

Important Information for AY2003 GSA and AY2005 GSM Curriculum Students

Please note that information regarding AY2003 GSA / AY2005 GSM Curriculum is not included in this handbook! Please refer to the 2014 Graduate Handbook and Graduate School webpage for detailed information on your curriculum.

However, AY2003 GSA / AY2005 GSM Curriculum students should pay attention to the following information (also available on the Graduate School webpage).

Note: AY2003 GSA / AY2005 GSM Curriculum applies to students who enrolled in the APU Graduate Schools before **April 2014.**

1. Please refer to the 2014 Graduate Academic Handbook for information regarding Master's Thesis and Research / Independent Final Report screening, e.g. requirements, screening flow, procedures, etc. The 2014 Graduate Academic Handbook is available at the Graduate School webpage.
2. Master's Thesis and Research / Independent Final Report submission deadlines for 2015 Spring Semester will be posted on the Graduate School webpage and in the Graduate facilities located in Building B. Please check these announcements for details.
3. For those students who are planning to extend their studies for one semester or more, please note that starting from 2015 Fall Semester the AY2014 Curriculum Procedures for Master's Thesis and Research / Independent Final Report will apply.
4. Tuition fee schedule and payment deadlines apply to all students regardless of their curriculum (see below for AY2015 deadlines).
5. All students regardless of their curriculum must register for subjects during the same registration periods (see below for 2015 Spring Semester schedule).
6. Grade release dates apply to all students regardless of their curriculum (see below for AY2015 dates).
7. AY2015 Academic Calendar applies to all students regardless of their curriculum. Please refer to the Graduate School webpage for AY2015 Academic Calendar.
8. AY2003 GSA and AY2005 GSM students will continue to study under the same curriculum that they have been studying under since their enrollment. However, in some instances, the curriculum reforms will affect current students. Please refer to the Graduate School webpage for details.

Master's Theses and Research / Independent Final Reports submission deadlines for AY2015 Semester:

AY2003 GSA / AY2005 GSM Curriculum	2015 Spring Semester
GSA Master's Theses	16:30 Friday, May 29, 2015
GSA Research Reports	16:30 Wednesday, July 15, 2015
GSM Master's Theses / Independent Final Reports	16:30 Wednesday, July 15, 2015

Tuition payment deadlines:

Spring	Tuesday, 30 June 2015
Fall	Friday, 25 December 2015

Course Registration Periods for 2015 Spring Semester:

Period	Student Group	Date & Time
Registration Period A	Current Students	9:30 Thursday, March 26, 2015 --- 12:00 Friday, March 27, 2015
Registration Period B	New or Reinstated	10:00 Tuesday, April 7, 2015 --- 12:00 Wednesday, April 8, 2015
	Current Students	15:00 Tuesday, April 7, 2015 --- 12:00 Wednesday, April 8, 2015
Correction Period 1	All Students	10:00 Thursday, April 16, 2015 --- 10:00 Friday, April 17, 2015
Correction Period 2	All Students	10:00 Thursday, June 18, 2015 --- 10:00 Friday, June 19, 2015

Grade Release Dates for AY2015

Semester	Graduating Students	All Other Students
Spring Semester Grades	Monday, August 31, 2015	Wednesday, September 9, 2015
Fall Semester Grades	Wednesday, March 2, 2016	Wednesday, March 16, 2016

2015 Graduate Academic Handbook

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Declaration on the Occasion of the Opening of APU

Since the beginning of human history, human beings have attempted to create their own distinctive cultures and develop civilizations in the various regions of the world. They have also had to overcome many constraints and obstacles in order to achieve their goal of living in conditions of freedom, peace and humanity.

The twentieth century was an era of rapid progress and unprecedented advance in the political, economical and cultural fields, as human activity increasingly took place on a global scale. Through the experience of the two World Wars, the United Nations and other international organizations were formed to enhance cooperation in order to maintain peace and to promote international understanding.

Given that the 21st century will see the emergence of a global society, we firmly believe that coexistence between mankind and nature, as well as between diverse cultures, will be indispensable for the peaceful and sustainable development of the Asia Pacific region. This is why we are now establishing a university here, to nurture the young talent and to create a new academic discipline which will help shape the region's future.

April 1, 2000 therefore marked the birth of the Ritsumeikan Asia Pacific University, based on a vision of freedom, peace and humanity, mutual international understanding, and the future shape of the Asia Pacific region. The establishment of the University at Jumonjibaru, in Beppu City, has been made possible through the cooperation of the people of Beppu and Oita Prefecture, together with many others both within and outside Japan.

Our hope is that it will be a place where the young future leaders from countries and regions throughout the world will come to study together, live together, and understand each other's cultures and ways of life, in pursuit of goals that are common to all mankind.

The Ritsumeikan Asia Pacific University is hereby declared open.

April 1, 2000

THE RITSUMEIKAN CHARTER

Ritsumeikan traces its roots to Prince Saionji's private academy of the same name, established in 1869. It was officially founded in 1900 by his protégé, Kojuro Nakagawa, as the Kyoto Hosei Gakko (Kyoto School of Law and Politics), later to take on the name "Ritsumeikan". The name is derived from a passage in the Jinxin chapter of the Discourses of Mencius, and means "a place to establish one's destiny through cultivating one's mind."

Ritsumeikan's founding ideals are "freedom and innovation" and reflecting upon its wartime experience, it committed itself to a core educational philosophy of "peace and democracy" after World War II.

Ritsumeikan has faced the challenges of the times by pursuing an independent path to rise above adversity and has become the comprehensive private educational institution that it is today through extensive cooperation and support from both within and outside Japan.

Ritsumeikan, as a Japanese institution located in the Asia Pacific region, is committed to sincerely reflecting upon history and to building an institution where many cultures coexist in the spirit of international mutual understanding.

Ritsumeikan will build relationships of trust, through research and education, as well as sports and cultural activities, and establish its roots in the local community, to create an academic institution open to international society.

Ritsumeikan will strive to strengthen links with society and promote its institutional development by fully utilizing the characteristics of a private academic institution, the participation of its faculty, staff and students, and the support of alumni and parents, while respecting the principles of autonomy, democracy, transparency, non-violence and justice.

Ritsumeikan will pursue the creation of universal values based on academic freedom and search for solutions to the pressing issues facing humankind, with its educational endeavors based on its founding spirit and educational ideals, bearing in mind "to believe in the future, to live for the future".

Ritsumeikan will foster learning and the development of individual talents in order to nurture just and ethical global citizens. Ritsumeikan, as an institute of education and research, pledges to promote peace, democracy and sustainable development in Japan and throughout the world, in keeping with the spirit of this Charter.

The Ritsumeikan Trust

July 21, 2006

Basic Policy on the Protection of Personal Information

The Ritsumeikan Trust (hereinafter, “the Trust”) has instituted its own rules and systems to ensure that the personal information of its students used in the course of the Trust’s educational and research activities is handled in accordance with laws, regulations and other personal information protection standards. As part of this, the Trust implements and maintains the following Basic Policy on the Protection of Personal Information. Rules for the handling of personal information for the purposes of academic research are stipulated separately to this policy.

1. In order to implement this Basic Policy, the Trust shall establish and publicly announce the Ritsumeikan Trust Personal Information Protection Regulations, and ensure that they are known and observed by all faculty and staff (including executives, faculty members, administrative staff members, part-time workers and dispatched workers) and associates of the Trust.
2. The Trust shall establish appropriate information security measures against illicit access, computer viruses, etc., in order to prevent the loss, destruction, manipulation or leakage of personal information.
3. The Trust shall acquire personal information only by legal and proper means. As well as refraining from acquisition of information by improper means, the Trust shall ensure that the subject of the personal information consents to the purposes of its use, or announce the necessary arrangements on the Trust’s website.
4. The Trust shall ensure that personal information acquired indirectly has been acquired properly from its subject, and shall announce the intended purpose of use and other necessary arrangements on the Trust’s website.
5. The Trust shall confirm that the subject of personal information has the right to disclose, correct, suspend, or erase that information, and shall treat applications from the subject concerning such acts with due respect.
6. When sharing personal information with a third party or entrusting it to a third party under an outsourcing arrangement, the Trust shall investigate that party, conclude a contractual agreement, and take all other steps required by law.
7. Personal information provided for the purposes of becoming a student of any of the educational institutions of the Trust shall be handled by the Trust with the same care as is applied to personal information provided by past and current students of those institutions.
8. The following principles shall apply to specific aspects of the acquisition and handling of personal information:
 - Personal information shall only be used within the scope of the purpose of its acquisition, only by persons granted authority in accordance with the specific tasks involved, and only to the extent necessary to perform those tasks.
 - Personal information shall not, in principle, be provided to any third party.
 - Personal information shall not be used outside the original purpose, removed from its regular place of use, transmitted to any third party, or otherwise leaked.
 - Employees of the Trust are prohibited from recklessly disclosing personal information encountered in the course of their work to any third party and from using such information for improper purposes. This prohibition continues to apply after employees have ceased to engage in the work in question.
 - The Trust shall not acquire, use or provide personal information of the following nature:
 1. Matters concerning personal thoughts, beliefs or religion
 2. Matters that may be the cause of social discrimination

April 1, 2005

Handling of Personal Information at Ritsumeikan Asia Pacific University

Personal information acquired from prospective students by Ritsumeikan Asia Pacific University (hereinafter, “APU”) shall be handled as follows, in observance of laws and regulations concerning personal information protection and the Ritsumeikan Trust Personal Information Protection Regulations.

Purposes of use

Students’ personal information shall be used for the following purposes:

- To provide study and learning support for students, including administration of enrollment, course registration, grades and results, and information relating to tuition fees.
- To provide extracurricular and living support for students, including campus life advisory services, support for extracurricular activities, administration of scholarships, and administration of public health and hygiene.
- To provide career development and job placement assistance for students, including academic and career counseling, support for job hunting, and administration of career and job placement information.
- To provide consultative and advisory services on courses of study, grades and career paths to students’ parents/guardians, including the sending of grade reports to parents/guardians.
- To perform work related to entrance examinations and enrollment procedures.
- To send information and documentation related to the APU and the Ritsumeikan Academy’s other universities and schools.
- To administer the use of internal facilities and equipment, and maintain the safety and security thereof.
- To issue certificates.
- To provide information required by organizations authorized by the Ritsumeikan Trust Personal Information Protection Committee, such as scholarship providers and associations composed of alumni, parents, etc.
- To provide information to schools previously attended by students concerning students’ study progress and living circumstances.
- To conduct university evaluation (self-assessment evaluation, third party evaluation, certified evaluation) and statistical research.
- To conduct education, research and faculty development activities.
- To process other matters necessary in the administration and management of APU.

Ritsumeikan Asia Pacific University Research Ethics Guidelines

The humanities, the social sciences and natural sciences have developed hand in hand with progress towards a more advanced, sophisticated and diverse society. The continued pursuit of truth in traditional academic disciplines is accompanied by relentless processes of integration between different disciplines and generation of new fields of academic endeavor. Ritsumeikan Asia Pacific University (APU) is aware of the turbulent environment surrounding scientific inquiry today and the need to go beyond strict adherence to existing conventions and structures of academic research at universities. With this awareness, APU declares its commitment to the ideals intrinsic to academic research: pursuit of truth, conception and transmission of cultural traditions, and contribution to the welfare of humanity and advancement of human society. APU will promote research, following the spirit of the “Ritsumeikan Charter,” the ideals and mission of which are shared by the Ritsumeikan Trust personnel and which is widely conveyed to society.

At universities, research should be conducted freely on the basis of academic conscience. In order to guarantee this freedom and enable APU and its researchers to fulfill their responsibilities to society in conditions of autonomy, it is critically important to develop a shared ethical paradigm. This must encompass protection of research subjects, both individuals and organizations, and researchers themselves, from any acts of infringement in the research process, as well as providing a concrete framework for application.

APU has established these Research Ethics Guidelines with the aims of facilitating the proper and smooth performance of academic research and maintaining community confidence in this research. The Guidelines prescribe standards which must be routinely observed and complied with by all those involved in research activity at APU.

1. Academic research at Ritsumeikan Asia Pacific University (APU)

- (1) Holding ‘Freedom, Peace and Humanism’, ‘International Mutual Understanding’ and ‘Creation of the Future of the Asia Pacific’ as its basic ideals and aiming to achieve a better future for humankind, APU will strive to identify fundamental truths and seek solutions to problems facing humanity through activity founded on the freedom of academic inquiry. APU will use these efforts to contribute to peaceful, democratic and sustainable development throughout the world and in Japan.
- (2) APU will endeavor to cultivate a hub for distinctive and world-standard research, giving emphasis to both basic research activity founded on the free and original intellectual interests of each individual researcher, and focused research in areas of strategic significance for the university.
- (3) APU will promote the internationalization of research activity and the dissemination of research findings both within Japan and overseas. It will also work to develop linkages with overseas research institutes and other organizations, and aim to become an international center of academic research.
- (4) Through research activity, APU will work to contribute to the welfare of humankind, the advancement of society, the achievement of world peace, and the interests of local communities.
- (5) APU will enhance functions for integration of research and pedagogy, and endeavor to nurture individuals to assume active roles as just and ethical citizens of the global community.
- (6) APU will actively promote research and educational exchange, working to develop linkages with individuals and organizations overseas, public bodies at national and regional level, private enterprise, civil society organizations and other bodies.

2. Obligations and behavioral standards for researchers and staff engaged in administration of research activities

The term ‘researcher’ is a generic description which refers not only to APU faculty members but also to graduate students, undergraduate students, visiting research fellows and others engaged in research activity at APU.

(1) Basic provisions

- (i) The researcher shall behave with integrity and in accordance with good conscience and conviction, aware of the fact that academic research is supported by the trust and mandate of wider society.
- (ii) In the course of research, the researcher shall respect human dignity and fundamental human rights and endeavor to gain the understanding of society.
- (iii) The researcher shall comply with internationally-recognized standards, agreements, treaties and other conventions, domestic laws, regulations and guidelines, and all regulations prescribed by APU.
- (iv) The researcher shall endeavor to maintain and expand his/her own specialist knowledge and skills, always aiming to achieve higher standards through profound academic inquiry.
- (v) The researcher shall respect expert research in other fields and endeavor to comprehend the cultures, customs and values entailed in research activity conducted in other countries and regions. The researcher shall also recognize that fellow participants in joint research activity are mutually independent researchers of equal status, and exercise respect for their academic standpoints.
- (vi) In cases where undergraduate and/or graduate students participate in research activity, the researcher shall take care to ensure that the students do not suffer any disadvantage.
- (vii) The researcher shall take responsible steps in regards to safety and environmental considerations for individuals engaged in the research as collaborators. The researcher shall endeavor to build positive human relationships with these individuals, devoid of any harassment or discrimination based on factors such as disability, gender or nationality. Issues relating to harassment shall be dealt with in accordance with guidelines established separately from these provisions.
- (viii) Research-related exchange and interaction with bodies outside the university shall be based on the four principles of autonomy, democracy, disclosure and harmony.
- (ix) When engaging in research and activities involving examination, evaluation or exercises of judgment, the researcher shall pay sufficient attention to avoiding conflicts of interest and shall handle these activities appropriately and in consideration of their public character.
- (x) In the process of engaging in research activity, the researcher shall behave with integrity and in accordance with the spirit of these guidelines.

(2) Formulating research questions and proposals

- (i) The researcher shall formulate research questions and proposals in a manner which enables presentation in as clear a form as possible.
- (ii) When formulating research questions and proposals, the researcher shall obtain a full grasp of results of related research carried out previously, and take sincere steps to confirm the originality and novelty of his/her proposed research.
- (iii) In the course of performing his/her research, the researcher shall undertake self-assessment of research progress, and endeavor to produce reports on progress as appropriate.

- (iv) If at any stage, including during actual execution of research tasks, the possibility arises that the research may exert an undesirable influence on any human, society or environment, the researcher shall give careful consideration to whether or not to continue the research.
- (3) Informed consent
 - (i) The researcher shall observe and safeguard all laws, regulations, guidelines and other rules in engaging with research subjects and collaborators.
 - (ii) If the researcher engages in research involving the receipt of information or data regarding personal matters such as individual conduct, thoughts or beliefs, property or assets, environment, and physical or mental condition, the researcher shall provide the individual(s) supplying that information or data with a thorough explanation of the aims, significance, data collection methods and other aspects of the research, and obtain the consent of the individual(s) to participate in the research.
 - (iii) The researcher shall endeavor as far as possible to eliminate all foreseeable risks to the individual(s) supplying the information or data.
 - (iv) The above provisions also apply in cases where information or data is supplied by an organization, group or other collective body.
- (4) Obtaining and managing materials, data etc.
 - (i) When obtaining materials, data etc. for the purposes of his/her research, the researcher shall employ methods which are both scientific and generally considered suitable.
 - (ii) The researcher shall employ appropriate methods to store all records related to materials, data etc. obtained for the purposes of his/her research, and shall preserve these records for a period sufficient to allow retrospective verification.
- (5) Protection of personal information
 - (i) The importance of personal information shall be recognized and measures shall be instituted to ensure appropriate management of this information, in light of the need to handle it carefully and in keeping with the principle of respect for individual personality.
 - (ii) The researcher and clerical staff responsible for administration of the research shall ensure that all materials, data etc. obtained in relation to the research are managed diligently. They shall not release any personal information obtained in the course of the research to any third party without the permission of the person to whom the information relates.
 - (iii) The researcher and clerical staff responsible for administration of the research shall respond with integrity to complaints or other inquiries regarding the handling of personal information.
- (6) Managing the safety of research equipment, chemicals etc.
 - (i) If the researcher uses research devices, machinery, chemicals or other materials to conduct research experiments, the researcher shall observe all relevant laws, regulations, internal APU rules and other stipulations and endeavor to ensure the safety of these uses.
 - (ii) The researcher shall take responsibility for the final disposal of all residues, waste matter, spent chemicals and other materials generated in the course of experiments related to his/her research.
- (7) Proper administration of research funds
 - (i) The researcher and clerical staff responsible for the research shall endeavor to administer all research funds in a proper manner, in constant awareness of the fact that these funds derive from sources including student fees, subsidies from national and regional public entities, grants from foundations and other providers and contributions from private enterprise.
 - (ii) The researcher shall use research funds only for the purposes of the research for which they were granted.
 - (iii) When administering research funds, the researcher and clerical staff responsible for the research shall comply with all related laws and regulations, APU accounting regulations and other standards regarding the use of the funds in question.
- (8) Disseminating research findings
 - (i) The researcher has the right and obligation to accurately report and return to society the findings of his/her research in their entirety, except in cases where public release is restricted on rational grounds such as the protection of rights of related parties and the acquisition of industrial property rights.
 - (ii) In presentation of research findings, the researcher shall survey earlier research carefully and avoid infringing on the intellectual property of others.
 - (iii) Performance of the research and presentation of its findings shall not involve any improper conduct such as fabrication (creating data that does not exist in fact), falsification (altering data or manufacturing false data) or plagiarism (use of others' ideas, data, research findings etc. without appropriate citation).
 - (iv) In presentation of research findings, the person(s) materially involved in the research and holding responsibility for its content and findings shall be deemed the author(s) of the presentation.
- (9) Engaging in performance evaluation of third parties
 - (i) If by virtue of appointment to a screening committee or other arrangement the researcher is involved in evaluating the performance of another party, the researcher shall conduct evaluation appropriately in accordance with relevant standards such as evaluation criteria and screening guidelines, and shall not allow the evaluation to be informed by any arbitrary perspectives.
 - (ii) Any information which the researcher obtains in the course of evaluating the performance of other parties shall not be disclosed to any third party or used in any improper manner.

