ガイダンス開催のお知らせ Deeper Look into the Industries

11/19 (Thu) NEW Japanese Only 【水ing株式会社】校内1DAYインターンシップ

11/19 (Thu) NEW APU学生制作の大分県CMが本日より放映中！ Promotion Videos of Oita prefecture made by APU students are now a

11/19 (Thu) NEW Career Seminar for International Students / 国際派就職ガイダンス

11/19 (Thu) NEW [Canceled] 撮影のご協力をお願い / Request for your cooperation for shooting

11/19 (Thu) NEW 2016/1/13実施 TOEFL ITP / TOEFL ITP on Jan.13,2016

11/18 (Wed) NEW JACメンバー募集 / JAC Recruitment Guidance

11/18 (Wed) NEW 交通ルールを守ってください Obey vehicle and traffic laws!

11/18 (Wed) NEW Spam e-mail acting as APU members/本学構成員を偽ったスパムメールについて

11/18 (Wed) NEW オンラインデータベース『eol』ガイダンス/Guidance Session on the Online "eol" Database

11/17 (Tue) 【キャリア】個別企業説明会- 選考会最新情報 -11月17日/NEW Recruitment Seminar & Screening Information-November 17

11/17 (Tue) Internship Information インターンシップ情報 >>> November 17 (Tue)

11/17 (Tue) 福谷先生ゼミ同窓会企画～卒業生と現役学生とのトークセッション@APU～/Prof. Fukutani seminar alumni event～Talk

11/17 (Tue) Japanese Only 【アイ・ケイ・ケイ株式会社】校内実習型インターンシップ

11/17 (Tue) Japanese Only 【講演会】三和産研株式会社 工房長 古屋 浩二氏 講演会について

11/17 (Tue) Japanese only 大生が知っておきたい税金の話 講演会について

Course Messages

11/21 (Sat) 3 Hospitality Management EA

11/21 (Sat) 4 Hospitality Management EA

Action Required

Individual messages from the University will be posted here. Important messages may also be sent by email. Please check these regularly.

Graduate School Website

URL: <https://www.apu.ac.jp/gradinfo/>

Graduate School website which offers up-to-date information and important announcements for graduate students. Details on thesis / report examination regulations, graduate class schedules, and other important information can also be found here.

5-2. Operation of Classes

The Academic Year and Class Schedules

The APU academic year begins in April. Each year is divided into two semesters, and each semester is comprised of two quarters and a session. Lecture subjects are generally held over the span of a quarter, or on a 1-2 week basis during session periods. Seminar and language subjects are held for the duration of the semester. Irregular class schedules (see below) will be displayed on the Campus Terminal and bulletin board. For other events and deadlines, refer to the Academic Calendar on p. 112-113 and the Graduate School website.

Academic Year					
Spring Semester			Fall Semester		
1st Quarter	2nd Quarter	Summer Session	1st Quarter	2nd Quarter	Winter Session
April - May	June - July	Aug - Sept	Oct - Nov	Dec - Jan	Feb - Mar

- Each lecture subject consists of 15 classes, including a final examination. Therefore, a subject held over a 2-month quarter will consist of approximately 2 classes per week.
- Classes may also be scheduled on Saturdays and holidays.
- Registration and grade announcements are semester-based, with grades for all subjects, including 1st Quarter, released at the end of the semester.

Class Timetable

Regular Class Timetable

Period	Quarter / Semester	Mon	Tue	Wed	Thu	Fri
1	8:45 – 10:25	A (1)	F (1)	Seminar Classes	L (1)	F (2)
2	10:35 – 12:15	A (2)	G (1)		L (2)	G (2)
3	12:30 – 14:10	B (1)	H (1)		B (2)	H (2)
4	14:20 – 16:00	C (1)	I (1)		C (2)	M (1)
5	16:10 – 17:50	D (1)	I (2)		D (2)	M (2)
6	18:00 – 19:40	E (1)	J (1)		E (2)	J (2)

Make-up Day and Winter / Summer Session Timetable

Period	Make-up Day Classes (Saturday)	Session
1	8:45 – 10:25	8:45 – 10:25
2	10:35 – 12:15	10:35 – 12:15
3	13:05 – 14:45	13:05 – 14:45
4	14:55 – 16:35	14:55 – 16:35
5	16:45 – 18:25	16:45 – 18:25
6	18:35 – 20:15	—

- Classes are scheduled from Monday to Friday. Each class is 100 minutes in length.
- Classes that are held twice a week: either 1) during consecutive periods on the same day; or 2) on different days during the same period.
Example A: 1) Mondays, 1st and 2nd periods
Example B: 2) Mondays and Thursdays, 3rd period
- Class schedules will be available on the Graduate School website and outside the Academic Office at the start of the semester. Class schedules and curricula are subject to change. Refer to the Graduate School website for the latest information.

The Credit System

Each subject is assigned a credit value based on study hours necessary for completion. Credits are only awarded if a student receives a passing grade for the course.

Subject Type	Total Number of Classes per Subject		Credits Awarded upon Completion
All Lecture Subjects	15 classes	Per Quarter / Session	2
Seminar Subjects	15 (including individual supervision)	Per Semester	2
Presentations: Research Presentation*	15 classes	Per Semester	2
Research Papers: Research Paper*	15 classes	Per Semester	4
Tutorials*	15 classes	Per Semester	2
Japanese Language Subjects**	30 classes	Per Semester	2

*Refer to subjects in the Doctoral program.

**Japanese Language classes are counted towards the completion requirements differently depending on the program. Please refer to the relevant section for details.

Class Lettering

Each lecture subject is followed by lettering, indicating the semester it is offered and the school to which the subject belongs. However, seminars are lettered differently. While the first letter refers to the semester, the second letter refers to an associated supervisor.

		Lecture Subjects		Seminar Subjects	
S	Spring Semester	A	GSAM Subject	The second letter refers to an associated supervisor	
F	Fall Semester	M	GSM Subject		

5-3. Class Cancellations, Changes and Emergency Contact Information

Information regarding class cancellations, make-up classes and classroom changes will be made available on the Campus Terminal. Please be sure to check these announcements before attending classes.

Class Cancellation

If an instructor does not appear after the class starts, please promptly inform the Academic Office. A class will be cancelled if the instructor does not arrive at the classroom within 20 minutes of the beginning of the class. Classes will also be cancelled if public transportation stops due to typhoon, snow, or a strike.

Procedures for Classes during Severe Weather and / or Suspension of Public Transportation

Classes may be cancelled in either one of the following circumstances. These measures will also apply during the final examination period. Please check the announcements on Campus Terminal frequently during such times as the Division of Academic Affairs will make decisions in response to changing circumstances.

1. When a storm alert (*boufu keiho*) or other weather-related emergency warning is issued for Beppu.
2. When both Oita Kotsu Bus and Kamenoi Bus completely stop their service to and from APU.

Class cancellation announcements will be made as follows:

Time of Decision	Time of Notice	Action
6:30 am	Approx. 6:45 am	Periods 1 and 2 will be cancelled
10:30 am	Approx. 10:45 am	Period 3 onwards will be cancelled
After 10:30 am	As decided	Further decisions will be made as appropriate

Class Cancellation Information

Information regarding the cancellation of classes may be accessed on Campus Terminal.
Campus Terminal (PC):

<https://portal2.apu.ac.jp/campus/login.do>

Campus Terminal (Mobile):

<https://portal2.apu.ac.jp/campus/sptop.do>

Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In certain circumstances, make-up classes may be held before the actual cancelled class. Make-up classes are usually scheduled on a Saturday. Make-up class timetables will be posted on Campus Terminal on the Tuesday prior to the make-up day. As classrooms and class times for make-up classes may differ from those of the regular class, be sure to check the latest posted information on Campus Terminal.

Classroom Changes

Information on temporary or permanent classroom changes will be posted on Campus Terminal.

Emergency Contact Information While on Campus

For emergencies or to report lost or stolen items, etc., please visit the **Central Security Office** located in the 1st floor of Building A.

5-4. Class Absences due to Illness or Bereavement / Tardiness

APU does not have a system of officially recognized absences. In the event that you are unable to attend classes due to unavoidable circumstances such as illness or the death of a family member, please inform your instructors of your absence from classes. Each instructor will determine how to handle your absence in these cases. However, these procedures will differ depending on the length of the period absent. Please read the following information for details and application instructions. Please also read the information on the Academic Office website for updates and application documents.

Class Absences information on the Academic Office website.

<https://en.apu.ac.jp/academic/page/content0016.html/?c=17>

Short-term Absences

In the event a student is absent for 1- 3 weeks (at least 5 class days in a row) due to personal illness or injury, or due to bereavement leave of up to 7 days due to the death of parent, spouse or child, or up to 5 days from the death of a grandparent or brother / sister, the University may issue a "Report of Absence from Class". If a student is absent for less than one week due to personal illness or injury, a "Report of Absence from Class" cannot be issued. Please explain your circumstances to your instructors directly.

Please note that this "Report of Absence from Class" does not automatically guarantee approval of the absence. All decisions regarding absence from class are the prerogative of individual instructors. If you will be absent for reasons other than those listed below, please consult directly with your instructor.

Application Criteria

Reason for Absence	Application Criteria	Official Certificates Required*
Illness/Injury	Absent for 1 - 3 weeks (at least 5 class days in a row) due to personal illness or injury. This report does not apply to illnesses or injuries of a family member or friend.	Medical certificate (Shindansho) or a "Certificate Proving Hospital Visit"*** which includes the period of hospitalization or treatment and the reason for his/her class absence plus the receipt for medical expenses.
Bereavement	Applicable for 7 days including public holidays from the date of death (or funeral) of a parent, spouse, or child, or 5 days including public holidays from the date of death (or funeral) of a grandparent or sibling. If a student is absent for longer than the applicable period due to being in transit, whether within Japan or overseas, the student should consult with the Academic Office in advance. In such cases, any public transport ticket(s) used showing the boarding date and the boarding section need to be submitted when applying.	Funeral attendance letter (original) or official death certificate showing the date of death (copy)

*As a rule, official certificates should be written in either English or Japanese. However, if you cannot secure a certificate in English or Japanese, please submit the original official certificates along with a brief translation in English or Japanese.