3. Obligations of Ritsumeikan Asia Pacific University (APU)

- (1) Maintaining the research environment and implementing ethics education
 - (i) APU shall maintain a research environment that enables all researchers to exercise their abilities to the full, and shall give attention to researchers' individual development and building capabilities in accordance with aptitude.
 - (ii) APU shall implement awareness programs and ethics education in order to enhance recognition of ethical issues among researchers.
 - (iii) APU shall inform all researchers of the need to comply with the research ethics guidelines and to act with integrity.
 - (iv) APU shall make known to all parties the need to observe related laws and regulations, internal rules and other stipulations regarding the implementation of research projects and the management of research funds. APU shall also institute measures necessary to ensure that improper conduct does not occur.
 - (v) In the emergence of a matter of dispute such as a researcher conflict of interest or supposed improper intrusion on the research activity, APU shall institute measures necessary for the resolution of this matter.
 - (vi) APU shall establish Investigative Committee regarding research ethics.
- (2) Establishing an Investigative Committee
 - (i) Investigative Committee Meetings shall be held to promote the proper application of these Guidelines and to address matters including conduct by researchers in violation of research ethics, submissions from parties subjected to improper or unjust treatment, and disruptive conduct encountered by researchers themselves.

(3) Dealing with conduct in violation of the Research Ethics Guidelines

- (i) Any party who is aware of conduct which violates these Guidelines or is subjected to improper or unjust treatment can notify the Investigative Committee, attaching documentation and any other evidence related to the subject matter of the notification. The President of APU shall serve as the Chairperson. The Chairperson and committee members involved in the investigation shall give full consideration to ensuring that the party making the notification does not suffer any disadvantage.
- (ii) The Chairperson shall undertake a careful examination of the matters contained in the notification, and if necessary enlist the cooperation of APU faculty members in related research fields to undertake an investigation of these matters.

Ritsumeikan Asia Pacific University Guideline of Ethical Conduct in Research Involving Human Subjects

1. Aim

- (1) These guidelines supplement the ethical standards of behavior and approach expected of APU researchers conducting research involving human subjects, one of the types of research addressed by the Ritsumeikan Asia Pacific University Research Ethics Guidelines.

2. Fundamental research norms

- (1) Any researcher conducting research involving human subjects must have respect for the life, dignity and fundamental human rights of the individual, and engage in his/her research using methods and techniques that are both scientifically and socially legitimate.
- (2) Any researcher conducting research involving human subjects must use methods that are secure and safe, and endeavor to minimize any physical or psychological burden and/or discomfort experienced by the subject.

3. Definitions

For the purposes of these guidelines, the terms indicated in each of the following items shall be accorded the meaning specified in that item.

- (1) "Research involving human subjects" means any investigation or experiment in the course of a clinical study or a field study in the humanities or social sciences, including any activity that involves gathering information or extracting data pertaining to the behavior, physical or mental state, environmental circumstances or other characteristic of an individual or group subject.
- (2) "Personal information or data" means any information or data pertaining to the thoughts and beliefs, feelings, physical traits, behavior, environmental circumstances or other matter specific to either an individual or a group.
- (3) "Researcher" means any faculty member of this university, as well as any undergraduate student, graduate student or research associate engaged in research activity at this university.
- (4) "Research subject" means any person who becomes the subject of research by providing personal information or data for research purposes.

4. Researcher accountability

- (1) When gathering or collecting personal information or data, the researcher must explain to the research subject matters including the aims and plans of the research and the methods for presentation of research findings, using language that is comprehensible to the subject.
- (2) If gathering or collecting personal information or data is foreseen to involve any kind of physical or psychological burden and/or discomfort to the research subject, the researcher must explain to the subject that which is foreseen, using language that is comprehensible to the subject.

5. Informed consent

- (1) It is a basic rule that when gathering or collecting personal information or data, the researcher must obtain the consent of the research subject in advance.
- (2) "The consent of the research subject" must include matters pertaining to the handling of personal information or data and the methods for presentation of findings.
- (3) The researcher must inform the research subject that he/she has the right to withdraw consent and cease cooperating with the research and the right to demand disclosure of any personal information or data already obtained, and that these rights can be exercised at any time during the period in which the research is undertaken and with no disadvantage to the subject.
- (4) If the research subject is judged unfit to provide consent, the researcher must obtain consent from a person acting on behalf of the subject.
- (5) The consent of the research subject must in principle be recorded in writing, and the researcher must store this record of consent for a minimum of five years counting from the date on which the record was created.
- (6) If the research subject withdraws his/her consent, the researcher must destroy all information and data relating to the subject.

6. Third party involvement

If the researcher engages a third party to gather or collect personal information or data on his/her behalf, the researcher and third party must enter into a contract in conformity with the aims of these guidelines.

7. Gathering and collecting in class situations

If a faculty member intends to gather or collect personal information or data for research purposes from a student in the course of a class, seminar, practical exercise, experiment, training or other educational activity, he/she must obtain the student's written consent in advance.

8. Remuneration

If the researcher intends to provide the research subject with remuneration in money or kind, he/she must determine a remuneration that ensure proper administration of its disbursement and receipt.

Section One

General Information

1-1. Graduate Schools' Curriculum Information

What is a Curriculum

A "curriculum" is a set of requirements for graduation and courses which may be taken. A student's curriculum is determined by the year of their enrollment, and with the exception of a change in enrollment status, it will not normally change during a student's time at APU.

Curriculum Type Applied	Year and Semester of Enrollment	Semester in 2015 Spring	Semester in 2015 Fall
AY2014 Curriculum	2014 Spring and onwards	Semester 1- 3	Semester 1 - 4
AY2003 Curriculum (GSAM)	2003 Spring - 2013 Fall	Semester 4 - 8	Semester 5 - 8
AY2005 Curriculum (GSM)	2005 Spring - 2013 Fall	Semester 4 - 8	Semester 5 - 8

Changes in the Curriculum

In general, students will study under the same curriculum from enrollment to completion. However, in the case of a student's status changes such as reinstatement and readmission, a curriculum change may occur. A returning student is placed on the same curriculum as that of other students of the same semester number.

		Academic Year / Semester of Student's Return					
		2015		2016		2017	
		Spring	Fall	Spring	Fall	Spring	Fall
Semester of Enrollment at the Time of Return	1st Semester						
	2nd Semester			2014 Curriculum			
	3rd Semester						
	4th Semester						
	5th Semester						
	6th Semester						
	7th Semester	AY2003 / AY20005 Curriculum					
	8th Semester						

How to Read This Table

Students reinstated or readmitted in 2015 Spring as a 4th Semester student	Remain on current curriculum (no change)
Students reinstated or readmitted in 2015 Fall as a 4th Semester student	Switch to AY2014 Curriculum

Special Measures for Students with Changed Curriculum

In general, in the event the student's curriculum changes, all requirements, including the credit requirements for completion, will be based on the new curriculum. This may result in a change of courses and number of credits required for completion. The following exceptions will be made for these students.

1. Credit registration limits for GSM students will remain unchanged.
2. Accelerated Completion Program application timing and screening details will also remain unchanged.

1-2. Student Identification Card and Student ID Number

Student ID Number

Student ID numbers are the eight-digit number on the student identification card.

How to read student ID numbers:

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

1st digit	5	Master's Student
	6	Doctoral Student
	7	Irregular Student
2nd digit	1	Graduate School of Asia Pacific Studies
	2	Graduate School of Management
3rd digit	1	Major in Asia Pacific Studies / Major in Management / Part-Time Graduate Student
	2	Major in International Cooperation Policy
4th and 5th digits	Last 2 digits of the enrollment year	
6th, 7th and 8th digits	000 – 599 for students enrolled in Spring	
	600 – 999 for students enrolled in Fall	

Student ID Card

Your student ID card is an important document that identifies you as a student. Be sure to carry it with you at all times.

Your student ID card must be presented in the following cases:

1. When requested by faculty or staff
2. When taking examinations
3. When purchasing bus passes or student fare tickets
4. When entering certain facilities (e.g. APU Library)
5. When borrowing items at the Library
6. When applying for certain certificates
7. When using APU facilities or equipment

Instructions regarding the student identification card

1. Do not loan or give your student ID card to another person.
2. Do not bend, stain, or place your student ID card near magnetic fields.
3. Lost student ID cards and any changes to personal details printed on the card must be reported immediately to the Student Office.
(Changes are only officially noted when reported to the Student Office.)
4. If a new student ID card is issued to you, or if your student status is repealed due to graduation, withdrawal, leave of absence, or suspension, be sure to return your student ID card to the Student Office.

Registration confirmation label

The label provides the dates of validity of the card and other information. A new label will be made available when grades are announced. New labels will be available at the Student Office when grades are announced. Fill in the necessary information, such as your residential address, and affix the label to the back of your student ID card. The old label should be removed before affixing the newly issued label. A student ID card is valid for the year specified on the back of the card. The card is invalid without a registration confirmation label.

Reissue of Your Student ID Card

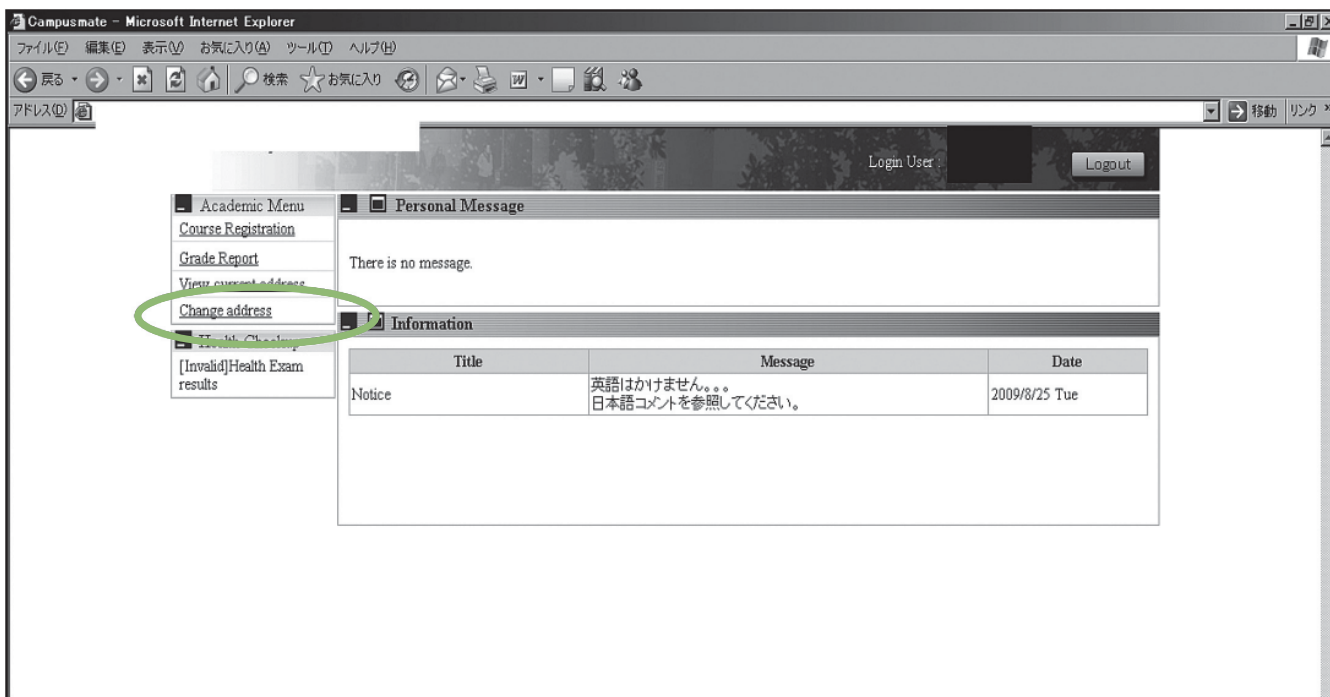
To have a student ID card reissued in case of loss, damage, or for any other reasons, apply at the Student Office. New cards are generally issued in 2 business days. A card replacement fee of 2,000 yen must be paid by certificate stamp.

Return of Your Student ID Card

Your student ID card must be returned to the Student Office when student status ends with graduation, withdrawal, expulsion, etc. You must also return your student ID card in the event of a leave of absence or suspension. For changes to student status please see Section 5-1 “Change in Major, Division / Specialization, Supervisor or Student Status”.

Updating Your Current Address

When you arrive in Beppu, or if there is any change in your address, please make sure to update this information as soon as possible. Students who do not update their current address may not be able to receive important information from the University, including their tuition invoice, etc.



List of Abbreviations

Abbreviation	Formal Name
GSA	Graduate School of Asia Pacific Studies
GSAM	Graduate School of Asia Pacific Studies Master's Program
APS	Major in Asia Pacific Studies
ICP	Major in International Cooperation Policy
GSAD	Graduate School of Asia Pacific Studies Doctoral Program
GSM	Graduate School of Management
AY2014 Curriculum	All GSAM and GSM students enrolled after April 2014
AY2003 Curriculum	GSAM students enrolled before April 2014
AY2005 Curriculum	GSM students enrolled before April 2014

1-3. Notices from APU

Campus Terminal

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.

URL: <http://portal1.apu.ac.jp/campus/service/index.jsp>

APU Bulletin Board
Notices of class cancellations, make-up classes and classroom changes will be posted here and on the Bulletin Board in the lobby of Building B.

Announcements
Notices for University events and other general notices will be posted here.

Academic
This link accesses the Graduate School and Academic Office websites, syllabus and course registration system.

New (Personal Messages)
Individual messages from the University will be posted here. Important messages may also be sent by e-mail. Please check these regularly.

The screenshot shows a navigation menu on the left with categories: APU Bulletin Board, Community, Academic, Career, and Alumni. The main content area is divided into 'NEW (Announcements)' and 'NEW (Personal messages)'. The announcements list includes items like 'FREE Bloomberg Aptitude Test (BAT) @ APU (2015/02/04)', 'JOB FAIR 2015 @ APU - Registration Begins (2015/02/04)', and 'Exchange session with students from Bahrain! (2015/02/04)'. The personal messages section shows 'Student Records (2014/07/25)'. At the top, there are utility links: Web Mail, Forward Mail, Mailing List, Change Password, Weather Alerts, and Logout. A user greeting 'Welcome, KOLEVA Emiliya Georg' is visible in the top right.

The screenshot shows the APU logo and a navigation bar with icons for Web Mail, Forward Mail, Mailing List, Change Password, Weather Alerts, and Logout. Below the navigation bar is the 'Academic' section, which contains a list of links:

- [Academic Office Website](#)
- [Active Learning Programs \(Student Exchange, Domestic and Overseas Programs\)](#)
- [Syllabus](#)
- [Campusmate](#)
- [Submit Report / Instructional Materials](#)

If you use this contents from B building, D building, F building, H building, printer room sometimes there are problems when you access this contents. please make sure access, click [here](#)

- [Blackboard9.1 Login](#)
- [Educational Technology Support](#)
- [Graduate Students](#)

The left sidebar of the page includes a 'TOP' button and a menu with categories: APU Bulletin Board, Community, Academic (highlighted), Career, and Alumni.

Select “Academic” from the left sidebar to access the:

1. Academic Office website which offers a variety of general academic information.
2. Syllabus System – an important tool which provides information on subjects. A syllabus is the basic outline for a subject, indicating its objectives and overview of the material covered.
3. Campusmate – subject registration system.
4. Graduate School webpage which offers up-to-date information and important announcements for graduate students. Details on thesis/report examination regulations, graduate subjects class schedules, and other important information can also be found here.

Graduate School Webpage

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

APU graduate info

School of Asia Pacific Studies | Graduate Information | School of Management

search

- ▶ **APU Home Page**
- ▶ **Grad Info Home**
- ▶ **Latest Information**
- ▶ **General Information**
 - ▶ Graduate Facilities & Lockers
 - ▶ Language Support (Japanese & English)
 - ▶ Change in Major, Division or Supervisor
 - ▶ Research Support
 - ▶ RU International Advanced Studies Program
 - ▶ Combined Degree Program
 - ▶ Undergraduates and Part-Time Students
 - ▶ TA Job Opportunities
- ▶ **School of Asia Pacific Studies - Master's Program**
 - ▶ GSA Seminars
 - ▶ Research Proposal
 - ▶ Master's Thesis & Research Report
 - ▶ Contemporary Japan Studies Program
 - ▶ Public Health
 - ▶ Management Program
 - ▶ IMAT Program
 - ▶ ENVOL Program
- ▶ **School of Management**

WELCOME TO THE GRADUATE HOMEPAGE!
Your source for Graduate School Information.

THE ACADEMIC OFFICE
The Academic Office, Graduate Division, is responsible for the administration of the Graduate Schools, Research Support and Liaison for APU.
The Graduate School Division devises curricular and extra-curricular classes and events for each graduate school, conducts orientations and guidance sessions, offers advice on coursework, and administers end of semester examinations.
Academic Office Hours: Monday & Wednesday - Friday 10:00 to 16:30
Tuesday 11:30 to 16:30

THE RESEARCH OFFICE
The **Research Office** is responsible for the administration of research support at APU.
The Research Office provides information on research funding for both internal and external sources to support the research activities of APU faculty and graduate students. Please refer to the link below for graduate student support information.
▶ For graduate students
The Research Office also assists the Ritsumeikan Center for Asia Pacific Studies (RCAPS).
▶ Ritsumeikan Center for Asia Pacific Studies (RCAPS)
Research Office Hours: Monday & Wednesday - Friday 10:00 to 16:30
Tuesday 11:30 to 16:30

Quick Links

Recent News

- [2013/1/29] **2012FA Grades / 2013SP Registration**
- [2013/1/7] **Graduation Reminders**
- [2012/11/12] **[IMPORTANT] Procedures for Conducting...**
- [2012/11/12] **Update Your Current Address**

Calendar

Feb 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Today

Academic Support

- ▶ Academic Calendar
- ▶ Student Grade
- ▶ Inquiries
- ▶ Graduate Student Handbook
- ▶ Contact the Academic Office

Registration Support

- ▶ Curriculum
- ▶ Class Schedule
- ▶ Syllabus

1-4. 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 comprises of two quarters and a session period. Lecture subjects are generally held over the span of a quarter, or on a 1-2 week basis during session periods. Seminar subjects 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.108-109.

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

1. 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.
2. Classes may also be scheduled on Saturdays and holidays.
3. 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 – 10:20	A (1)	F (1)		L (1)	F (2)
2	10:35 – 12:10	A (2)	G (1)		L (2)	G (2)
3	12:25 – 14:00	B (1)	H (1)		B (2)	H (2)
4	14:15 – 15:50	C (1)	I (1)		C (2)	M (1)
5	16:05 – 17:40	D (1)	I (2)		D (2)	M (2)
6	17:55 – 19 :30	E (1)	J (1)		E (2)	J (2)

1. Classes are scheduled from Monday to Friday. Each class is 95 minutes in length.
2. Classes 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
3. Class schedules will be available on the Graduate School webpage and outside the Academic Office at the start of the semester. Class schedules and curricula are subject to change. Refer to the Graduate School webpage for the latest information.

Make-up Day and Summer / Winter Session Timetable

Period	Make-up Day Classes (Saturday)	Session
1	8:45 – 10:20	9:00 – 10:35
2	10:35 – 12:10	10:50 – 12:25
3	13:00 – 14:35	13:15 – 14:50
4	14:50 – 16:25	15:05 – 16:40
5	16:40 – 18:15	16:55 – 18:30
6	18:30 – 20:05	—

1-5. Class Cancellations, Changes and Emergency Contact Information

Information regarding class cancellations, make-up classes and classroom changes will be available on the Campus Terminal and Bulletin Board. 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 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.

Class Cancellation Due to Typhoon, Snow or Transportation Problems

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

1. When a storm alert (*boufuu keihou*) is issued for regions including Oita, Beppu or Hiji or in the event of a public transportation employees strike.
2. When either Oita Kotsu or Kamenoi Bus completely stops their service to and from APU.

Class cancellation announcements will be made as follows:

Time of Decision	Time of Notice	Action
7:00 am	Approx. 7:15 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 by the University as appropriate

Class cancellation information can be found on the Campus Terminal.



Campus Terminal can also be accessed by mobile phone:

<http://portal1.apu.ac.jp/campusp-e/keitai/index.jsp>

Make-up Classes

As a rule, if a class is cancelled a make-up class will be held. In certain circumstances, a make-up class 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 the Bulletin Board on 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 the 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.

1-6. Absence from Class Due to Illness or Bereavement / Tardiness

APU does not have a system of officially recognized absences. Please inform your instructors if you need to be absent from classes due to unavoidable circumstances such as illness or the death of a family member. Each instructor will determine how to handle your absence in these classes. However, there are different procedures depending on the duration of your absence. Please read the following information for details and application instructions.

Short-term Absences

In the event a student is absent from 1-3 weeks 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 grand parent or brother/sister, the University may issue a “Report of Absence from Class”. If a student is absent for less than 1 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. A “Report of Absence from Class” cannot be issued for personal or family issues. 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	Required Documents
1. Illness	Only applies to the student's own illness. This report does not apply to illnesses of a family member or friend.	Medical certificate (<i>shindansho</i>) and receipt for medical treatment (original)
2. Injury	The illness or injury is not the result of willful actions by the student.	
3. Bereavement	Applicable for 7 days including public holidays due to the death of parent, spouse or child, or 5 days including public holidays due to the death of grand parent or brother/sister. In the case that a student is absent longer than the applicable period for attending a funeral, then the student should submit any public transportation ticket(s) used (only tickets showing the date of use need to be submitted).	Funeral thank you letter or official death certificate (original)

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

“Report of Absence from Class” Application Method

1. Download the application from the Academic Office webpage and fill out one form per subject.
http://www.apu.ac.jp/academic/uploads/fckeditor/public/class_absense/Report_of_Absence.pdf
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 those along with the application form to the Academic Office.
3. The Academic Office will check students' documents and course registration status. If there are no mistakes, applications will be approved.
4. Approved applications will be stamped and returned to the student for submission to relevant instructors.

Application Deadline

Applications are only accepted during the term that the subject is offered. Applications are due 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. Late applications are not accepted.

Long-term Absences

For absences of more than half the term of a Semester or Quarter-length course as well as absence from all Session classes due to illness or personal injury.

Subject registration will be cancelled for those who meet the following conditions for Long-term Absence upon submission of an application.

1. Able to submit an official medical certificate and receipt for medical expenses that prove the student was unable to attend more than half of the classes of a semester or quarter, or all of a session's classes.
2. Only applies to the student's own illness or cases such as injury. This does not apply to family members' or friends' illnesses.
3. As a rule, the absence must be by doctor's orders.
4. The absence was unforeseen during the registration correction period.

5. The student's attendance record until the absence was good.

Application Method and Period of Application

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.) by the deadlines listed below. Applications submitted after the respective deadline will not be accepted.

Term	Deadline
1st Quarter Subjects	By 16:30 on the last day that 1st quarter classes are being held (excluding final exams and make-up classes)
Semester / 2nd Quarter Subjects	By 16:30 on the last day that 2nd quarter classes are being held (excluding final exams and make-up classes)
Session subjects	By 16:30 on the last final exam day before the session classes begin

*If a cancellation is approved, ALL subjects for the affected quarter or semester will be cancelled. Cancellation of only specific courses is not possible.

Class Absence due to Infectious Disease

In the case of absence due to an Infectious Disease as defined by the Japanese School Health Law, it will be treated as a recognized absence if a "Certificate of Recovery from Infectious Disease" (available for download from the Class Absence page on the Academic Office webpage) 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:

<http://www.apu.ac.jp/academic/page/content0016.html>

Infectious Diseases Recognized by the Japanese School Health Law

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, paratyphoid fever, EKC: epidemic keratoconjunctivitis, acute hemorrhaging conjunctivitis, infectious gastroenteritis, mycoplasma pneumonia, and other infectious diseases

Application Method

Students who have contracted one of the diseases listed above should notify the Student Office by email immediately (apustu1@apu.ac.jp), after which they should confirm the application procedures on the Class Absence page of the Academic Office website and 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 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" (*chien shoumeisho*) if requested. Show this certificate to your instructor and they will determine how to handle your tardiness.

1-7. Course Selection and Registration

Syllabus

The syllabus system can be accessed from the Campus Terminal. Please see p.4 for details.

<http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do>

Course Registration

Course registration is the sole responsibility of each student and must be completed within the designated course registration periods at the beginning of each semester. Each student must complete registration via Campusmate. Campusmate can be accessed from Campus Terminal. Details on how to access Campus Terminal can be found on p.4.

Course Registration Period

Official registration for 1st Quarter, 2nd Quarter and Session Period subjects takes place only once, at the beginning of each semester.

➤ **Course Registration Periods** cover ALL CLASSES: Semester-base, 1st Quarter, 2nd Quarter & Summer Session

Date & Time	9:30 Thu., March 26, 2015 – 12:00 Fri., March 27, 2015	Current Students Only
	10:00 Tue., April 7, 2015 – 12:00 Wed., April 8, 2015	New & Reinstated Students
	15:00 Tue., April 7, 2015 – 12:00 Wed., April 8, 2015	All Students

Note: Times are listed in military (24-hr) time. Take caution when interpreting the above times.

Correction Period

Correction periods allow students to amend their registration after the course registration period has closed. At the beginning of the 1st and 2nd quarters, students may amend their registration by adding* or dropping subjects within the maximum credit limit.

*Some subjects **CANNOT** be added during the correction period (see the notes below).

Date & Time	Correction Period I	10:00 Thu., Apr. 16, 2015 – 10:00 Fri., Apr. 17, 2015	Semester & 1st Quarter subjects may be dropped ONLY . 2nd Quarter & Session subjects may be added or dropped.
	Correction Period II	10:00 Thu., Jun. 18, 2015 – 10:00 Fri., Jun. 19, 2015	2nd Quarter subjects may be dropped ONLY . Session subjects may be added or dropped.

➤ **Correction Periods** allow only certain amendments to course registration. Refer to the notes below.

These schedules are subject to change. The 2015 Fall Semester registration schedule will be announced in late July, 2015.

IMPORTANT REGISTRATION NOTES:

1. Students are solely responsible for their registration. Amendments cannot be made after the course registration period closes.
2. Be sure you understand the completion requirements and curriculum for your program.
3. 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.
4. 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.
5. 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.
6. Subjects for which credits have been received cannot be re-registered; however failed subjects may be retaken.
7. Print or save your **confirmation screen** on Campusmate after registration. Students who experience registration problems will be asked for this document. The Academic Office may be unable to help those who have not saved this confirmation.
8. **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.
9. Difficulties may be experienced when accessing Campusmate from an off-campus computer. It is recommended that registration be carried out on campus.
10. Do not log into multiple screens with the same account in the same time. This can lead to system errors, preventing registration.

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 with no students registered will be cancelled.

1-8. Examinations, Final Reports and Other Written Assignments

Examinations

In addition to a range of mid-term examinations and reports to assess students' ability, many subjects require students to sit final examinations at the end of each term. The examination period usually lasts for several days, with examinations times released approximately two weeks prior to the examination date. The examination schedule is announced on the Bulletin Board, as well as on the Academic Office webpage.

Timetable for Final Examinations

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

Cautionary Notes

1. Students who do not bring Student ID cards will not be authorized to take an examination.
Students who forget their ID card must promptly go to the Academic Office and receive a "Permit to Take Examination" slip. Those who do not realize that they have forgotten their ID cards until after the exam has begun are allowed to take the exam only on the condition that they do not leave the exam room during the exam period. They must then go to the Academic Office with a proctor after the exam ends.
2. Students must bring all supplies necessary for the examination (such as pen and pencil). These items will not be provided by the University.
3. All information regarding examination schedule and locations will be posted on the Bulletin Board and the Academic Office website a week before examinations begin.
4. Final report instructions will be posted on the Bulletin Board only.
5. The day and period of final examinations may differ from the normal class schedule. Please be sure to confirm the correct times on the Bulletin Board.
6. 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.
7. Students not officially registered for a subject class (i.e. auditors, etc.) may not take the final examination. Please double check your course registration in advance.

Suspension of Public Transportation Services

The following measures will be taken in the case of suspension of public transportation service due to reasons such as typhoons, heavy snowfall or strike. The conditions for "suspension of public transportation service" are the same as those outlined on p.7.

Time of Decision	Time of Announcement	Response
7:00 a.m.	approx. 7:15 a.m.	For exams held during periods 1 and 2, make-up exams will be held on the exam make-up day.
10:30 a.m.	approx. 10:45 a.m.	For exams held from period 3 or later, make-up exams will be held on the exam make-up 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 this yourself.
2. Information about newly scheduled examination dates, make-up reports, submission methods and deadlines will also be announced on Campus Terminal.
3. Even if there is no "suspension of public transportation", 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 for trips or make plans to return home on the exam make-up day (written in 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 webpage. Please make a habit of checking the Bulletin Board often. 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, please ask someone to submit your report as a proxy to the designated place.

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.

Academic Misconduct

Academic misconduct refers to any breach of the University regulations including prohibited and /or unethical actions for the purpose of obtaining credit, achieving higher grades or avoiding a fail grade. Examples of academic misconduct include, but are not limited to, cheating and plagiarism.

Cheating

Examinations at APU are conducted in order to assess students' level of achievement in their studies, and as such must be conducted fairly and impartially. Cheating during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. From this standpoint, APU strictly enforces the rules for examinations.

The following acts are regarded as cheating and will be strictly punished:

1. Using a stand-in (another person to take the test for you)
2. Fraud (false statements) on the answer sheet or attendance sheet
3. Possession of a cheat sheet (“cunning paper”) ****including leaving them on the lower shelf of the desk**
4. Taking answer sheets out of the examination room
5. Talking or whispering during the examination, as well as looking at other people’s answers
6. Using any materials not permitted for the examination
7. Exchanging answer sheets
8. Lending and borrowing of allowed materials, other items, etc.
9. Sharing answers
10. Using mobile phones (including as a dictionary, watch or calculator)
11. Writing on desks
12. Failing to follow the proctor’s instructions
13. Obstructing the examination in any other way
14. Please note that even in the case of open-book examinations, the use of Internet-enabled devices such as mobile phones and notebook computers is not permitted

Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

1. Invalidation of all classes for the relevant semester (all subjects receive a grade of "F")
2. Revocation of student scholarships
3. Disciplinary measures such as suspension or expulsion

Additional Notes

1. For closed-book examinations, any texts or materials other than those specifically permitted will be regarded as “cheat sheets.”
2. The only items permitted on desks during the examination are a watch, pens, pencils, erasers, and student ID cards. All personal items that are not needed for the examination, such as coats, stationery, bags, etc. must be placed under the seat (not ON the seat).
3. The examination will be considered invalid if taken at different time than the scheduled examination time.
4. Students must bring a pen to the test and write their names in ink.

* In addition, you must follow the instructions of the examination proctor(s) in regards to seating, submitting question and answer sheets, etc. If you fail to follow the proctor’s instructions, this may be considered academic misconduct, and treated as a form of cheating. The University will not be responsible for the consequences of failing to follow the instructions during the examination.

Plagiarism

Plagiarism is the use of a copyrighted work without acknowledgement and /or proper citation. Plagiarism is against global academic rules and ethics. Plagiarism is an illegal act and offenders may be fined or imprisoned.

According to the Merriam-Webster Online Dictionary, to “plagiarize” means:

- to use the words or ideas of another person as if they were your own words or ideas
- to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.
- to commit literary theft: present as new and original an idea or product derived from an existing source

Common forms of plagiarism are:

- turning in someone else’s work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

(extracted from <http://www.plagiarism.org>, Feb. 19th, 2014)

At APU, cases of plagiarism will be handled in the same manner as cheating. Students caught plagiarizing will be disciplined severely. Questions regarding plagiarism or citation of sources may be directed to your course instructor.

Copyrighted Work

“Copyrighted work” refers to all works as defined by the Japanese copyright law. This includes written / verbal works such as dissertations and lectures, and also includes broadcastings, music, performances, works of art, architecture, maps, technical drawings, models, movies, photographs, programs etc. Online documents, data and images are also considered copyrighted works. You must cite all sources and acknowledge any copyrighted work in your reports to avoid plagiarism.

Quotations

“Quoting” is the act of using contents of an existing copyrighted work for your own use in line with the rules below. Although there are a number of ways to quote, students should use the method taught in class or as directed by individual instructors.

1. Quotations should only be used to supplement the main work (your own work) and should not form the bulk of the report.
2. A quote must be considered necessary to the content of the report.
3. The source must be clearly noted.
4. The parameters of the quote must be clear.
5. There must be no changes to the original content of the quote.

1-9. 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: Grade point average for a given 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: The total grade point average from enrollment until graduation

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

* 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

A grade report for the semester, including the 1st Quarter, 2nd Quarter and Session Period, will be available to those who request one by the application deadline. Check the Academic Office webpage for distribution dates and information on how to apply for a printed grade report. Students can also view their grades via the Campus Terminal.

Academic Year 2015 Grade Release Dates:

Semester	Graduating Students	All Other Students
Spring Semester Grades	Monday, August 31, 2015	Wednesday, September 9, 2015
Fall Semester Grades	Wednesday, March 2, 2016	Wednesday, March 16, 2016

Grade Report Inquiries and Evaluation Comments

Students may make inquiries regarding their grade reports within a three-day period from the day students grades are announced until 16:30 of the last day of the three-day period, in the circumstances shown below. Further details are available on the Graduate School and Academic Office webpage.

1. A grade is not printed for a registered subject.
2. A grade is printed for a subject that the student was not registered for.
3. Other reasons leading to errors in the grade report.

The Academic Office cannot respond to inquiries concerning the content of grades. However, students who are able to prove that their grade is clearly incorrect may make a formal inquiry. In such cases, the student must clearly specify their inquiry, based on the information given in the syllabus and grade comments (posted online as shown below). Inquiries that do not provide specific explanations or proof of error will not be accepted. Please follow the online instructions and submit a grade inquiry form if applicable.

APU graduate info
 School of Asia Pacific Studies | Graduate Information | School of Management

TOP > Student Grade Inquiries

STUDENT GRADE INQUIRIES

Students may make inquiries regarding their grade report within 3 business days of the release of grades. Inquiries may only be made for the circumstances shown below.

- A grade is not printed for a registered subject.
- A grade is printed for a subject that the student was not registered for.
- Other reasons leading to errors in grade report.

Students who are able to give specific proof that they have received an incorrect grade may submit an online inquiry. Students **must** follow the instructions as noted in the "Student Grade Inquiries" link below. All other methods of inquiry submission will not be addressed.