***A "Certificate Proving Hospital Visit" may be downloaded from the Class Absences page of the Academic Office website.

Application Method

1. Download the application from the Academic Office website and fill in one form per subject.
2. Attach an official original document that clearly states the reason for and duration of absence, as well as an original receipt for medical services. Submit these along with the application forms to the Academic Office.
3. The Academic Office will check students' documents and course registration status. If there are no mistakes, the applications will be stamped with the official Academic Office seal and returned to the students.
4. The student will submit the stamped forms to the instructors.

Application Deadline

Applications must apply by 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. For session courses, by 16:30 on the last day of the registered session class. Late applications cannot be accepted.

Long-term Absences

In some cases a student is absent for more than half the term of a course due to illness or personal injury. If those students meet the following conditions for a Long-Term Absence and submit an application by the deadline, course registration for the period of absence will be cancelled. Please note that if cancellation is approved, all courses in the affected semester or quarter will be cancelled. You may not cancel only specific subjects.

Application Criteria

1. If a student is absent for more than half the term of a course due to illness or injury, etc., the student must prove his / her absence with an objective document. For session courses, the absence must be due to illness, injury (only in the case of hospitalization), infectious disease or bereavement (application criteria for an absence due to bereavement are the same as the short term absence criteria due to bereavement), and the absence must be proven by official documents.
2. The absence must have been unforeseen during the registration correction period.
3. The reason for the absence cannot be the result of actions willfully taken by the student.

Note: Only students who meet the conditions above are eligible to apply for the cancellation of a course.

Additional Notes

1. The student's attendance record until the absence must have been good.
2. Must be a student's own illness or injury. Absences resulting from the illness or injury of a family member or friend are not eligible.
3. If the student will be absent from the course due to reasons other than the above, such as extracurricular activities or job-hunting for more than half the term of the session course, and he / she wishes to cancel the session course, the student must visit the Academic Office no later than the day before the session course starts.

Application Method

Students must notify the Academic Office as soon as a situation requiring a long-term absence arises. Students must file an application along with any official documentation (certificates, medical expense receipts, etc.) during the appropriate application period as shown below.

Reason	Original Official Certificate(s) Required
Illness / injury	Medical certificate which includes the period of hospitalization or treatment and the reason for his / her class absence plus the receipt for medical expenses (original)
Bereavement	Funeral attendance letter (original) or official death certificate showing the day of death (copy)

Application Deadlines

The following are submission deadlines for each subject type. Applications submitted after the respective deadline will not be accepted.

Term	Application Deadline
1st Quarter Subjects	By 16:30 on the last day that 1st Quarter classes are being held (excluding final examinations and make-up classes)
Semester / 2nd Quarter Subjects	By 16:30 on the last day that 2nd Quarter classes are being held (excluding final examinations and make-up classes)
Session subjects	By 16:30 on the last day of the registered session class

Class Absence due to Infectious Disease

Application Criteria

In the case of absence due to an Infectious Disease as defined by the Japanese School Health and Safety Act, it will be treated as a recognized absence if a "Certificate of Recovery from Infectious Disease" (available for download from the Class Absence page of the Academic Office website) completed by a medical institution accompanied with a medical expenses receipt is submitted to the University. Only students who have contracted one of these recognized diseases are eligible to apply. Students with other illnesses such as the common cold are NOT eligible.

Details on application procedures can be viewed on the Academic Office webpage.

<https://en.apu.ac.jp/academic/page/content0016.html?c=17>

Note: Please note that if the Certificate of Recovery from Infectious Disease does not indicate that the absence was by doctor's order, then the illness will not be considered an infectious disease even if it is included on the list of recognized Infectious Diseases.

Infectious Diseases Recognized by the Japanese School Health and Safety Act

Category 1	Avian influenza (H5N1), etc.
Category 2	Influenza (excluding avian influenza (H5N1)), whooping cough, measles, mumps, rubella, chicken pox, pharyngoconjunctival fever, tuberculosis, and meningococcal meningitis
Category 3	Cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, para- typhoid fever, EKC: epidemic keratoconjunctivitis, acute hemorrhaging conjunctivitis, infectious gastroenteritis, mycoplasma pneumonia, and other infectious diseases

Application Method

1. Students who have contracted one of the diseases listed above should notify the Academic Office by email immediately (acsubmit@apu.ac.jp).
2. After which they should confirm the application procedures on the Class Absence page of the Academic Office website.
3. Submit an original "Certificate of Recovery from Infectious Disease" and original medical expenses receipt to the Academic Office by the application deadline for the subjects in question.

Application Deadline

Applications must be submitted by 16:30 on the last class day of the term in which relevant subjects are held (excluding final examinations and make-up class days). Applications will not be accepted after the deadline.

Other Reasons for Absence

- Absence due to job-hunting activities: consult with the Career Office.
- Absence due to extracurricular activities: consult with the Student Office.
- Absence due to Japan's lay judge system or other trial-related reasons: consult in advance with the Academic Office.

Tardiness

In the event that you experience a public transportation scheduling delay or disruption, the relevant transportation company will issue a "delay certificate" if requested. Show this certificate to your instructor and they will determine how to handle your tardiness.

5-5. Course Selection and Registration

Syllabus

The syllabus system can be accessed from the Campus Terminal. Please see p. 78 for details.

Course Registration Overview

In order to take classes, students register for courses during “Course Registration Periods” held before each semester begins. After classes begin, there are additional “Correction Periods” in which current classes may be dropped, and classes which have not yet started may be added or dropped. Please review the course syllabus and consider carefully before registering for courses.

Registration Steps

1. Check the registration schedule.
2. Check the course timetable for subjects available this semester.
3. View syllabus to confirm the contents and requirements for subjects.
4. Confirm the credits fields using the subject list for your graduate program.
5. Register for courses online during the designated registration period via Campusmate.
6. After completing the registration, print or save the “Registration Confirmation Screen”.
7. Attend classes.
8. If desired, make any course registration changes during the appropriate correction period.

Period	Available Subjects	Target Students	Registration Changes Possible			
			Semester Courses	1st Quarter Courses	2nd Quarter Courses	Session Courses
Registration Period A	All subjects	Current students ONLY	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects	Newly enrolled, re-enrolled, reinstated students, Current Students	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Correction Period 1	All subjects	All students	Drop	Drop	Add / Drop	Add / Drop
2nd Quarter Classes Begin						
Correction Period 2	All subjects	All students	--	--	Drop	Add / Drop
Session Classes Begin						

*Please refer to the orientation handouts or the Graduate School website for the registration schedule of the semester.

Course Registration System

Students are able to register online via the “Campusmate” system, accessible through Campus Terminal. Every morning, between the hours of 03:00 am and 05:00 am (Japan Standard Time), Campusmate will be offline for maintenance.

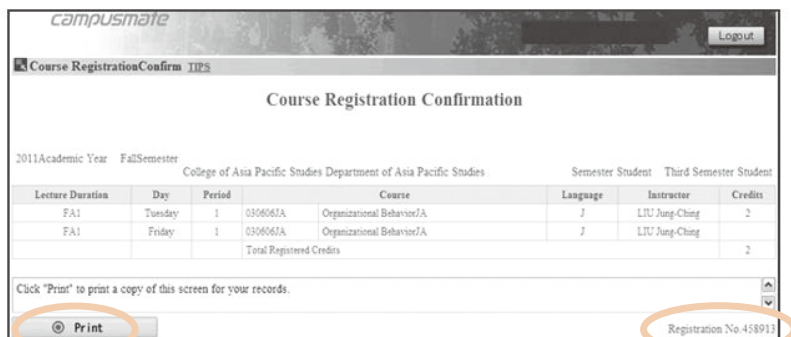
<https://cmate2.apu.ac.jp/campusapu/login.do>

IMPORTANT REGISTRATION NOTES:

Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.

1. Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
2. If you access Campusmate via any browser other than Internet Explorer (IE) it is possible an error may occur. The University takes no responsibility for registration problems caused by such errors.
3. When you register or cancel subjects online, please be sure to click the Apply button to register your changes.
4. Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your “Registration No”. Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors. Be sure to record the date the course Registration Confirmation Sheet was printed / saved.

- If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else. The University recommends regularly changing your password.
- You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.



Please retain a copy of your Course Registration Confirmation with "Registration No"
 If you encounter any trouble, the University cannot assist you without a copy of this document with "Registration No". Be sure to record the date and time that you saved/printed the Registration Confirmation Sheet.

Additional Notes

- Be sure you understand the completion requirements and curriculum for your program.
- Check the class schedule online to ensure the subjects you wish to take are available and do not overlap. Registration for subjects held during the same time period is not possible.
- Registration over the maximum credit limit is not allowed; students are encouraged to take required subjects early, to allow more time to focus on the Master's Thesis / Report / Case writing in the final semesters.
- Registration for semester (seminar) and 1st Quarter subjects can only be conducted during the Course Registration Period. Students CANNOT add semester (seminar) and 1st Quarter subjects after the Course Registration Periods have closed.
- Subjects for which credits have been received cannot be re-registered; however failed subjects may be retaken.
- Master's students in their final semester** should not register for subjects held during the Session Period, as graduation assessment takes place during this time.
- APU cannot be responsible for any problems resulting from registration negligence on the part of the student. If you experience any registration problems, contact the Academic Office before the end of the registration / correction period. Amendments are not possible outside the designated registration and correction periods.

Cancellation of Subjects

Subjects which no students register for will be cancelled.

Registration Advising

Advising for course registration is always available. When requesting assistance with course registration, please refer to the following guidelines. This will ensure that the Graduate School is able to provide timely and accurate support.

You can visit the Academic Office during office hours or email the Graduate School for registration assistance. Please note that registration assistance is not provided via phone, as we cannot confirm a student's identity. Furthermore, due to possible delays in a reply to email inquiries, in case of an emergency, please come directly to the Academic Office for assistance.

Academic Office Hours	Monday, Wednesday through Friday	10:00 – 16:30
	Tuesday	11:30 – 16:30
Graduate School Email Address	ac-grad@apu.ac.jp	

Required Documents

1. An up-to-date printout / screenshot of your Course Registration Confirmation Screen from Campusmate
2. An up-to-date printout / screenshot of your Grade Confirmation Screen (including subject list and credit completion information)
3. Any other necessary documents for advising

Before you visit the Academic Office or send your inquiry via email, please carefully consider the topics you would like to talk about and read the Graduate Academic Handbook for relevant information and rules. Please also confirm your own credit completion or registration status using Campusmate.