Grade Inquiry Period 2012FA
 Graduating students : March, 5 - 7, 2013 (by 16:30)
 All other students : March 19 - 21, 2013 (by 16:30)

▶ Student Grade Inquiries (undergraduate homepage)

Quick Links

Recent News

- [2013/1/29] 2012FA Grades / 2013SP Registration
- [2013/1/7] Graduation Reminders
- [2012/11/12] [IMPORTANT] Procedures for Conducting...
- [2012/11/12] Update Your Current Address

Calendar

Feb 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Today

Academic Support

- ▶ Academic Calendar
- ▶ Student Grade Inquiries
- ▶ Graduate Student Handbook
- ▶ Contact the Academic Office

Grade Inquiries

Section Two

**Graduate School of
Asia Pacific Studies
Master's Program**

GSAM

2 AY2014 Curriculum

2-1. Master's Degree Programs and Basic Requirements

Degree Programs

Degrees offered in the Graduate School of Asia Pacific Studies Master's Programs are as follows:

Degree Type	Major	Degree Awarded on Completion
MS	Asia Pacific Studies (APS)	Master of Science in Asia Pacific Studies
MS	International Cooperation Policy (ICP)	Master of Science in International Cooperation Policy

Educational and Research Objectives in the Graduate School of Asia Pacific Studies, Master's Program

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, and will contribute to sustainable development and coexistence in the region.

The Master's Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, and will contribute to sustainable development and coexistence in the region.

Basic Requirements for Completion

Students will be qualified for the degree upon completion of the following requirements:

- Period of Enrollment:** In principle, a student must be enrolled as a regular, full-time student in the Master's Program for 2 years. However, the degree may also be granted to outstanding students (see p.24) in less than 2 years. In this case, the minimum period of full-time enrollment is 1 year*. Those interested in completing in (1 or 1.5years) should consult with a supervisor upon entry to the Graduate School.
* IMAT program students are under 2-year enrollment due to program regulations.
- Credit Requirements:** Students are required to earn 32 credits or more which must include 4 credits from Analytical Foundation Subjects, 4 credits from Core Subjects on the Asia Pacific Region, 4 credits from Seminars and 10 credits from Major Subjects to complete the program.
- Master's Thesis and Research Report Requirements:** All students must complete an extended piece of writing, which presents the findings and conclusions of their individual research. Students from both majors, APS and ICP, must complete either a Master's Thesis or a Research Report which must be approved in accordance with the University's examination procedures. For further details on requirements and examination procedures, see Section "2-6. Master's Thesis and Research Report Requirements".

Conferral / Non-Conferral of Degrees

The GSA Faculty Council will review each student's credit record and the results of the Master's Thesis or Research Report examination (where applicable). Based on this review, the Graduation Assessment Committee will decide whether or not to confer the degree. Students who cannot complete the program due to having failed to acquire the minimum number of credits required for completion or for having failed their Master's Thesis / Research Report examination, may extend their enrollment and register for additional subjects, or withdraw from the program.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient has done anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

Divisions and Programs

Graduate students must belong to one of the following Divisions. Students should choose their Division at the time of enrollment.

GSAM Majors, Divisions and Programs

Major	Division
Asia Pacific Studies	International Relations (IR)
	Society and Culture (SC)
International Cooperation Policy	International Public Administration (IPA)
	Public Health Management (PHM)
	Sustainability Science (SS)
	International Material Flow Management Program (IMAT)
	Tourism and Hospitality (TH)
	Development Economics (DE)

■ International Material Flow Management Program (IMAT)

IMAT Dual Degree program students spend their first year studying at APU and the second year at the Institute for Applied Material Flow Management (IfaS), University of Applied Sciences Trier, Germany. The program offers an integrated knowledge in engineering, economics, law, natural and social sciences. In addition to the learning goals of Sustainability Science Division, the program also offers knowledge on how to link economic development with environmental protection in the fields of energy, water, waste or other material streams, through the use of optimized technology management strategies.

At APU the IMAT program belongs to the Sustainability Science Division. As such, completion requirements for the APU portion of the program are the same as those for the Sustainability Science Division. (see p.19-20)

Students from the Sustainability Science Division who wish to participate in the program after enrolling at APU may do so by submitting the prescribed form by the last working day of November.

Students will also have the opportunity to conduct field work in Japan and participate in an internship in Germany. Due to the intense nature of this dual-degree program, students must participate for the full 2 years – change in program length or transfer from another Division is not possible. IMAT students will submit to IfaS in Germany a Master's Thesis. A concise summary of this Thesis is to be submitted to APU in the form of a Research Report. Further details regarding course content and Research Report requirements will be provided during the program guidance session.

2-2. Course Requirements and Credit Registration Limits

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.

	Total number of classes per subject		Credits Awarded upon Completion
All Lecture Subjects	15 classes	Per Quarter / Session	2
All Seminars	15 (including individual supervision)	Per Semester	2
Japanese Language Subjects*	30	Per Semester	2

*Note: All Japanese Language subjects are optional subjects and the credits earned will not count towards the credit requirements for program completion. Please refer to p.22-23 for details.

Credit Requirements for Completion

Students must acquire at least 32 credits for program completion. In addition to the designated minimum number of credits from Analytical Foundation Subjects (4 credits), Core Subjects on the Asia Pacific Region (4 credits), Seminars (4 credits) and Major Subjects within the affiliated Division (10 credits), students must complete at least 10 additional credits from any of the subjects categories listed below. For more information on class operations, evaluation procedures, standards, etc. see Section “1-4. Operation of Classes”. See p.20 for a complete list of GSAM subjects.

	Minimum Required Credits		Subject Name	Credit Rules
Analytical Foundation Subjects	4			
Core Subjects on the Asia Pacific Region	4			Any credits earned from Core Subjects on the Asia Pacific Region exceeding the minimum required credits of 4 will count towards the credits required for program completion
Seminars	4	2	Research Project	The minimum required 4 credits include 2 credits from Final Research Project. Any credits earned from Seminars exceeding the minimum requirement of 4 credits will count towards the credits required for program completion
		2	Final Research Project	
Major Subjects	10	10	Major Subjects 1	Students must complete at least 10 credits from Major Subjects from their affiliated Division
		—	Major Subjects 2	Any credits earned from APS/ICP Major Subjects outside the student's affiliated Division; these credits will count towards the credits required for program completion
Core Related Subjects	—			Credits earned from Core Related Subjects will count towards the credits required for program completion
	TOTAL 32			

Credit Registration Limits

GSAM Model Registration – it is recommended that students register for courses as shown below.

	Maximum Credit Limit	Standard 2-year Completion	1.5-year Completion	1-year Completion
1st Semester	22	10	14	20
2nd Semester	22	10	14	12
3rd Semester	22	10	4	—
4th Semester	22	2	—	—

Note:

1. Students will not be penalized or charged extra fees for earning more than 32 credits.
2. Upon acquisition of 32 credits and the fulfillment of all graduation requirements, students will be awarded a Master's degree. Students may not register for additional subjects after completing all graduation requirements.

AY2014 Curriculum Graduate School of Asia Pacific Studies Master's Programs (GSAM) Subject List

Note: All subjects are awarded 2 credits upon completion.

Major	Subject Category		Minimum Required Credits		Subject Name
APS & ICP	Analytical Foundation Subjects		4 Credits		Research Methods and Academic Writing Information Resources and Data Analysis
	Core Subjects on the Asia Pacific Region		4 Credits		Social and Cultural Processes in the Asia Pacific Politics and Economics in the Asia Pacific Environment and Sustainable Development in the Asia Pacific Tourism in the Asia Pacific Public Health in the Asia Pacific
	Seminars	Research Projects	4 Credits	2	Research Project I Research Project II Research Project III
		Final Research Project		2	Final Research Project
APS	APS Major Subjects	International Relations (IR)	10 Credits*	Regionalism and Globalization International Law International Political Economy Comparative Politics and Government	Special Studies (International Relations) Conflict Resolution International Security
		Society and Culture (SC)		Changing Social Landscapes Media and Communication Migration and Trans-nationalism Social Organizations and Institutions	Sociology of Everyday Life Special Studies (Society and Culture) Cultural Change
ICP	ICP Major Subjects	International Public Administration (IPA)		Disaster Relief and Rehabilitation Special Studies (International Public Administration) International Public Administration International Organizations	Project Management Planning and Evaluation Community Development
		Public Health Management (PHM)		Environmental Health Special Studies (Public Health Management) Biostatistics Healthcare Economics	Public Health Essentials Epidemiology Bioinformatics
		Sustainability Science (SS)	Environment and Natural Resources Conservation Advanced Environmental Geosciences Environmental Policy, Law and Administration Environmental Economics	Urban Sustainability Industrial Ecology Special Studies (Sustainability Science)	
		Tourism and Hospitality (TH)	Tourism Economics Cultural and Heritage Tourism Environmental Tourism Community Based Tourism	Health and Wellness Tourism Special Studies (Tourism and Hospitality) Tourism Policy and Planning	
		Development Economics (DE)	Development Economics Macroeconomics Development Finance Comparative Economic Development	Microeconomics Community Development Special Studies (Development Economics)	
APS & ICP	Core Related Subjects		—	Decision Making Under Uncertainty Information Technology and Operations Management Product Development Strategy Marketing Strategy Marketing Research	Hospitality Management Management Information Systems Database Management Advanced Data Analysis and Statistics
			Total: 32 Credits	* Any credits from Core Related Subjects as well as credits earned exceeding the minimum credits requirement for any of the above subjects Categories will fulfill the 32-Credit Requirement for Program Completion .	

Last Update: March 2014

Subject Code	Subject Category	Division	Subject Name	Credits
051014	Analytical Foundation Subjects		Research Methods and Academic Writing	2
051024	Analytical Foundation Subjects		Information Resources and Data Analysis	2
051054	Core Subjects on the Asia Pacific Region		Social and Cultural Processes in the Asia Pacific	2
061074	Core Subjects on the Asia Pacific Region		Politics and Economics in the Asia Pacific	2
061284	Core Subjects on the Asia Pacific Region		Environment and Sustainable Development in the Asia Pacific	2
061314	Core Subjects on the Asia Pacific Region		Tourism in the Asia Pacific	2
061414	Core Subjects on the Asia Pacific Region		Public Health in the Asia Pacific	2
061514	Core Subjects on the Asia Pacific Region		Special Studies (Core Subjects on the Asia Pacific Region)*	2
071014	Seminars		Research Project I	2
071024	Seminars		Research Project II	2
071034	Seminars		Research Project III	2
071054	Seminars		Final Research Project	2
051040	APS Major Subjects	IR	Regionalism and Globalization	2
051044	APS Major Subjects	IR	International Law	2
051090	APS Major Subjects	IR	International Political Economy	2
061114	APS Major Subjects	IR	Comparative Politics and Government	2
061154	APS Major Subjects	IR	Special Studies (International Relations)	2
061214	APS Major Subjects	IR	Conflict Resolution	2
061464	APS Major Subjects	IR	International Security	2
061014	APS Major Subjects	SC	Changing Social Landscapes	2
061024	APS Major Subjects	SC	Media and Communication	2
061034	APS Major Subjects	SC	Migration and Trans-nationalism	2
061044	APS Major Subjects	SC	Social Organizations and Institutions	2
061054	APS Major Subjects	SC	Sociology of Everyday Life	2
061064	APS Major Subjects	SC	Special Studies (Society and Culture)	2
064074	APS Major Subjects	SC	Cultural Change	2
061124	ICP Major Subjects	IPA	Disaster Relief and Rehabilitation	2
061134	ICP Major Subjects	IPA	Special Studies (International Public Administration)	2
061140	ICP Major Subjects	IPA	International Public Administration	2
061160	ICP Major Subjects	IPA	International Organizations	2
061400	ICP Major Subjects	IPA	Project Management	2
061424	ICP Major Subjects	IPA	Planning and Evaluation	2
061490	ICP Major Subjects	PHM	Environmental Health	2
061504	ICP Major Subjects	PHM	Special Studies (Public Health Management)	2
065014	ICP Major Subjects	PHM	Biostatistics	2
065024	ICP Major Subjects	PHM	Healthcare Economics	2
065034	ICP Major Subjects	PHM	Public Health Essentials	2
065064	ICP Major Subjects	PHM	Epidemiology	2
065074	ICP Major Subjects	PHM	Bioinformatics	2
051114	ICP Major Subjects	SS	Environment and Natural Resources Conservation	2
051124	ICP Major Subjects	SS	Advanced Environmental Geosciences	2
061224	ICP Major Subjects	SS	Environmental Policy, Law and Administration	2
061230	ICP Major Subjects	SS	Environmental Economics	2
061244	ICP Major Subjects	SS	Urban Sustainability	2
061274	ICP Major Subjects	SS	Industrial Ecology	2
063064	ICP Major Subjects	SS	Special Studies (Sustainability Science)	2
061324	ICP Major Subjects	TH	Tourism Economics	2
061334	ICP Major Subjects	TH	Cultural and Heritage Tourism	2
061344	ICP Major Subjects	TH	Environmental Tourism	2
061354	ICP Major Subjects	TH	Community Based Tourism	2
061364	ICP Major Subjects	TH	Health and Wellness Tourism	2
061384	ICP Major Subjects	TH	Special Studies (Tourism and Hospitality)	2
061394	ICP Major Subjects	TH	Tourism Policy and Planning	2
061360	ICP Major Subjects	DE	Development Economics	2
061374	ICP Major Subjects	DE	Macroeconomics	2
061420	ICP Major Subjects	DE	Development Finance	2
061444	ICP Major Subjects	DE	Comparative Economic Development	2
061454	ICP Major Subjects	DE	Microeconomics	2
061474	ICP Major Subjects	DE/IPA	Community Development	2
061484	ICP Major Subjects	DE	Special Studies (Development Economics)	2
061534	Core Related Subjects		Decision Making Under Uncertainty	2
061544	Core Related Subjects		Information Technology and Operations Management	2
062140	Core Related Subjects		Product Development Strategy	2
062150	Core Related Subjects		Marketing Strategy	2
062160	Core Related Subjects		Marketing Research	2
062214	Core Related Subjects		Hospitality Management	2
062404	Core Related Subjects		Management Information Systems	2
062504	Core Related Subjects		Database Management	2
062704	Core Related Subjects		Advanced Data Analysis and Statistics	2
066034	Optional Subjects		Survival Japanese I	2
066044	Optional Subjects		Survival Japanese II	2
066054	Optional Subjects		Japanese for Communication I	2
066064	Optional Subjects		Japanese for Communication II	2
066074	Optional Subjects		Japanese for Communication III	2
066084	Optional Subjects		Japanese for Communication IV	2
066094	Optional Subjects		Special Studies (Japanese)*	2

* These subjects will not be offered as lecture subjects. They are irregular subjects designed for credit transfer for students whose curriculum has changed.

2-3. Reference Information on GSAM Subjects

Recommended Elective Subjects

Recommended Elective Subjects are a combination of subjects outside the Major Subjects for the student's affiliated Division designed to deepen students' knowledge in their respective research field. Students are recommended to take the Recommended Elective Subjects listed under their Division in addition to the Major Subjects 1. Credits earned from these subjects will **NOT** fulfill the **Major Subjects 1** requirement.

Major	Division	Subject Name	
APS	International Relations (IR)	Changing Social Landscapes Migration and Trans-nationalism Social Organization and Institution	Disaster Relief and Rehabilitation International Public Administration International Organizations
	Society and Culture (SC)	Regionalism and Globalization Comparative Politics and Government Planning and Evaluation	Urban Sustainability Comparative Economic Development Community Development
ICP	International Public Administration (IPA)	International Law Comparative Politics and Government Conflict Resolution	Environmental Policy, Law and Administration Development Finance Comparative Economic Development
	Public Health Management (PHM)	Disaster Relief and Rehabilitation International Organizations Project Management	Environmental Policy, Law and Administration Health and Wellness Tourism Comparative Economic Development
	Sustainability Science (SS)	Conflict Resolution Cultural Change Disaster Relief and Rehabilitation	Planning and Evaluation Environmental Health Environmental Tourism
	Tourism and Hospitality (TH)	Project Management Environmental Health Product Development Strategy	Marketing Strategy Marketing Research Hospitality Management
	Development Economics (DE)	International Political Economy International Public Administration International Organizations	Project Management Planning and Evaluation Environmental Economics

Class Lettering

Each subject is followed by lettering, indicating the semester it is offered and the school to which the subject belongs. For example, a subject labeled with "SA" indicates that the subject is offered in the Spring Semester and is a GSAM subject.

S: Spring	A: GSAM Subject
F: Fall	M: GSM Subject

Note: Seminars are lettered differently. While the first letter refers to the semester, the second letter refers to an associated supervisor.

For example, seminars offered in the Spring Semester may be lettered SB, SC, SD and so forth, indicating different supervisors.

Information on seminars is updated on the Graduate School webpage prior to the beginning of every semester.

Special Studies

In general, Special Studies serve to augment content not sufficiently covered by regular subjects in the respective field. Students may take these Special Studies multiple times if the contents of the lectures differ.

Japanese Language Subjects

Six Japanese language subjects for different skill levels will be offered for graduate students. These are not required subjects. Students should keep the following in mind when registering for any of these subjects.

Subject Name		Number of credits	Counted toward the Credits Required for Completion (GSAM)	Grades
1	Survival Japanese I	2	No	Pass or Fail
2	Survival Japanese II	2	No	
3	Japanese for Communication I	2	No	Letter grade (A+ to C, F)
4	Japanese for Communication II	2	No	
5	Japanese for Communication III	2	No	
6	Japanese for Communication IV	2	No	

1. Students may register up to 1 subject per semester.
2. Each class is held for the duration of the semester.
3. All Japanese language subjects are optional subjects and the credits earned will not count towards the credit requirements for program completion (32 credits); however, these credits count as part of the maximum credit limit set for each semester (22 credits).
4. Japanese language subjects for which a passing grade has been received will be listed on the Transcript of Academic Record.
5. Students who want to take Japanese language subjects must sit a placement test to determine the subject level they can start at.
6. Students who passed the preceding subject level do not have to sit a placement test again to register for the next subject level.
7. Japanese for Communication I to IV will be letter graded. However, grades from these subjects will not be calculated either in semester or cumulative GPAs.
8. Further details and class syllabi for Graduate School Japanese language subjects can be found in the syllabus system.