5-6. Examinations, Final Reports and Other Written Assignments

Examinations

In addition to a range of mid-term examinations and reports to assess students' ability, most subjects require students to sit final examinations at the end of each term. The examination period usually lasts for several days, with examination times released approximately two weeks prior to the examination date.

The following is the standard timetable for final examinations. However, examination schedule is subject to change. Please check the bulletin board and specific information from instructors.

Timetable for Final Examinations (1st and 2nd Quarter)

Period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	12:30 - 14:10	12:30	12:50	14:10
4	14:20 - 16:00	14:20	14:40	16:00
5	16:10 - 17:50	16:10	16:30	17:50
6	18:00 - 19:40	18:00	18:20	19:40

Timetable for Final Examinations (Session)

Period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	13:05 - 14:45	13:05	13:25	14:45
4	14:55 - 16:35	14:55	15:15	16:35
5	16:45 - 18:25	16:45	17:05	18:25

Cautionary Notes

1. Students who do not bring their Student ID card will not be authorized to take an examination. Students who forget their ID card must promptly go to the Academic Office and go through the procedure for the issue of "Permission to Take Examination" slip. Those who do not realize that they have forgotten their ID cards until after the examination has begun are allowed to take the examination only on the condition that they do not leave the examination room during the examination period. They must then go to the Academic Office with a proctor after the examination ends.
2. Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.
3. All information regarding examination schedule and locations will be posted on the bulletin boards and the Academic Office website.
4. Final report topics will be posted on the Academic Office website only.
5. The day, period and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the bulletin boards and the Academic Office website.
6. Students are not allowed to take examinations for subjects and classes for which they are not registered. Please double check your registration in advance.
7. Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.

Suspension of Public Transportation Services

The following measures will be taken in the case of suspension of public transportation services due to reasons such as typhoon or snow. The circumstances for "suspension of public transportation services" are the same as those outlined on p. 103.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Period 1 and 2 will be cancelled. The cancelled examinations will be held on the back-up examination day.
10:30 a.m.	approx. 10:45 a.m.	Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the back-up examination day.
After 10:30 a.m.	As decided	Decisions regarding make-ups will be made as appropriate

1. Announcements will be made on Campus Terminal. Make sure to check Campus Terminal yourself.
2. Information about newly scheduled examination dates, make-up reports topics, submission methods, and deadlines will be announced on Campus Terminal after the notice of cancellation.
3. Even if there is no "suspension of public transportation services", important decisions may be made regarding examinations depending on the traffic conditions. In this case, announcements will also be made on Campus Terminal.
4. Please do not plan trips or make plans to return home on the back-up examination day (as shown on the Academic Calendar). You will not be permitted to take a make-up examination if you miss a final examination for personal reasons.

Final Reports

Some subjects require students to submit a final report at the end of the term instead of sitting an examination. The final reports are usually submitted during strictly fixed periods.

Points to Remember When Submitting Final Reports

The final report submission periods and locations will be announced on the bulletin board, as well as on the Academic Office website. Please make a habit of checking the bulletin board on a regular basis. Since there is a fixed submission period, there are no make-up options for reports. Be sure you submit your report by the stated deadline. If you cannot submit the report in person, a proxy may submit your report on your behalf.

Other Written Assignments

“Other Written Assignments” refers to any items for assessment created by students to be submitted or presented as part of the student’s performance evaluation within APU. This may include final reports, answer sheets, presentation materials, resumes, Master’s Theses, Research and Independent Final Reports, Case Studies and all other media resources.

5-7. Grading and Assessment

Grading System model for the Graduate School of Asia Pacific Studies and Graduate School of Management:

Evaluation	Grade (%)	Pass / Fail
A+	90% or higher	Pass
A	80 ~ 89%	
B	70 ~ 79%	
C	60 ~ 69%	
F	59% or lower	Fail
T	Transfer	—

Calculating Grade Point Average (GPA)

Semester and cumulative GPA will be available via Campusmate when semester grades are released. Only cumulative GPA will be noted on the Transcript of Academic Record, etc.

Semester GPA: It is calculated using only the grades of the present semester. It is not included on official transcripts and is reset every semester.

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Registered credits for a given semester (excluding P / T)}}$$

Cumulative GPA: It is calculated during the entire period of studies (from semester one (1) through the last semester) and is printed out on all official transcripts.

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1)]}{\text{Total completed credits (excluding P / T)}}$$

* **Note:** Credits from letter graded Optional Subjects will NOT be calculated in the semester and cumulative GPAs.

Students Receiving a Failing Grade

An “F” (Fail) grade shall be printed on the student grade report and calculated into the GPA for the semester in question, but will not appear in official transcripts or student grade reports issued in semesters thereafter. “F” grades will not be calculated into the cumulative GPA. Students have the opportunity to retake a failed subject; however, subjects that have received a passing grade cannot be re-registered.

Release of Grades

Student grades are released at the end of each semester. The exact dates are indicated in the Academic Calendar and on the Graduate School website. After grades are released, students may confirm their grades via Campusmate. Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.

Grade Reports

Grade reports will be distributed to students who applied for them beforehand within a three-day period after grades have been announced. Please note that official academic transcripts (which may be purchased from the Automatic Certificate Dispenser) and student grade reports may vary in content. See below for details.