Subject Name	Subject Overview
Survival Japanese I	This subject is geared toward first-time learners of Japanese. Students will learn basic <i>hiragana</i> , <i>katakana</i> and some simple <i>kanji</i> . Basic grammar and vocabulary for everyday situations will be covered. Students will be able to obtain a good grasp of what kind of language Japanese is while leaning the basic conversation patterns.
Survival Japanese II	This subject is offered to students who have completed Survival Japanese I or have an equivalent level. Students will continue to develop introductory level of reading and writing <i>kanji</i> , and will expand the basic grammar. Students will be able to use more Japanese vocabulary, expressions and simple sentences in dialogue. They will be introduced to the written form of <i>kanji</i> through reading and writing exercises.
Japanese for Communication I	This subject is offered to students who have completed Survival Japanese II or have an equivalent level. Students will acquire a solid foundation of Japanese language. They will be able to engage in simple conversations and experience reading and writing short passages (with <i>kanji</i> they have learned) about familiar topics.
Japanese for Communication II	This subject is offered to students who have completed Japanese for Communication I or have an equivalent level. Students will be able to converse more fluently and confidently using more complex grammatical structures and vocabulary, and continue to increase their knowledge and recognition of <i>kanji</i> .
Japanese for Communication III	This subject is offered to students who have completed Japanese for Communication II or have an equivalent level. Students will continue to engage in more complex daily conversation and will read and write more <i>kanji</i> . Students will be able to use various types of Japanese including polite Japanese and informal conversation styles.
Japanese for Communication IV	This subject is offered to students who have completed Japanese for Communication III or have an equivalent level. Students will be able to engage in conversations in various situations and make short presentations on familiar topics in Japanese. Students will also be able to read and write short paragraphs on familiar topics relating to personal interests and practical needs.

For Students who did not take the Placement Test at the time of enrollment:

1. Students must take a placement test prior to the beginning of the semester they intend to take a Japanese language subject.
2. Placement tests are conducted twice per Academic Year: in late March and mid-September.
3. Students who want to take the placement test must apply in advance.
4. Students who will be taking the placement test must register for the subject level in which they are placed in during **Course Registration Period B** for that semester.

Please check the Graduate School webpage regularly for details on schedules, application periods, etc.

2-4. Accelerated Completion Program

Length of Study (standard or accelerated completion, changes to program length, etc.)

Upon enrollment at APU students are required to submit a Program Registration form indicating the intended length of study (2 years, 1.5 years or 1 year) at APU and their tuition will be billed according to the registered program length (see p.80 for tuition fee schedule). Students who wish to complete the Master's Program in less than 2 years will be required to submit an application including a research plan shortly after enrollment, in addition to the Program Registration form. All students accepted into the accelerated completion programs will be subject to further assessment.

Application for study in the Accelerated Completion Programs will be allowed only within 2 weeks of the commencement of the first semester of enrollment; reducing the program completion length will no longer be possible after this period. An additional application will be required if a student wishes to extend the program completion length.

Note: IMAT students cannot apply for accelerated completion.

The accelerated completion criteria are as follows:

■ At the time of enrollment:

1. submission of a research plan which includes the theme of the study, the research schedule and also any record of published papers, conference presentations or future presentation plans.

Approval for accelerated completion is decided by the supervisor and the Dean and will depend on whether the research plan is deemed suitable for completion within 1 or 1.5 years.

■ While enrolled:

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Programs will be carried out at the end of the 1st semester for 1-year completion program students and at the end of the 2nd semester for 1.5-year completion program students according to the following criteria:

1. submission of the research topic, research objective, expected outcome and the research plan that meets the Accelerated Completion Program standards;
2. completion of 16 credits or more from the credits required for program completion for students studying under the 1-year completion program or completion of 22 credits or more from the credits required for program completion for those studying under the 1.5-year completion program.

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet the above criteria, s/he will be automatically re-enrolled in the Standard Completion Program of 2 years.

	Accelerated Completion Programs (1 year, 1.5 years)
Application Period	Within 2 weeks of the commencement of the first semester
Application Materials	<ul style="list-style-type: none"> ● <u>At the time of enrollment:</u> Application form and submission of a research plan ● <u>While enrolled:</u> Submission of a research proposal
Assessment Criteria	<p><u>1 year Completion Program</u></p> <ul style="list-style-type: none"> ● <u>At the time of enrollment:</u> <ul style="list-style-type: none"> - Whether the research plan is deemed suitable for completion in 1 year ● <u>At the end of the 1st semester:</u> <ul style="list-style-type: none"> - Whether the research proposal meets the standards for accelerated completion - Completion of 16 credits or more required for program completion <p><u>1.5 years Completion Program</u></p> <ul style="list-style-type: none"> ● <u>At the time of enrollment:</u> <ul style="list-style-type: none"> - Whether the research plan is deemed suitable for completion in 1.5 years ● <u>At the end of the 2nd semester:</u> <ul style="list-style-type: none"> - Whether the research proposal meets the standards for accelerated completion - Completion of 22 credits or more required for program completion

2-5. Seminars

Operation of Seminars

Students will be registered for Seminars following the schedule below in accordance with their enrollment status (program completion length, semester of enrollment, supervisor).

Seminars are designed to help students with the preliminary readings and research, determination of a research topic, and to start systematic research and data collection. These subjects are also designed to assist students in their individual research, leading to the production and completion of a Master's Thesis or a Research Report.

1. All students must take Seminars consecutively from the first semester through the last semester of enrollment.
2. Students must complete one of the three Research Projects (Research Project I, II or III) **and** the Final Research Project.
3. The Master's Thesis or the Research Report is to be submitted during the semester in which Final Research Project is registered.

※During the course of study, students must take seminars as designated below.

Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester
2-year Standard Completion	Research Project I	Research Project II	Research Project III	Final Research Project
1.5-year Accelerated Completion	Research Project I	Research Project II	Final Research Project	Program Completion
1-year Accelerated Completion	Research Project I	Final Research Project	Program Completion	

Seminars will consist of two elements:

Individual Supervision

At the **First Seminar Meeting**, students will discuss their research interests with faculty members within their affiliated Division; one faculty member will be appointed as supervisor for each student. The student will meet with his/her supervisor on an individual or small group basis. After the **First Seminar Meeting**, all consecutive meetings are scheduled individually between supervisors and students.

Joint Research Presentations

Joint Research Presentations will be held within each Division at least once per quarter and all faculty members and students shall attend the Joint Research Presentations within their Division. These presentations provide students with opportunities to present their research and receive feedback from faculty members other than their supervisors. Moreover, students in their final semester must do a presentation by no later than 2 weeks before the Master's Thesis / Research Report submission deadline. However, this may not apply to students who have presented at the RCAPS annual conference, IAAPS conference, or other international conferences or seminars.

Research Project I for New Enrollees

New enrollees will be automatically registered for “Research Project I SA / FA” under the name of the Dean of the Graduate School of Asia Pacific Studies. Students **must** meet with relevant instructors at the **First Seminar Meeting**, so that a supervisor may be assigned. Within one month of the First Seminar Meeting, the Division Head will determine students' supervisors and the Academic Office will update students' registration accordingly. Students should confirm their registration via Campusmate during Correction Period II. The **First Seminar Meeting** will be held by Division at a designated time and place. Refer to the orientation handouts and the Graduate School webpage for more information.

2-6. Master's Thesis and Research Report Requirements

All students should review the procedures related to the Master's Theses and Research Reports submitted in the Graduate School of Asia Pacific Studies. This information is summarized in the flow chart on the following page. Refer to the "AY2014 Curriculum GSAM Procedures for Master's Theses and Research Reports" (see p.28-35 for details) for more information on requirements and examination procedures. Information on Master's Thesis and Research Report binding can also be found on the Graduate School webpage.

Features common to both Master's Thesis and Research Report:

1. They follow the same format (refer to "AY2014 Curriculum GSAM Procedures for Master's Theses and Research Reports").
2. They require a submission and approval of a research proposal, outlining the topic, before the start of research.
3. They require presentation at the Joint Research Presentation prior to submission.
4. They are approximately 15,000 words long.
5. They are submitted and examined within the same deadline and according to the same procedures.
6. They are examined by two faculty members – the supervisor and another professor.

Characteristics:

Master's Thesis	Research Report
<ol style="list-style-type: none"> 1. Specific analytical frameworks with extensive literature review, research questions, and hypotheses as well as explicit methodology that is common to a given academic field. 2. The empirical findings contain originality and contribute something new to the existing academic field. 	<ol style="list-style-type: none"> 1. It is recommended that analytical frameworks be set up; however, this is not compulsory. Research background and research objectives are clearly indicated. 2. Collecting sufficient data and evidence to attain research objectives and analysis of this data in a logical manner towards reaching certain conclusions is required. It is not mandatory to contribute anything new to the existing academic field.

Research Proposal

All students must submit a research proposal approved by their supervisors for examination by the Division. Students enrolled in the 2-year standard completion and 1.5-year accelerated completion programs must submit their research proposals in their second semester while those enrolled in the 1-year accelerated completion program – in their first semester. Students should check the Graduate School webpage for further details about research proposal submission.

Compliance with Research Ethics

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive and socially beneficial research. The Ritsumeikan Asia Pacific University Research Ethics Guidelines and the Ritsumeikan Asia Pacific University Guidelines of Ethical Conduct in Research Involving Human Subjects outline the standards for research ethics at the University. All students conducting research must fully comprehend and comply with these guidelines. Refer to p. iii - v for the complete guidelines.

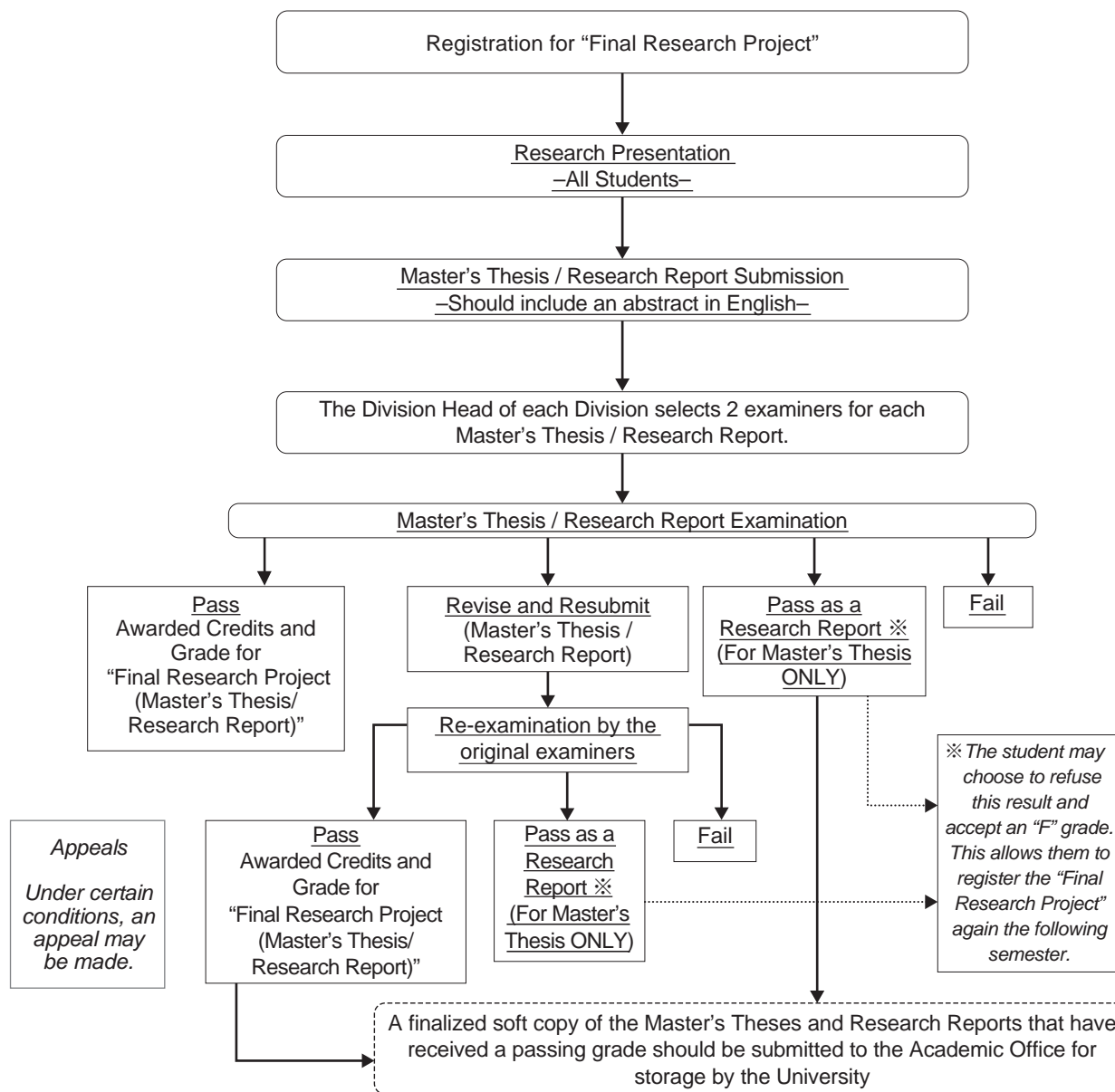
Writing Support for Students

As outlined in Section "1-8. Examinations, Final Reports and Other Written Assignments", plagiarism is the use of copyrighted work without acknowledgement or proper citation and is an illegal act subject to severe penalties. In order to aid students to prepare their academic written assignments and to check their reports are sufficiently cited, the University will create accounts for all students in their final semester in a designated online writing support software. All students will be required to submit a soft copy of their thesis / report to this software. Further details will be provided at the beginning of every semester. Additionally, information on proper citation, etc. can be found on the Graduate School webpage or through class instructors.

Archiving of the Master's Thesis / Research Report

A final soft copy of all Master's Theses and Research Reports that have received a passing grade must be submitted to the Academic Office for storage by the University. Copies of Master's Theses and Research Reports will be archived in the APU Library. Upon permission by the student, the final version of the Master's Thesis / Research Report will be also uploaded onto the APU online repository R-Cube. The University does not bind Master's Theses and Research Reports for students. Information regarding binding Master's Theses / Research Reports for personal use is available on the Graduate School webpage.

Examination Flow for the GSAM Master's Thesis and Research Report



Submission of Research Proposal

All students must submit a **Research Proposal** for examination by their Division by the deadlines below. The examination results will be announced to students. Forms can be found on the Graduate School webpage.

Submission Period: 1 year completion : 1st semester
1.5 & 2 years completion : 2nd semester
Spring Semester: the last working day on or before June 30
Fall Semester: the last working day on or before January 10

Submission Location: Academic Office

Announcement of Examination Results:

Spring Semester: the last working day on or before August 5,
Fall Semester: the last working day on or before February 10

Submission Deadlines for the Master's Theses and Research Reports

	Spring Semester	Fall Semester
Submission	The last working day on or before June 15	The last working day on or before December 18
Notification of the Examination Results	The last working day on or before July 5	The last working day on or before January 10
Resubmission	The last working day on or before July 25	The last working day on or before January 30
Notification of the Final Results	The last working day on or before August 5	The last working day on or before February 10

*Master's Theses / Research Reports must be submitted in person to the Academic Office and all notification results must also be received in person. E-mailed / posted documents will not be accepted.

2014 年度カリキュラム アジア太平洋研究科博士前期課程 (GSAM) 論文審査の手続き
Procedures for the Master's Thesis and Research Report in the
Graduate School of Asia Pacific Studies Master's Program (GSAM) under the AY2014 Curriculum

1. 修士学位論文委員会

本研究科の各研究分野 (Division) 内に、修士学位論文委員会を設け、各研究分野に所属する学生の修士論文・研究レポートの課題決定、審査、評価を行う。

1. Master's Thesis Committee

A Master's Thesis Committee will be established within each Division to administer the procedures for Master's Theses and Research Reports within the Division, including approval of the theme, examination, and evaluation.

2. 修士学位論文委員会の構成

修士学位論文委員会は、1名の委員長と2名の委員からなり、研究分野長 (Division Head) が委員長を務め、2名の委員を各研究分野の所属教員の中から推薦し、研究科長が承認する。委員を務めることができる同一研究分野の教員数が3名に満たない場合、研究科長もしくは副研究科長が委員を任命する。

2. Master's Thesis Committee Structure

A Master's Thesis Committee shall consist of one chairperson and two members. The Division Head shall chair the Master's Thesis Committee and shall recommend the two members from within the Division for approval by the Dean. In the case that the number of available Division members is less than three, the Dean or the Associate Dean shall appoint the other member(s).

3. 修士論文・研究レポート

アジア太平洋研究科博士前期課程における修士学位取得のためには、修士論文・研究レポートを提出しなければならない。学生の所属する専攻 (Major)、研究分野内の教員1名が指導教員となる。修士論文・研究レポートは、文献目録、付録を除いた本文が、約15,000語を目安とする。ただし、文字数はディシプリンによって異なる場合があるため、各研究分野で別途定める場合がある。日本語の場合は、英語の修士論文・研究レポートに見合う長さとする。

3. Master's Thesis or Research Report

A Master's Thesis or Research Report is required for a Master's Degree in GSA. A faculty member within the Major and Division to which the Master's student is affiliated will become the student's supervisor. The length of a Master's Thesis/Research Report shall be approximately 15,000 words long, not counting the bibliography and any appendices. However, the length may vary depending on the discipline and shall be set by the Division. In the case of Japanese language, the length shall be equivalent to the standards set for English language Master's Theses and Research Reports.

4. 修士論文・研究レポートの言語

英語を原則とし、英語の要約をつける。しかし、論文の根拠となるデータや研究記録の大半が日本語による場合など、日本語による執筆が学生にとってより有意義である場合には、研究科長による承認を条件とし、日本語での修士論文・研究レポートを認めることがある。そのような場合でも、長文の英語要約の提出は求められる。

4. Master's Thesis/Research Report Language

The Master's Thesis or Research Report should normally be presented in English and, as a general rule, each submitted Master's Thesis or Research Report should include an abstract in English. However, in the case that it is to the advantage of the student to present his/her Master's Thesis/Research Report in Japanese due to the original data and research materials being mostly found in Japanese sources, etc., the student may be allowed to do so upon approval by the Dean. In such cases, an extended abstract in English must be provided.

5. 合同発表会

クォーター毎に各研究分野内にて合同発表会を実施する。この発表会では学生が、各研究分野の所属教員と他の学生に対し、研究主旨および修士論文・研究レポートの執筆状況についてプレゼンテーションを行う。最終セメスターの学生に修士論文・研究レポートの最終締め切りの2週間前までに発表を行うことを義務付ける。

5. Joint Research Presentations

Joint Research Presentations within each Division will be held every quarter. In these presentations, students will present the main points and current progress of their research to the faculty members and students affiliated with their Division. All students in their final semester should give their presentations at least 2 weeks before the Master's Thesis/Research Report submission deadline.