Grade Evaluation	Official Academic Transcript	Student Grade Report
All grades except “F”	Will be printed. *Grades cannot be cancelled once received.	Will be printed. *Grades cannot be cancelled once received.
“F” grades	Will NOT be printed	Will be printed

Grade Inquiries

Students may make inquiries regarding their grade reports within a three-day period from the day students grades are announced by noon of the last day of the three-day period. Further details are available on the Academic Office website.

<https://en.apu.ac.jp/academic/page/content0032.html?c=17>

AY2021 Ritsumeikan Asia Pacific University Academic Calendar

Year	Date	Day	Event	Class
2021	4	1 Thu	Spring Semester	
		2 Fri	Entrance Ceremony	
		3 Sat		
		4 Sun		
	5 Mon			
	6 Tue			
	7 Wed		Course Registration Period B	
	8 Thu		Course Registration Period B	
	9 Fri			
	10 Sat			
	11 Sun			
	12 Mon		Start of Classes, Spring Semester 1st Quarter	●
	13 Tue			●
	14 Wed		GSAM: First Seminar Meeting	●
	15 Thu			●
	16 Fri		GSAD: Doctoral Dissertation Submission	●
	17 Sat			
	18 Sun			
	19 Mon		Correction Period 1	●
	20 Tue		Correction Period 1	●
	21 Wed			●
	22 Thu			●
	23 Fri		GSMM: Research Project Summary Submission	●
	24 Sat		Make-up Classes 1	○
	25 Sun			
	26 Mon			●
	27 Tue			●
	28 Wed			●
	29 Thu	Shōwa Day*	Classes as usual	●
	30 Fri			●
	5	1 Sat		
2 Sun				
3 Mon		Constitution Memorial Day*	Classes as usual	●
4 Tue		Greenery Day*	Classes as usual	●
5 Wed		Children's Day*	Classes as usual	●
6 Thu				●
7 Fri				●
8 Sat			Make-up Classes 2	○
9 Sun				
10 Mon				●
11 Tue				●
12 Wed			GSAM: 1st Quarter Joint Research Presentations (JRP)	●
13 Thu				●
14 Fri			GSAM: Notification of Intent Submission	●
15 Sat				
16 Sun				
17 Mon			●	
18 Tue			●	
19 Wed			●	
20 Thu			●	
21 Fri			●	
22 Sat		Make-up Classes 3	○	
23 Sun				
24 Mon			●	
25 Tue			●	
26 Wed		Classes as usual	●	
27 Thu		Classes as usual	●	
28 Fri		Classes as usual	●	
29 Sat		Back-up Classes	○	
30 Sun				
6	1 Mon		No Classes	
	2 Tue		GSMM: Research Project Submission	●
	3 Wed		No Classes	
	4 Thu		No Classes	
	5 Fri		No Classes	
	6 Sat			
	7 Sun			
	8 Mon		Start of Classes, Spring Semester 2nd Quarter	●
	9 Tue			●
	10 Wed			●
	11 Thu			●
	12 Fri			●
	13 Sat			
14 Sun				
15 Mon		Correction Period 2	●	
16 Tue		Correction Period 2	●	
17 Wed		GSAM: Master's Thesis/Research Report Submission	●	
18 Thu			●	
19 Fri			●	
20 Sat		Make-up Classes 1	○	
21 Sun				
22 Mon			●	
23 Tue			●	
24 Wed			●	
25 Thu			●	
26 Fri		GSMM: Announcement of Examination Results	●	
27 Sat				
28 Sun				
29 Mon			●	
30 Tue			●	
31 Wed		GSAM: Research Proposal Submission	●	

*National Holiday / ● School Day or Examination Day / ○ Make-up Classes / Blank: No classes

Year	Date	Day	Event	Class
2021	7	1 Thu		●
		2 Fri		●
		3 Sat	Make-up Classes 2	○
		4 Sun		
	5 Mon		GSAM: Announcement of Examination Results GSAD: Candidacy Application GSMM: Management Seminar Application	●
	6 Tue			●
	7 Wed		GSAM: 2nd Quarter Joint Research Presentation (JRP)	●
	8 Thu			●
	9 Fri		GSAD: Extension of Period of Enrollment	●
	10 Sat			
	11 Sun			
	12 Mon			●
	13 Tue			●
	14 Wed			●
	15 Thu		GSMM: Research Project Re-submission	●
	16 Fri			●
	17 Sat			
	18 Sun			
	19 Mon			●
	20 Tue			●
	21 Wed			●
	22 Thu	Marine Day*	Classes as usual	●
	23 Fri	Sports Day*	Classes as usual GSAM: Master's Thesis/Research Report Re-submission	●
	24 Sat		Make-up Classes 3	○
	25 Sun			
	26 Mon		Back-up Classes	●
	27 Tue		Back-up Classes	●
	28 Wed		Back-up Classes	●
	29 Thu		Back-up Classes	●
	30 Fri		Back-up Classes	●
	31 Sat		GSMM: Announcement of Final Results	●
8	1 Sun		Summer Session/Classes as usual	●
	2 Mon		Summer Session	●
	3 Tue		Summer Session	●
	4 Wed		Summer Session	●
	5 Thu		Summer Session GSAM: Announcement of Final Results GSAM: Announcement of Research Proposal Examination Results	●
	6 Fri			
	7 Sat			
	8 Sun	Mountain Day*		
	9 Mon	Substitute holiday*		
	10 Tue		GSAD: Announcement of Candidacy Application Results	
	11 Wed			
	12 Thu			
	13 Fri			
	14 Sat			
	15 Sun			
16 Mon				
17 Tue				
18 Wed				
19 Thu				
20 Fri				
21 Sat				
22 Sun				
23 Mon				
24 Tue				
25 Wed				
26 Thu				
27 Fri				
28 Sat				
29 Sun				
30 Mon				
31 Tue				
9	1 Wed		Graduation Results Announced	
	2 Thu			
	3 Fri			
	4 Sat			
	5 Sun			
	6 Mon			
	7 Tue			
	8 Wed			
	9 Thu			
	10 Fri			
11 Sat				
12 Sun				
13 Mon		Spring Semester Results Released		
14 Tue				
15 Wed				
16 Thu				
17 Fri		Graduation Ceremony		
18 Sat				
19 Sun				
20 Mon	Respect for the Aged Day*			
Fall Semester				
	21 Tue			
	22 Wed			
	23 Thu	Autumnal Equinox Day*		
	24 Fri		Entrance Ceremony	
	25 Sat			
	26 Sun			
	27 Mon			
	28 Tue			
	29 Wed			
	30 Thu			