6. 研究計画書の承認

指導教員の承認を受けた上で、研究計画書を第15項の表1に定める期日までにアカデミック・オフィスへ提出し、研究分野内で審査を受けなければならない。

6. Research Proposal Approval

Students are required to submit a Research Proposal approved by their supervisor to the Academic Office for examination by the Division as stipulated in Table 1, Clause 15.

7. 修士論文・研究レポート提出

修士論文・研究レポートのハード・コピー2部とソフト・コピー1部を第19項の表2に定める期日までにアカデミック・オフィスへ提出しなければならない。審査書類としては、修士論文・研究レポートのハード・コピーを正とし、ソフト・コピーを副とする。

7. Master's Thesis/Research Report Submission

Students must submit two hard copies and one soft copy of their Master's Thesis/Research Report to the Academic Office as stipulated in Table 2, Clause 15. The hard copy will serve as the primary source for examination while the soft copy will serve as an auxiliary source.

8. 修士論文・研究レポートの形式

修士論文・研究レポートは、基本的に以下の項目を含む。

1. 表紙、2. 目次（内容の詳細を十分に記述していること）、3. 宣誓（データの偽造、剽窃のないこと）、4. 謝辞（サポートや指導を受けた対象に対して）、5. 要約、6. 本文、7. 結語、8. 参考文献、9. 付録（本文に添えて補強する資料）

8. Master's Thesis/Research Report Format

In principle, a Master's Thesis/Research Report should contain the following:

1. Title Page, 2. Table of Contents (should describe the contents in sufficient detail), 3. Certification Page (that the Master's Thesis/Research Report contains only original and/or properly referenced material), 4. Acknowledgements (for any support and advice given), 5. Summary of Main Arguments, 6. Main Text, 7. Conclusions, 8. References, 9. Appendices (supporting material in addition to the main text)

9. 修士論文・研究レポート審査員

2名の学内教員が修士論文・研究レポートの審査を行う。審査員のうち1名は指導教員とし、1名は同一の研究分野の教員から研究分野長が指名する。ただし、異なる研究分野から審査員を選任することもできる。研究分野長が指導教官の場合、研究科長または副研究科長が第二審査員を指名する。審査員の氏名は互いに開示される。

9. Examiners

Two (2) faculty members will examine the Master's Thesis/Research Report. The supervisor will be one of the examiners and the other examiner will be appointed by the Division Head from within the Division. However, examiners from different Divisions may also be selected. In the case that the Division Head is the student's supervisor, the Dean or the Associate Dean shall appoint the second examiner for them. The examiners will be advised of each other's names.

10. 審査基準

修士論文・研究レポートは区別なく、同じ締め切り・手順で提出され、審査される。

提出する修士論文・研究レポートは、アジア太平洋研究科の修士論文・研究レポートとしてふさわしい質と量、内容と水準を満たしていなければならない。

修士論文には以下の2点が求められる。

- 1) 所与の学術分野に共通する明確な方法論とともに、広範囲な文献レビュー、研究課題および仮説を備えた特定の分析枠組みを含むこと。
- 2) 実証した結果が独創性を含み、既存の学術分野において新たな貢献をもたらしていること。

研究レポートには以下の2点が求められる。

- 1) 研究の背景および研究目的が明示されていること。分析枠組みを提示することが望ましいが必須ではない。
- 2) 研究目的に到達するための十分なデータと証拠を収集し、かつ一定の結論に向けて論理的な方法で、収集したデータと証拠が分析されていること。しかし、必ずしも既存の学術分野に新たな貢献をもたらすことは必須ではない。

10. Examination Standards

All Master's Theses and Research Reports shall be submitted and examined by the same deadline and according to the same procedures.

Master's Theses/Research Reports submitted should be of the appropriate quality and quantity, content, and standard for a Master's Thesis/Research Report in the Graduate School of Asia Pacific Studies.

A Master's Thesis shall include the following two characteristics:

- 1) Specific analytical frameworks with extensive literature review, research questions, and hypotheses as well as explicit methodology that is common to a given academic field.
- 2) The empirical findings contain originality and give something new to the existing academic field.

A Research Report shall include the following two characteristics:

- 1) Research background and research objectives are clearly indicated. It is recommended that analytical frameworks be set up; however, this is not compulsory.
- 2) Collecting sufficient data and evidence to attain research objectives and analysis of this data in a logical manner towards reaching certain conclusions is required. It is not mandatory to contribute anything new to the existing academic field.

11. 審査手順

11-1 審査

審査員は提出された修士論文・研究レポートに基づき審査を行う。ただし、論文提出者に対し、追加の審査を筆記、口頭、実技によって要求できる。

審査員は合議を経て下記の評価結果のいずれかを選択し、修士学位論文委員会に提出する。

- 1) 合格（修士論文・研究レポートは合格水準に達している）
- 2) 修正の上、再提出（修士論文・研究レポートは再審査のために修正の上、再提出が必要である）
- 3) 研究レポートとして合格（※修士論文のみ対象）
- 4) 不合格（修士論文・研究レポートとして不合格である）

合議による評価結果に加え、各審査員は評価レポートを一部ずつ提出する。

「3) 研究レポートとして合格」と判定する場合

修士論文審査基準に満たないが、第10項に示す研究レポートとしての評価水準を満たすと認められる場合、研究レポートとして合格とする。

11. Examination Processes

11-1 The Examination

Examiners shall conduct the examination of the submitted Master's Theses/Research Reports. However, examiners may deem it necessary for students to undergo an additional written, oral, or practical examination.

The examiners shall submit only one mutually agreed upon evaluation result to the Master's Thesis Committee from among the following possible results:

- 1) Pass (the Master's Thesis/Research Report should be accepted as satisfactory)
- 2) Revise and Resubmit (the Master's Thesis/Research Report should be revised and resubmitted for re-examination)
- 3) Pass as a Research Report (※for Master's Theses only)
- 4) Fail (the Master's Thesis/Research Report should be rejected)

In addition to the mutually agreed upon evaluation result, each examiner shall submit an individual evaluation report to be presented to the student.

※ Judging a Master's Thesis as "3) Pass as a Research Report":

In the case that the Master's Thesis does not meet the examination standards for Master's Theses but meets those for Research Reports as outlined in Clause 10, the Master's Thesis may be passed as a Research Report.

11-2 審査結果の決定

審査員が判定した審査評価は、修士学位論文委員会で審議、承認され、研究科長もしくは副研究科長に報告し、最終確定される。

11-2 Determining the Examination Results

The examination evaluation given by the examiners shall be deliberated and approved by the Master's Thesis Committee. The approved results shall be reported to the Dean or the Associate Dean for determining the examination results.

11-3 審査結果の通知

審査結果、審査員名、審査員の評価レポートは学生に通知される。ただし、審査員は審査員名、あるいは評価の一部を学生に通知されないよう申請できる。

11-3 Notifying Students of the Examination Results

Students shall receive notification of the examination results.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested it shall not normally be preserved.

12. 再審査手順

12. Re-Examination Process

12-1 修士論文・研究レポートの修正

修士学位論文委員会によって修正が必要とされた場合、指導教員が修正作業を指導するが、研究科長あるいは修士論文委員会委員長は、その他の教員に依頼することもある。

12-1 Master's Thesis/Research Report Revision

When a student is required by the Master's Thesis Committee to revise a Master's Thesis/Research Report, the supervisor shall coordinate the process unless the Dean and/or Chair of the Master's Thesis Committee require another person(s) to assist in the coordination of the resubmission.

12-2 再審査

判定が「2) 修正の上、再提出」の場合、再審査は同じ審査員によって行われる。審査員は再提出された修士論文・研究レポートに基づき審査を行う。ただし、論文提出者に対し、追加の審査を筆記、口頭、実技によって要求できる。審査員は再度合議を経て下記の評価結果のいずれかを選択し、修士学位論文委員会に提出する。

- 1) 合格
- 3) 研究レポートとして合格 (※修士論文のみ対象)
- 4) 不合格

合議による評価結果に加え、各審査員は評価レポートを一部ずつ提出する。

12-2 Re-Examination

In the event of a student being required to undertake "2) Revise and Resubmit", the original examiners will re-examine the Master's Thesis/Research Report upon re-submission by the student. However, examiners may deem it necessary for students to undergo an additional written, oral, or practical examination. The examiners shall again submit only one mutually agreed upon evaluation result to the Master's Thesis Committee from among the following possible results:

- 1) Pass
- 3) Pass as Research Report (※for Master's Theses only)
- 4) Fail

In addition to the mutually agreed upon evaluation result, each examiner shall submit an individual evaluation report to be presented to the student.

12-3 再審査結果の決定

審査員が判定した再審査評価は修士論文委員会で審議、承認され、研究科長もしくは副研究科長に報告し、最終確定される。

12-3 Determining the Re-examination Results

The re-examination evaluation given by the examiners shall be deliberated and approved by the Master's

Thesis Committee. The approved result shall be reported to the Dean or the Associate Dean for determining the re-examination results.

12-4 再審査結果の通知

審査結果、審査員名、審査員の評価レポートは学生に通知される。ただし、審査員は審査員名、あるいは評価の一部を学生に通知されないよう申請できる。

12-4 Notifying Students of the Re-examination Results

Students shall receive notification of the re-examination results.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested it shall not normally be preserved.

13. ファイナル・リサーチ・プロジェクトの成績評価

指導教員は修士論文委員会の最終結果に基づき、ファイナル・リサーチ・プロジェクトの成績評価を行う。

・学生が研究レポートによる修了を望まない場合

審査の結果通知で「3) 研究レポートとして合格」とされた学生が、研究レポートとしての合格を望まず、次 Semester も在籍しファイナル・リサーチ・プロジェクトを再履修することを望む場合は、指導教員の承認を得て、結果通知後 1 週間以内にアカデミック・オフィスに書面を提出しなければならない。学生からの申し出は修士学位論文委員会で議論される。申し出が承認された場合、修士論文の判定結果は「不合格」となる。

13. Overall Evaluation for the Final Research Project

Supervisors shall evaluate the overall grade for the Final Research Project based on the Master's Thesis Committee's final decision regarding the Master's Thesis/Research Report.

In the event a student does not wish to complete the program via a Research Report: A student who is awarded "3) Pass as a Research Report", but who would rather remain enrolled and re-register for Final Research Project (Master's Thesis) in the following semester must submit a statement approved by his/her supervisor to the Academic Office within one (1) week of the announcement of the examination results. The student's request will be presented to the Master's Thesis Committee for approval and, if approved, then the Master's Thesis examination result will be changed to "4) Fail".

14. 不服申し立て

修士学位論文委員会の判定が"4) 不合格"または"3) 研究レポートとして合格"である学生は、その判定に対し不服申し立てを行うことができる。不服申し立てを行う場合、審査結果の通知ののち 1 週間以内に修士学位論文委員会宛に申立書を作成の上、アカデミック・オフィスに提出しなければならない。その申立書では、不服申し立てを行う理由が正確かつ明瞭に述べられていなければならない。不服申し立て審査の実施の可否は修士学位論文委員会と研究科長による検討の上、決定される。不服申し立て審査の実施が承認された場合、修士学位論文委員長、研究科長、ならびに提出された修士論文・研究レポートの分野に関連し、かつ、審査委員および研究指導に関わったことのない教員 1 名の、計 3 名から不服審査委員会が組織される。修士学位論文委員長または研究科長が不服申し立てを行った学生の指導教員である場合、第三者がこの委員会の一員として任命される。不服審査委員会は不服申し立ての進行手順および、学生に書面または口頭で不服申し立てを裏付ける更なる根拠を要求するかを決定する。不服申し立てのすべての関連資料および書類の内容を検討したのち、不服審査委員会はその申し立てを評価し、以下の審査結果のいずれかに決定する。

(1) 申し立てを棄却し、学生に通知した結果を変更しない。

(2) 申し立てを認容し、学生に通知した結果を「合格」または「研究レポートとして合格（修士論文のみ）」に変更する。

ただし、申し立てを審議する過程において、剽窃や不正行為等に関わる新たな証拠が発見された場合などには、「3) 研究レポートとして合格」という評価が与えられた修士論文の審査結果は「4) 不合格」に変更する。

やむを得ない事情がない限り、そのセメスターの卒業式までに、学生は適切なフィードバックと共に、審査結果の通知を受け取る。

14. Appeal Procedures

A student whose examination result is “4) Fail” or “3) Pass as a Research Report” may appeal that decision.

A student who wishes to appeal must submit a written appeal to the Academic Office addressed to the Master’s Thesis Committee within one (1) week of the announcement of the examination results. The submission must clearly [in a detailed and precise manner] state the grounds on which the appeal is based. The Master’s Thesis Committee in consultation with the Dean will review the submission and decide whether or not to accept the appeal for evaluation. If an appeal has been accepted for evaluation, an Appeals Committee shall be established consisting of the Chair of the Master’s Thesis Committee, the Dean and one other person who has recognized expertise in the area of the student’s Master’s Thesis/Research Report, but who ideally has neither previously examined nor supervised the Master’s Thesis/Research Report. In the case that the Chair of the Master’s Thesis Committee and/or the Dean is the student’s supervisor, a third person shall be appointed as a member of this Committee instead. The Appeals Committee will decide how to conduct the appeal and whether to require the student to present further evidence in written or oral form to substantiate the grounds of the appeal as stated in the original submission. After review and careful consideration of all related materials and documents, the Appeals Committee will determine the final evaluation of the case as follows:

- 1) Reject the appeal, in which case the result originally announced to the student remains unchanged.
- 2) Accept the appeal, in which case the result originally announced to the students will be changed to “1) Pass” or “3) Pass as a Research Report (for Master’s Theses only)”.

However, if in the process of evaluating the appeal new evidence of plagiarism, research misconduct, etc. is uncovered, a Master’s Thesis which was awarded an original examination result of “3) Pass as a Research Report” can be given a “4) Fail”.

The final result of the appeal accompanied by appropriate feedback will be announced to the student, barring any unavoidable circumstances, by the day of the Graduation Ceremony for that semester.

15. 審査日程

15. Time Schedule for All Programs for Completion

表 1 リサーチ・プロポーザル審査日程

Chart 1 Research Proposal Screening Schedule

	Spring Semester	Fall Semester
Submission	The last working day on or before June 30	The last working day on or before January 10
Notification of the Examination Results	The last working day on or before August 5	The last working day on or before February 10

※提出時期：

1 年修了 - 1 セメスター目

1.5 年と 2 年修了 - 2 セメスター目

※ Submission period:

1-year program completion: 1st semester of enrollment

1.5 & 2-year program completion: 2nd semester of enrollment

表 2 修士論文・研究レポート審査日程

Chart 2 Master's Thesis/Research Report Submission Schedule

	Spring Semester	Fall Semester
Submission	The last working day on or before June 15	The last working day on or before December 18
Notification of the Examination Results	The last working day on or before July 5	The last working day on or before January 10
Resubmission:	The last working day on or before July 25	The last working day on or before January 30
Notification of the Final Results	The last working day on or before August 5	The last working day on or before February 10
Appeal Procedure	Mid-August	Mid-February

16. 修士論文・研究レポートの保存と出版

合格とされた修士論文・研究レポートは、学生による最終版のソフト・コピー提出ののち、大学が恒久的な装丁を行う。装丁された修士論文・研究レポートは大学図書館に保存され、本学図書館利用者に閲覧を認める。大学としては修士論文・研究レポートを出版することはしないが、学生においてその費用を負担し、出版することができる。

16. Preservation and Publication of Master's Theses and Research Reports

After successful examination, students are required to submit a finalized soft copy of their Master's Thesis or Research Report for permanent binding by the University. Bound Master's Theses and Research Reports will be forwarded to the University Library, where they will be catalogued for APU Library users.

The University does not normally publish Master's Theses or Research Reports; however if desired, students may undertake publication at their own expense.

Section Three

Graduate School of Management

GSM

3 AY2014 Curriculum

3-1. Master's Degree Program and Basic Requirements

Degree Program

The degree program offered in the Graduate School of Management is as follows:

Degree type	Major	Degree Awarded on Completion
MBA	Management	Master of Business Administration

Educational and Research Objectives in the Graduate School of Management

The Mission of the Graduate School of Management is to cultivate creative well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

Basic Requirements for Completion

Students will be qualified for the degree upon successful completion of the following requirements:

1. **Period of Enrollment:** In principle, a student must be enrolled as a regular, full-time student in the Master's Program for 2 years. However, the degree may also be granted to outstanding students (see p.44) in less than two years. In this case, the minimum period of full-time enrollment is 1.5 years.
2. **Credit Requirements:** Students are required to earn 44 credits or more which must include all credits from Required Subjects and Seminars and 8 credits from Elective Subjects to complete the program.
3. **Research Project (Master's Thesis / Independent Final Report/ Internship based Case Study) Requirements:** All students must complete an extended piece of writing (Research Project), which presents the findings and conclusions of their individual research. GSM students may choose between 3 types of Research Projects: Master's Thesis, Independent Final Report or Internship based Case Study. All Research Projects must be approved in accordance with the University's examination procedures. For further details on requirements and examination procedures, see Section "3-6. Research Projects".

Conferral / Non-Conferral of Degrees

The GSM Faculty Council will review each student's credit record and results of the Research Project examinations (where applicable). Based on this review, the Completion Assessment Committee will decide whether or not to confer the degree. Students who cannot complete the program due to having failed to acquire the minimum number of credits required for completion or for having failed their Master's Thesis / Independent Final Report / Internship examination, may extend their enrollment and register for additional subjects, or withdraw from the program.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient has done anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

3-2. Course Requirements and Credit Registration Limits

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.

	Total number of classes per subject		Credits Awarded upon Completion
All Lecture Subjects	15 classes	Per Quarter / Session	2
All Seminars	15 (including individual supervision)	Per Semester	2
Japanese Language Subjects*	30	Per Semester	2

*Note: Survival Japanese 1 and Survival Japanese 2 are optional subjects and the credits earned will not count towards the credit requirements for program completion. Please refer to p.42-43 for details.

Credit Requirements for Completion

Students must acquire at least 44 credits for program completion. In addition to the designated minimum number of credits from Required Subjects (22), Elective Subjects (8) and Seminars (6), students must complete at least additional 8 credits from any of the subject categories listed below. For more information on evaluation procedures, standards, etc. see Section “1-4. Operation of Classes”. The GSM Subject List can be found on p.40.

	Minimum Required Credits	Credit Rules
Required Subjects	22	—
Elective Subjects	8	Students should register for subjects related to their chosen Specialization*. Any credits earned from Elective Subjects exceeding the minimum required credits of 8 will count towards the credits required for program completion.
Seminars	6	—
Core Related Subjects	—	Credits earned from Core Related Subjects will count towards the credits required for program completion **
TOTAL	44	*See below for a list of Specializations **Subjects from the Graduate School of Asia Pacific Studies will also be counted towards the 44-Credit Requirement for Program Completion.

Specializations

GSM students may specialize in one of the four fields listed below. Specialization requires completion of **at least** 4 Elective Subjects (8 credits) in addition to **Management Seminar I, II, and III, and a Research Project** within one of these fields. In addition, those who do not fulfill these requirements can still be conferred a Master’s degree, but without specialization.

Specialization
Japanese Management (JM)
Accounting and Finance (AF)
Marketing and Management (MM)
Innovation and Operations Management (IOM)

Credit Limits

GSM Model Registration – it is recommended that students register for courses as shown below.

	Maximum Credit Limit	2-year Standard Completion	1.5-year Accelerated Completion
1st Semester	22	16	16
2nd Semester	22	12	18
3rd Semester	22	10	10
4th Semester	22	6	—

Note: 1. Students will not be penalized or charged extra fees for earning more than 44 credits.

2. Upon acquisition of 44 credits and the fulfillment of all graduation requirements, students will be awarded a Master's (MBA) degree.

Students may not register for additional subjects after completing all graduation requirements.

AY2014 Curriculum Graduate School of Management (GSM) Subject List

		Requirement	Subjects	
Required Subjects	Analytical Foundations	22 Credits	Quantitative Analysis and Statistics	
			Managerial Economics	
	Core Business Fundamentals		Marketing	
			Finance	
			Leadership and Organization Behavior	
			Technology Management	
			Business Ethics	
			International Management	
			Accounting	
			Theories of Institutions	
Capstone	Strategic Management			
Elective Subjects	Specialization	Japanese Management	Financial Institutions and Markets	
			Management in Asia and Japan	
			Japanese Corporations and Asia Pacific	
			Management of Japanese Family Business	
			Quality and Operations Management	
		Hospitality Management		
		Accounting and Finance	Financial Institutions and Markets	
			Financial Accounting	
			Corporate Finance	
			Financial Engineering and Risk Management	
			Managerial Accounting	
		Marketing and Management	Management in Asia and Japan	
			Management of Japanese Family Business	
			Hospitality Management	
			Human Resource Management	
			Product Development Strategy	
	Marketing Strategy			
	Marketing Research			
	Innovation and Operations Management		Quality and Operations Management	
		Information Technology Management		
		Supply Chain Management		
		Entrepreneurship and New Business		
		National Innovation Systems		
		Project Management		
		Seminars	6 Credits	Management Seminar I
			Management Seminar II	
	Management Seminar III			
	Core Related Subjects	Core Related Subjects	—	Decision Making under Uncertainty
Management Information Systems				
Database Management				
Advanced Research Methods				
Japanese Language Subjects		Japanese for Communication I		
		Japanese for Communication II		
		Japanese for Communication III		
		Japanese for Communication IV		
		Total: 44 Credits	Any credits earned exceeding the minimum requirement for any of the above Subjects Categories as well as credits from subjects in the Graduate School of Asia Pacific Studies (GSA) will also count towards the 44-Credit Requirement for Program Completion.	

Note: All subjects are awarded 2 credits upon completion.

Last Update: March 2014

Subject Code	Subject Category	Specialization/Field	Subject Name	Credits
052010	Required Subjects	Analytical Foundations	Quantitative Analysis and Statistics	2
052020	Required Subjects	Analytical Foundations	Managerial Economics	2
052040	Required Subjects	Core Business Fundamentals	Marketing	2
052050	Required Subjects	Core Business Fundamentals	Finance	2
052074	Required Subjects	Core Business Fundamentals	Leadership and Organization Behavior	2
052094	Required Subjects	Core Business Fundamentals	Technology Management	2
062024	Required Subjects	Core Business Fundamentals	Business Ethics	2
062130	Required Subjects	Core Business Fundamentals	International Management	2
062144	Required Subjects	Core Business Fundamentals	Accounting	2
062154	Required Subjects	Core Business Fundamentals	Theories of Institutions	2
052060	Required Subjects	Capstone	Strategic Management	2
062080	Elective Subjects	JM/AF	Financial Institutions and Markets	2
062170	Elective Subjects	JM/MM	Management in Asia and Japan	2
062184	Elective Subjects	JM	Japanese Corporations and Asia Pacific	2
062194	Elective Subjects	JM/MM	Management of Japanese Family Business	2
062204	Elective Subjects	JM/IOM	Quality and Operations Management	2
062214	Elective Subjects	JM/MM	Hospitality Management	2
052084	Elective Subjects	AF	Financial Accounting	2
062060	Elective Subjects	AF	Corporate Finance	2
062070	Elective Subjects	AF	Financial Engineering and Risk Management	2
062120	Elective Subjects	AF	Managerial Accounting	2
062124	Elective Subjects	AF	Special Studies (Accounting and Finance)*	2
062030	Elective Subjects	MM	Human Resource Management	2
062140	Elective Subjects	MM	Product Development Strategy	2
062150	Elective Subjects	MM	Marketing Strategy	2
062160	Elective Subjects	MM	Marketing Research	2
062164	Elective Subjects	MM	Special Studies (Marketing and Management)*	2
062230	Elective Subjects	IOM	Information Technology Management	2
062231	Elective Subjects	IOM	Supply Chain Management	2
062232	Elective Subjects	IOM	Entrepreneurship and New Business	2
062301	Elective Subjects	IOM	National Innovation Systems	2
062303	Elective Subjects	IOM	Project Management	2
062314	Elective Subjects	IOM	Special Studies (Innovation and Operations Management)*	2
062324	Elective Subjects		Special Studies (Management)*	2
072070	Seminars		Management Seminar I	2
072071	Seminars		Management Seminar II	2
072072	Seminars		Management Seminar III	2
061534	Core Related Subjects		Decision Making Under Uncertainty	2
062404	Core Related Subjects		Management Information Systems	2
062504	Core Related Subjects		Database Management	2
062604	Core Related Subjects		Advanced Research Methods	2
066054	Core Related Subjects	Japanese Language Subjects	Japanese for Communication I	2
066064	Core Related Subjects	Japanese Language Subjects	Japanese for Communication II	2
066074	Core Related Subjects	Japanese Language Subjects	Japanese for Communication III	2
066084	Core Related Subjects	Japanese Language Subjects	Japanese for Communication IV	2
066034	Optional Subjects		Survival Japanese I	2
066044	Optional Subjects		Survival Japanese II	2
066094	Optional Subjects		Special Studies(Japanese)*	2

* These subjects will not be offered as lecture subjects. They are irregular subjects designed for credit transfer for students whose curriculum has changed.

3-3. Reference Information on GSM Subjects

Required Subjects

Required Subjects provide a comprehensive set of skill and knowledge so that students are able to move seamlessly into specialized studies. Required Subjects are further divided into 3 categories called: Analytical Foundations, Core Business Fundamentals and Capstone.

1. Analytical Foundations provide qualitative and quantitative tools to analyze, understand and apply to actual business situations.
2. Core Business Fundamentals include courses that spread across all the major areas of business.
3. Capstone help students integrate all the functional knowledge to develop effective strategies to deal with actual business situations.

Advanced Research Methods

“Advanced Research Methods” is a Core Related Subject aimed at guiding students how to design their research. GSM students planning to write a Master’s Thesis are strongly recommended to take this subject. The subject is worth 2 credits and will count towards the credits required for program completion.

Strategic Management

Students must take the “Strategic Management” subject as designated below.

- 2 years program completion: 3rd semester of enrollment
- 1.5 years program completion: 2nd semester of enrollment

Class Lettering

Each subject is followed by lettering, indicating the semester it is offered and the school to which the subject belongs. For example, a subject labeled with “SM” indicates that the subject is offered in the Spring Semester and is a GSM subject.

S: Spring	M: GSM Subject
F: Fall	A: GSAM Subject

Note: Seminars are lettered differently. While the first letter refers to the semester, the second letter refers to an affiliated supervisor. For example, seminars offered in the Spring Semester may be lettered SB, SC, SD and so forth, indicating different supervisors. Information on Seminars and their syllabi are updated on the Graduate School webpage prior to the beginning of every semester.

Japanese Language Subjects

Six Japanese language subjects for different skill levels will be offered for graduate students. These are not required subjects. Students should keep the following in mind when registering for any of these subjects.

Subject Name		Number of credits	Counted toward the Credits Required for Completion (GSM)	Grades
1	Survival Japanese I	2	No	Pass or Fail
2	Survival Japanese II	2	No	
3	Japanese for Communication I	2	Yes	Letter grade (A+ to C, F)
4	Japanese for Communication II	2	Yes	
5	Japanese for Communication III	2	Yes	
6	Japanese for Communication IV	2	Yes	

1. Students may register up to 1 subject per semester.
2. Each class is held for the duration of the semester.
3. Survival Japanese I and II are optional subjects and the credits earned will not count towards the credit requirements for program completion (44 credits); however, these credits count as part of the maximum credit limit set for each semester (22 credits).

4. Japanese language subjects for which a "pass" grade has been received will be listed on the Transcript of Academic Record.
5. Japanese for Communication I to IV will be offered as Core Related Subjects and credits earned from these subjects will count towards the credit requirements for program completion.
6. Students who want to take Japanese language subjects must sit a placement test to determine the subject level they can start at.
7. Students who passed the preceding subject level do not have to sit a placement test again to register for the next subject level.
8. Japanese for Communication I to IV will be letter graded and will be calculated in both semester and cumulative GPAs.
9. Further details and class syllabi for Graduate School Japanese subjects can be found on the syllabus system.

Subject Name	Subject Overview
Survival Japanese I	This subject is geared toward first-time learners of Japanese. Students will learn the basic of <i>hiragana</i> , <i>katakana</i> and some simple <i>kanji</i> . Basic grammar and vocabulary for everyday situations will be covered. Students will be able to obtain a good grasp of what kind of language Japanese is while leaning the basic conversation patterns.
Survival Japanese II	This subject is offered to students who have completed Survival Japanese I or have an equivalent level. Students will continue to develop introductory level of reading and writing <i>kanji</i> , and will expand the basic grammar. Students will be able to use more Japanese vocabulary, expressions and simple sentences in dialogue. They will be introduced to the written form of <i>kanji</i> through reading and writing exercises.
Japanese for Communication I	This subject is offered to students who have completed Survival Japanese II or have an equivalent level. Students will acquire a solid foundation of Japanese language. They will be able to engage in simple conversations and experience reading and writing short passages (with <i>kanji</i> they have learned) about familiar topics.
Japanese for Communication II	This subject is offered to students who have completed Japanese for Communication I or have an equivalent level. Students will be able to converse more fluently and confidently using more complex grammatical structures and vocabulary, and continue to increase their knowledge and recognition of <i>kanji</i> .
Japanese for Communication III	This subject is offered to students who have completed Japanese for Communication II or have an equivalent level. Students will continue to engage in more complex daily conversation and will read and write more <i>kanji</i> . Students will be able to use various types of Japanese including polite Japanese and informal conversation styles.
Japanese for Communication IV	This subject is offered to students who have completed Japanese for Communication III or have an equivalent level. Students will be able to engage in conversations in various situations and make short presentations on familiar topics in Japanese. Students will also be able to read and write short paragraphs on familiar topics relating to personal interests and practical needs.

For Students who did not take the Placement Test at the time of enrollment:

1. Students must take a placement test prior to the beginning of the semester they intend to take a Japanese language subject.
2. Placement tests are conducted twice per Academic Year: in late March and mid-September.
3. Students who want to take the placement test must apply in advance.
4. Students who will be taking the placement test must register for the subject level in which they are placed in during **Course Registration Period B** for that semester.

Please check the Graduate School webpage regularly for details on schedules, application periods, etc.

3-4. Accelerated Completion Program

Length of Study (standard or accelerated completion, changes to program length)

Upon enrollment at APU students are required to submit a Program Registration form indicating the intended length of study (2 years or 1.5 years) at APU and their tuition will be billed according to the registered program length (see p.81 for tuition fee schedule). Students who wish to complete the Master's Program in less than 2 years will be required to submit an application including a research plan shortly after enrollment, in addition to the Program Registration form. All students accepted into the accelerated programs will be subject to further assessment. Application for study in the Accelerated Completion Program will be allowed only within 2 weeks of commencement of the first semester of enrollment; reducing the program completion length will no longer be possible after this period. An additional application will be required if a student wishes to extend the program completion length.

The accelerated completion criteria are as follows:

■ At the time of enrollment

Approval for accelerated completion is decided by the Dean and will depend on whether the research plan is deemed suitable for completion within 1.5 years and also one of the following conditions:

1. the student received high evaluation for their admissions application
2. the student received work experience in highly specialized employment previous to entering APU

■ While enrolled

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Program will be carried out at the end of each semester according to the following criteria:

1. the student has successfully passed the Required Subjects offered each semester
2. the student's GPA is 3.0 or higher
3. the student's supervisor approves accelerated completion

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet any of the above criteria, s/he will be automatically re-enrolled in the Standard Completion Program of 2 years.

	1.5 years Accelerated Completion Program
Application Period	Within 2 weeks of the commencement of the first semester
Application Materials	<ul style="list-style-type: none"> ● <u>At the time of enrollment</u>: Application form and submission of a research plan
Assessment Criteria	<ul style="list-style-type: none"> ● <u>At the time of enrollment</u>: <ul style="list-style-type: none"> - Whether the research plan is deemed suitable for 1.5 year completion And satisfying one of the following conditions: <ul style="list-style-type: none"> - the admissions application has received high evaluation - work experience in highly specialized employment ● <u>At the end of every semester</u>: <ul style="list-style-type: none"> - Completion of all Required Subjects offered during the semester - 3.0 or higher GPA - Accelerated completion is approved by the supervisor

3-5. Seminars

Purpose of Seminars

The Seminars must help develop an inquiring mind in students and inform them that issues, research questions or hypotheses that they address need substantiation based on evidence and argument. They should train students about the method of collecting, synthesizing and drawing defensible conclusions based on data.

Operation of Seminars

All students must register for Seminars in accordance to their length of study, semester of enrollment, supervisor, etc. as designated in the chart below. The Seminars are designed to assist students their individual research, leading to the production of the Master's Thesis, Independent Final Report or Internship based Case Study. Students should choose a supervisor from within their Specialization. Students must register for seminar subjects in the designated periods. For more details on the contents of Management Seminars for each Specialization, read the relevant GSM Seminar syllabus on the Graduate School webpage.

Seminar Registration Schedule

Program Length	1st Semester			2nd Semester			3rd Semester			4th Semester		
	1st Quarter	2nd Quarter	Session Period	1st Quarter	2nd Quarter	Session Period	1st Quarter	2nd Quarter	Session Period	1st Quarter	2nd Quarter	Session Period
2-year Standard Completion	—	—	—	Management Seminar I	—	—	Management Seminar II	—	—	Management Seminar III	—	—
1.5-year Accelerated Completion	Management Seminar I	—	—	Management Seminar II	—	—	Management Seminar III	—	—	Program Completion		

*Note: Please carefully read the detailed seminar registration flow on p.48.

Individual Supervision

Students must submit a Management Seminar application form by the appropriate deadline. After their application is approved, students must register for seminars by themselves as designated in the table above. In these seminars, students will meet with their supervisors on an individual or small group basis once a week and all meetings are scheduled individually between supervisors and students.

Work in Progress Seminars

In these seminars, students will present their research proposal and the current progress of their Research Project to the Research Projects Committee. All students registered for Management Seminar II should give a presentation. Work in Progress Seminars are open to all students and faculty members to attend and will be organized during Quarter 1 of every semester.

The presentation given at the Work in Progress Seminars should include the research topic, the hypothesis and research questions, the importance of the research, review of related literature, methods of data collection and other specified information.

3-6. Research Projects

Types of Research Projects

There are three types of Research Projects: Master's Thesis, Independent Final Report and Internship based Case Study. The Research Projects are "capstone" experiences and thus should draw on and integrate the knowledge students gained in all the courses they have completed.

Characteristics of Research Projects

The Research Projects have a number of features in common:

1. Research Projects have the same format with some minor changes depending on their contents and structure.
2. Research Projects should clearly identify and define the issue addressed through the research.
3. Research Projects use concepts and theories to understand, explain, analyze and interpret empirical findings.
4. Research Projects require presentation at the Work in Progress Seminar when registered for Management Seminar II.
5. Research Projects are submitted within the same deadline.
6. Research Projects are examined by 2 examiners (including the supervisor).

However, the three types of Research Projects are different from one another. Their requirements are different and they address different audiences and issues.

The Master's Thesis

1. Should be created from wide-ranging and extensive survey of scholarly literature and analysis in accordance with the research topic, research question and hypothesis.
2. Should contribute to knowledge but may not address a practical business problem and provide feasible practical recommendations.
3. Should be 10,000 – 12,000 words in length.

The Independent Final Report

1. Must address real world issues, have practical value and provide feasible recommendations for solutions to these issues.
2. May include survey of reports that currently exist in relevant fields and may not be as comprehensive in their surveys of scholarly literature.
3. Should be 8,000 – 10,000 words in length.

The Internship based Case Study

1. Must be based on problems identified during an internship at a company or institution; the internship should be conducted according to the guidelines below.
2. Must address real world issues, have practical value and provide feasible recommendations for solutions to these issues.
3. May include surveys or case studies that currently exist in relevant fields and may not be as comprehensive in their surveys of scholarly literature.
4. Should be 6,000 – 8,000 words in length

Internship Guidelines

Students who have chosen the Internship based Case Study option are required to complete an internship. The internship program is designed to ensure that students assess the applicability of the concepts, theories they have learnt at the university, gather practical experiences and develop practical skills in dealing with actual situations. Depending on their interests, students may focus on any of the functional areas of management. Students who plan to avail the opportunities of internship, must develop skills in action research methods and case writing.