Year	Date	Day	Event	Class
2021	10	1	Fri	
		2	Sat	
		3	Sun	
		4	Mon	Start of Classes, Fall Semester 1st Quarter
		5	Tue	
		6	Wed	GSAM: First Seminar Meeting
		7	Thu	
		8	Fri	GSAD: Doctoral Dissertation Submission
		9	Sat	
		10	Sun	
		11	Mon	
		12	Tue	
		13	Wed	
		14	Thu	
		15	Fri	
		16	Sat	Make-up Classes 1
		17	Sun	
		18	Mon	
		19	Tue	
		20	Wed	GSMM: Research Project Summary Submission
		21	Thu	
		22	Fri	
		23	Sat	
		24	Sun	
		25	Mon	
		26	Tue	
		27	Wed	
		28	Thu	
		29	Fri	
		30	Sat	
		31	Sun	
	11	1	Mon	
		2	Tue	
		3	Wed	Culture Day [*] Classes as usual
		4	Thu	
		5	Fri	GSAM: Notification of Intent Submission
		6	Sat	Make-up Classes 2
		7	Sun	
		8	Mon	
		9	Tue	
		10	Wed	GSAM: 1st Quarter Joint Research Presentations (JRP)
		11	Thu	
		12	Fri	
		13	Sat	
		14	Sun	
		15	Mon	
		16	Tue	
		17	Wed	
		18	Thu	
		19	Fri	
		20	Sat	Make-up Classes 3
		21	Sun	
		22	Mon	Final Exams, 1st Quarter Fall Semester
		23	Tue	Labor Thanksgiving Day [*] Final Exams, 1st Quarter Fall Semester
		24	Wed	Final Exams, 1st Quarter Fall Semester (Back-up Examinations)
		25	Thu	No Classes
		26	Fri	No Classes
		27	Sat	
		28	Sun	
		29	Mon	Start of Classes, Fall Semester 2nd Quarter
		30	Tue	GSMM: Research Project Submission
	12	1	Wed	
		2	Thu	
		3	Fri	GSAM: Master's Thesis/Research Report Submission
		4	Sat	
		5	Sun	
		6	Mon	Make-up Examinations
		7	Tue	
		8	Wed	
		9	Thu	
		10	Fri	
		11	Sat	Classes as usual (substitute classes for Jan.10 (Mon))
		12	Sun	
		13	Mon	
		14	Tue	
		15	Wed	
		16	Thu	
		17	Fri	
		18	Sat	Make-up Classes 1
		19	Sun	
		20	Mon	GSMM: Announcement of Examination Results
		21	Tue	
		22	Wed	
		23	Thu	
		24	Fri	GSAM: Announcement of Examination Results
		25	Sat	
		26	Sun	
		27	Mon	
		28	Tue	
		29	Wed	
		30	Thu	
		31	Fri	

If a final examination is postponed due to a typhoon, heavy snow, labor strike, etc., it will be rescheduled for a back-up examination date, which would either be the Saturday during the final examination period or the Wednesday (during a class period without previously scheduled exams) following the end of the final examination period. Therefore, please refrain from making travel plans during this period.

Year	Date	Day	Event	Class
2022	1	1	Sat	New Year's Day [*]
		2	Sun	
		3	Mon	
		4	Tue	
		5	Wed	
		6	Thu	
		7	Fri	GSMM: Management Seminar Application GSAM: Research Proposal Submission GSAD: Candidacy Application GSAD: Extension of Period of Enrollment
		8	Sat	Make-up Classes 2
		9	Sun	
		10	Mon	Coming of Age Day [*] No Classes
		11	Tue	
		12	Wed	GSAM: 2nd Quarter Joint Research Presentation (JRP)
		13	Thu	
		14	Fri	GSAM: Master's Thesis/Research Report Re-submission GSMM: Research Project Re-submission
		15	Sat	
		16	Sun	
		17	Mon	
		18	Tue	
		19	Wed	
		20	Thu	
		21	Fri	
		22	Sat	
		23	Sun	
		24	Mon	
		25	Tue	
		26	Wed	
		27	Thu	
		28	Fri	GSAM: Announcement of Final Results
		29	Sat	Make-up Classes 3
		30	Sun	Back-up Classes
		31	Mon	Final Exams, 2nd Quarter Fall Semester GSMM: Announcement of Final Results
	2	1	Tue	Final Exams, 2nd Quarter Fall Semester
		2	Wed	Final Exams, 2nd Quarter Fall Semester (Back-up Examinations)
		3	Thu	Final Exams, 2nd Quarter Fall Semester
		4	Fri	Final Exams, 2nd Quarter Fall Semester
		5	Sat	Back-up Examinations
		6	Sun	Back-up Examinations
		7	Mon	Winter Session
		8	Tue	Winter Session
		9	Wed	Winter Session
		10	Thu	Winter Session
		11	Fri	National Foundation Day [*] GSAM: Announcement of Research Proposal Examination Results Winter Session / Classes as usual
		12	Sat	
		13	Sun	
		14	Mon	Make-up Examinations
		15	Tue	Make-up Examinations
		16	Wed	
		17	Thu	
		18	Fri	
		19	Sat	
		20	Sun	
		21	Mon	
		22	Tue	
		23	Wed	Emperor's Birthday [*]
		24	Thu	
		25	Fri	
		26	Sat	
		27	Sun	
		28	Mon	
	3	1	Tue	
		2	Wed	Graduation Results Announced
		3	Thu	
		4	Fri	
		5	Sat	
		6	Sun	
		7	Mon	
		8	Tue	
		9	Wed	
		10	Thu	
		11	Fri	
		12	Sat	
		13	Sun	
		14	Mon	Fall Semester Results Released
		15	Tue	
		16	Wed	
		17	Thu	
		18	Fri	Graduation Ceremony
		19	Sat	
		20	Sun	
		21	Mon	Vernal Equinox Day [*]
		22	Tue	
		23	Wed	
		24	Thu	
		25	Fri	
		26	Sat	
		27	Sun	
		28	Mon	
		29	Tue	
		30	Wed	
		31	Thu	

Contact Information

Areas of Responsibility	APU Office	Inquiries	URL
<ul style="list-style-type: none"> Graduate School email address 	Academic Office	Email: ac-grad@apu.ac.jp	https://www.apu.ac.jp/gradinfo/
<ul style="list-style-type: none"> [Student Support] · Certificates · Scholarships 	Student Office	Email: shoumei@apu.ac.jp	https://en.apu.ac.jp/studentsupport/
<ul style="list-style-type: none"> · Tuition 		Email: apusch@apu.ac.jp	
<ul style="list-style-type: none"> · Visas, student status (leave of absence, withdrawal etc.), housing, commuting, other matters 		Email: adgaku@apu.ac.jp (invoice, payment methods and proof) Email: t-fee@apu.ac.jp (other matters)	
<ul style="list-style-type: none"> [AP House] · Move-in, resident support 		Email: apustu1@apu.ac.jp	
<ul style="list-style-type: none"> · House fees, move-out 		Email: ssc_bo@apu.ac.jp	
<ul style="list-style-type: none"> · Health Clinic 		Email: aphcreo@apu.ac.jp	
<ul style="list-style-type: none"> · Counseling Room 		Email: booking@apu.ac.jp Email: counseli@apu.ac.jp	
<ul style="list-style-type: none"> · Zoom · Class Absences, Course Registration Advising Sessions and Graduation Requirement Confirmation Sessions · TA job · Library 	Academic Office	Email: zoom@apu.ac.jp Email: acsubmit@apu.ac.jp Email: ta-jobs@apu.ac.jp Email: library9@apu.ac.jp	https://en.apu.ac.jp/academic/ https://www.apu.ac.jp/media/
<ul style="list-style-type: none"> · Student job placement support, internships · Employment of graduates *We do not refer students for part-time work. 	Career Office	Email: career2@apu.ac.jp	https://en.apu.ac.jp/careers/
<ul style="list-style-type: none"> · Tuition 	Administration Office	Email: adgaku@apu.ac.jp	https://en.apu.ac.jp/home/life/content32/
<ul style="list-style-type: none"> · Research · Ritsumeikan Center for Asia Pacific Studies (RCAPS) 	Research Office	Email: reo@apu.ac.jp Email: rcaps@apu.ac.jp	https://en.apu.ac.jp/rcaps/
<ul style="list-style-type: none"> · On/off campus publicity, media relations · Public Lectures · Alumni Association 	Office of the President	Email: r-apu@apu.ac.jp Email: apukouza@apu.ac.jp Email: apualumn@apu.ac.jp	https://en.apu.ac.jp/home/business/content9/ https://en.apu.ac.jp/home/contents/contact.html/#::~: text=APU%20Public%20Lectures%20Web%20page https://www.alumni.apu.ac.jp/ja/
<ul style="list-style-type: none"> · System malfunctions 	Information Systems Administrative Office	https://survey2.apu.ac.jp/limesurvey/index.php/674817?lang=en	
<ul style="list-style-type: none"> · Facility rentals 	APU Operation Support Center		https://en.apu.ac.jp/home/contents/contact.html/#::~: text=Using%20APU%20Facilities%20site
<ul style="list-style-type: none"> · On-campus lost-and-found · Visitor parking 	Central Security Office	TEL: +81-977-78-1150	