Arranging the internship

Students shall locate the internship destination on their own and submit a plan of their activities to their supervisor. The supervisor shall review the student's plan to determine whether the location is appropriate as an intern destination. In general, APU will not provide support

in arranging internships (internship destination, visa, permission from the company, etc).

Supervision

The APU supervisor will be the principal supervisor of the student. The student will submit a plan of the type of activities s/he plans to complete while in internship. Supervisors will assess the feasibility of the plan and advise the students accordingly. Students should also have a secondary supervisor. Students should choose one or more people from the internship host company to act as a supervisor during their internship and should ask that supervisor to submit a performance evaluation to their APU supervisor regarding the students' activities during the internship. The performance evaluation may be taken into account when grading seminars.

Length of the internship

Students should spend a total of 100 hours in the company or institution they intern at. Students should inform the University of the internship destination, duration, etc. before they start their internship. Upon returning from their internship, students should submit to the University any documents related to the internship.

Requirements for Research Projects

Research Projects should be submitted by the same deadline and examined according to the same procedures. Research Projects are examined by two (2) examiners including the supervisor.

All students should be aware of the procedures relating to the Research Projects. This information is summarized in the flow chart on p.49. Please also refer to the "Procedures for Research Projects in the Graduate School of Management (GSM) under the AY2014 Curriculum" for details on requirements and examination procedures (p.50-56). Information on Research Projects binding can also be found on the Graduate School webpage.

Compliance with Research Ethics

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive and socially beneficial research. The Ritsumeikan Asia Pacific University Research Ethics Guidelines and the Ritsumeikan Asia Pacific University Guidelines of Ethical Conduct in Research Involving Human Subjects outline the standards for research ethics at the University. All students conducting research must fully comprehend and comply with these guidelines. Refer to p. iii - v for the complete guidelines.

Writing Support for Students

As outlined in Section "1-8. Examinations, Final Reports and Other Written Assignments", plagiarism is the use of copyrighted work without acknowledgement or proper citation and is an illegal act subject to severe penalties. In order to aid students to prepare their academic written assignments and to check their reports are sufficiently cited, the University will create accounts for all students in their final semester in a designated online writing support software. All students will be required to submit a soft copy of their paper to this software. Further details will be provided at the beginning of every semester. Additionally, information on proper citation, etc. can be found on the Graduate School webpage or through class instructors.

Archiving of the Master's Thesis / Independent Final Report / Internship based Case Study

A final soft copy of all Master's Theses, Independent Final Reports and Internship based Case Studies that have received a passing grade must be submitted to the Academic Office for storage by the University. Copies of Master's Theses, Independent Final Reports and Internship based Case Studies will be archived in the APU Library. Upon permission by the student, the final version of the Master's Thesis / Independent Final Report / Internship based Case Study will be also uploaded onto the APU online repository R-Cube. The University does not bind Master's Theses, Independent Final Reports and Internship based Case Studies for students. Information regarding binding Master's Theses/ Independent Final Reports / Internship based Case Studies for personal use is available on the Graduate School webpage.

Registration Flow for Management Seminars

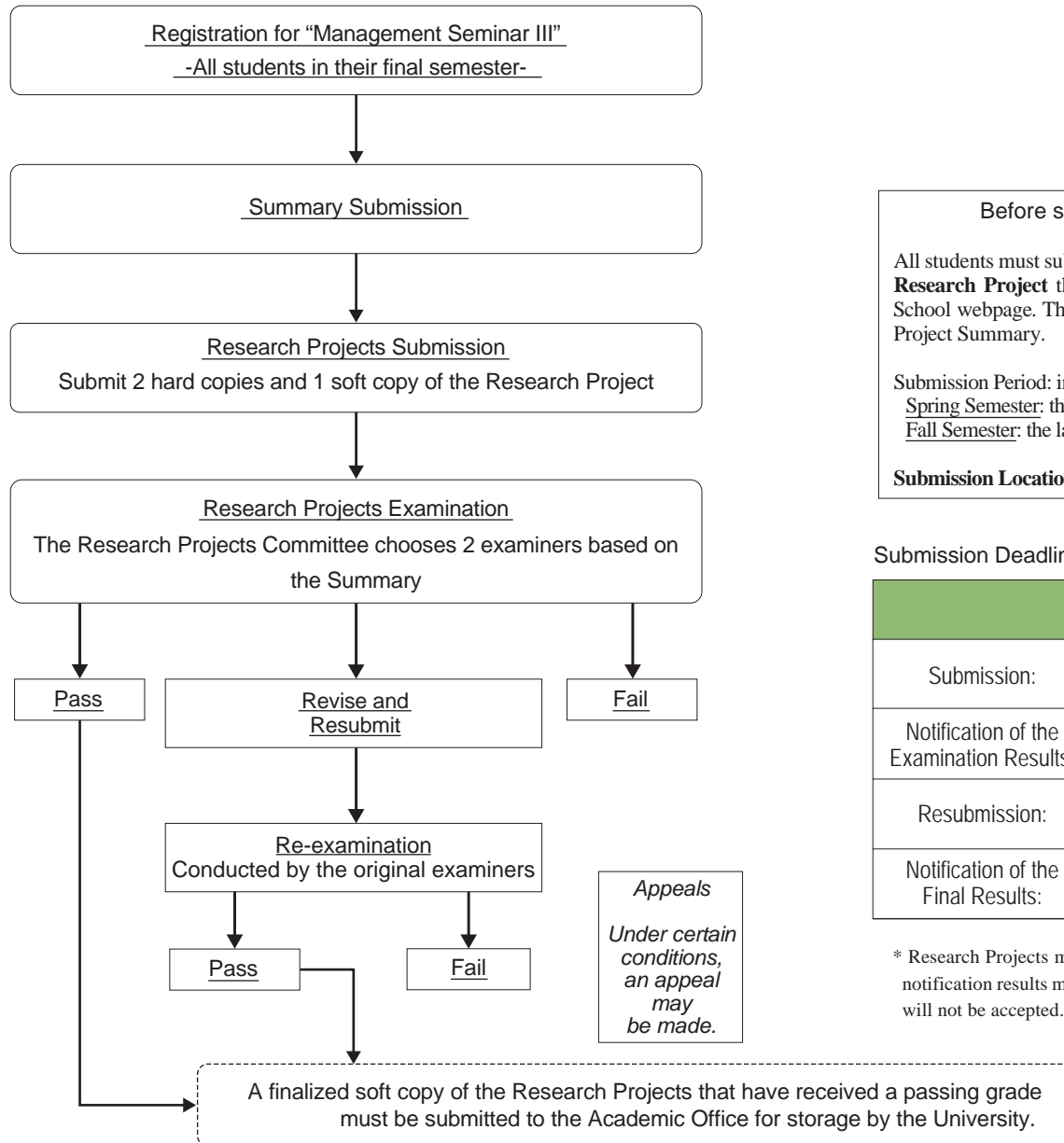
Standard Completion (2 years)

Semester	What:	When:	Where:
1	<u>First Seminar Meeting</u> Students will meet with professors from their ▼ Specialization	<u>First Wednesday of the semester</u>	Announced at the orientation session for new enrollees
	<u>Selection of Supervisors</u> Students should carefully consider the ▼ selection of their future supervisors	—	—
	<u>Management Seminar Application Form</u> The form should be signed by their future supervisor	Refer to the Graduate School webpage for details about submission deadlines	Submit to the Academic Office
2	<u>Registration for Management Seminar I</u>	Course Registration Period I and/ or II	Via CampusMate (as normal classes)
	<u>Begin research and data collection</u>	Meet with your supervisor <u>every week</u> at a time slot decided between you and the supervisor	—
3	<u>Registration for Management Seminar II</u>	Course Registration Period I and/ or II	Via CampusMate (as normal classes)
	<u>Presentation at the Work-in-Progress Seminar</u> Students will present the outline of their research and receive feedback	<u>By the end of the 1st Quarter</u>	Details are announced at the beginning of the semester
4	<u>Registration for Management Seminar III</u>	Course Registration Period I and/ or II	Via CampusMate (as normal classes)
	<u>Research Project Submission and Examination</u>	Refer to p.49-56 for details	—

Accelerated Completion (1.5 years)

Semester	What:	When:	Where:
1	<u>Registration for Management Seminar I (under the name of the Associate Dean)</u>	Course Registration Period	Via CampusMate (as normal class)
	<u>First Seminar Meeting</u> Students will meet with professors from their ▼ Specialization	<u>First Wednesday of the semester</u>	Announced at the orientation session for new enrollees
	<u>Meet with the Associate Dean</u>	<u>Every week</u> (by the end of the first month of enrollment)	Announced later
	<u>Report Selection of Supervisors</u> Students should submit a note signed by their ▼ selected supervisor	Refer to the Graduate school webpage for details about submission deadline.	Submit to the Academic Office
	<u>Begin research and data collection</u>	Meet with your supervisor <u>every week</u> at a time slot decided between you and the supervisor	—
2	<u>Registration for Management Seminar II</u>	Course Registration Period I and/ or II	Via CampusMate (as normal classes)
	<u>Presentation at the Work-in-Progress Seminar</u> The students will present the outline of their research and receive feedback	By the end of the 1st Quarter	Announced at the beginning of the semester
3	<u>Registration for Management Seminar III</u>	Course Registration Period I and/ or II	Via CampusMate (as normal class)
	<u>Research Project Submission and Examination</u>	Refer to p.49-56 for details	—

Examination Flow for the GSM Research Projects



Before submitting the Research Project

All students must submit a notice approved by their supervisor for the type of **Research Project** they are writing. Forms may be found on the Graduate School webpage. The notice should be submitted together with the Research Project Summary.

Submission Period: in the beginning of your final semester
Spring Semester: the last working day on or before April 25
Fall Semester: the last working day on or before October 20

Submission Location: Academic Office

Submission Deadlines for Research Projects

	Spring Semester	Fall Semester
Submission:	The last working day of May	The last working day of November
Notification of the Examination Results:	The last working day of June	The last working day on or before December 20
Resubmission:	The last working day on or before July 20	The last working day on or before January 15
Notification of the Final Results:	The last working day on or before August 5	The last working day of January

* Research Projects must be submitted in person to the Academic Office and all notification results must also be received in person. E-mailed / posted documents will not be accepted.

2014年度カリキュラム 経営管理研究科修士課程 (GSM) リサーチ・プロジェクト審査の手続き
Procedures for Research Projects in the
Graduate School of Management (GSM) under the AY2014 Curriculum

1. リサーチ・プロジェクトの種類

経営管理研究科修士課程 (GSM) における修士学位取得のためには、リサーチ・プロジェクトを提出しなければならない。リサーチ・プロジェクトは修士論文、ファイナル・レポート、インターンシップに基づくケース・スタディーのいずれかとし、学生は GSM 教員の中から選ばれた指導教員の下で作成を行う。

1. Research Projects

Submission of a Research Project is required for a Master's Degree in the Graduate School of Management (GSM). Research Project options include Master's Thesis, Independent Final Report or Internship-based Case Study, towards which completion every student works together with a GSM faculty member assigned as their supervisor.

2. リサーチ・プロジェクト審査委員会

本研究科内にリサーチ・プロジェクト審査委員会を設け、リサーチ・プロジェクトの審査および評価、ワーク・イン・プログレス・セミナーの企画ならびに実施を行う。

2. The Research Projects Committee

A Research Projects Committee will be established within GSM to administer the procedures for examination and evaluation of Research Projects and to arrange the work for Work in Progress Seminars.

3. リサーチ・プロジェクト審査委員会の構成

リサーチ・プロジェクト審査委員会は1名の委員長と2名の委員からなり、研究科長の推薦を受け、研究科委員会にて承認される。リサーチ・プロジェクト審査委員に研究科長、副研究科長を任命することもできる。任期は、半年とし、再任は妨げない。

3. Research Projects Committee Structure

The Research Projects Committee will consist of one chairperson and two members nominated by the Dean and appointed by the GSM Faculty Council, and may include both the Dean and Associate Dean. The term of appointment is six (6) months and members can be reappointed.

4. リサーチ・プロジェクトの言語と文字数

リサーチ・プロジェクトの言語は英語とする。文献目録、付録を除いたリサーチ・プロジェクトの文字数は下記の通りとする。

- ・修士論文: 10,000 語から 12,000 語
- ・ファイナル・レポート: 8,000 語から 10,000 語
- ・インターンシップに基づくケース・スタディー: 6,000 語から 8,000 語

4. Language and Length of Research Projects

Research Projects should be presented in English. The length of a Research Project, excluding the bibliography and any appendices, should be as follows:

- ・ Master's Thesis – 10,000 to 12,000 words;
- ・ Independent Final Report – 8,000 to 10,000 words;
- ・ Internship-based Case Study – 6,000 to 8,000 words.

5. ワーク・イン・プログレス・セミナー

毎セメスターの第一クォーターにワーク・イン・プログレス・セミナーを開催する。このセミナーではマネジメント・セミナー II を履修登録している全ての学生がリサーチ・プロジェクト審査委員会に対し、研究計画と研究進捗状況を発表する。このセミナーは公開されており、全ての学生、教員が参加することが出来る。

5. Work in Progress Seminars

Work in Progress Seminars will be organized during Quarter 1 of every semester. In these seminars, students will present their research proposal and the current progress of their Research Project to the Research Projects Committee. All students registered for Management Seminar II should give a presentation. Work in Progress Seminars are open to all students and faculty members to attend.

6. 要約提出

学生は最終セメスター時に以下に定める期限までにリサーチ・プロジェクトの種類を明記した上で、リサーチ・プロジェクトの要約をアカデミック・オフィスに提出しなければならない。

- ・春セメスター：4月25日までのオフィス開室日
- ・秋セメスター：10月20日までのオフィス開室日

6. Summary Submission

Students in their final semester must submit a summary of their Research Project accompanied by a notice of the type of Research Project to the Academic Office as stipulated below:

- ・ Spring Semester: the last working day on or before April 25
- ・ Fall Semester: the last working day on or before October 20

7. リサーチ・プロジェクト提出

リサーチ・プロジェクト2部（ハード・コピー）とソフト・コピー1部を別表1に定める期限までにアカデミック・オフィスに提出しなければならない。審査書類としては、リサーチ・プロジェクトのハードコピーを正とし、ソフト・コピーを副とする。

7. Research Project Submission

Students must submit two hard copies and one soft copy of their Research Project to the Academic Office as stipulated in Appendix 1. The hard copy will serve as the primary source for examination while the soft copy will serve as the auxiliary source.

8. リサーチ・プロジェクトの形式

リサーチ・プロジェクトは、基本的に以下の項目を含む。

1. 表紙、2. 目次（内容が分かるように詳細に）、3. 宣誓（データの偽造、剽窃のないこと）、4. 謝辞（支援および助言に対して）、5. 要約、6. 本文、7. 結語、8. 参考文献、9. 付録（本文に記載されていない関連資料）

8. Research Project Format

In general, Research Projects should contain the following:

1. Title Page, 2. Table of Contents (in sufficient detail), 3. Certification Page (indicating the contents of the Research Project as original and/or properly referenced), 4. Acknowledgements (for any support or advice received), 5. Summary, 6. Main Text, 7. Conclusions, 8. References, 9. Appendices (supporting material not in the main text)

9. リサーチ・プロジェクトの審査員

2名の学内教員がリサーチ・プロジェクトの審査を行う。審査員のうち1名は指導教員とし、1名はリサーチ・プロジェクト審査委員会の推薦に基づき研究科長が指名する。

9. Research Project Examiners

Two (2) faculty members will examine the Research Project. The supervisor will be one of the examiners and the other examiner will be appointed by the Dean on the recommendation of the Research Projects Committee.

10. 審査基準

リサーチ・プロジェクトは以下のような項目を審査基準とする。

1. 序論において、明確かつ説得力のある趣旨が述べられていること。
2. リサーチ・プロジェクトに独創性、学術上の重要性、ならびに革新性が認められること。
3. 研究課題および仮説が明確かつ独創的で、要点をおさえていること。
4. 問題意識が明確であり、研究課題が適切かつ独創的に設定されていること。
5. 関連した文献とその内容を十分に把握していること。
6. データ収集方法が研究課題に適切に結びついており、独創的であること。また、手法の技術的な問題について言及がなされていること。
7. 調査分析結果の記述や展開が明確で説得力があること。
8. 資料および論拠が豊富かつ適切であること。
9. 文章構成および文法の水準が高いこと。
10. 情報源が一貫しており、本文ならびに参考文献一覧に適切に引用されていること。
11. 全体の構成が論理的でわかりやすいこと。
12. 結論において、全体のまとめや問題点、ならびに今後の研究への課題が述べられていること。
13. 必要最低語数を満たし、規則に則った書式であること。

10. Examination Standards

Research Projects will be assessed based, among others, on the following criteria:

1. The introduction identifies the central argument clearly and eloquently;
2. The Research Project is creative, intellectually adventurous and leaps into new territory;
3. Research questions/hypothesis are defined in an original way and key components are identified;
4. The Research Project demonstrates clear awareness of the issue, its context and is defined in an original way;
5. The author demonstrates excellent overall grasp of relevant literature and of their individual parts;
6. Methods of data collection are linked to the research question in an original and imaginative way and all technical questions of methods are addressed;
7. Analysis of the findings is well defined, well developed and persuasive;
8. Evidence and source materials provided are rich, detailed and appropriate;
9. Sentence construction and grammar use demonstrate advanced academic skills;
10. Sources of information and ideas are consistently and correctly cited in the text and in the list of references;
11. The overall structure of the Research Project is logical and quickly apparent;
12. The conclusion summarizes, points out shortcomings, and identifies areas where further research is needed;
13. The Research Project is of the required length and conforms to the appropriate format.

11. 審査手順

11. The Examination Process

11-1 審査

リサーチ・プロジェクトの審査員は、下記の評価結果のいずれかを選択し、リサーチ・プロジェクト審査委員会に対し提出する。

- a) 合格 (Pass)
- b) 修正の上再提出 (Revise and Resubmit)
- c) 不合格 (Fail)

なお、審査員は審査に際し、筆記、口頭、実技による方法を用いることができる。評価結果に加え、各審査員は学生へ開示する評価レポートを一部ずつ提出する。

11-1 The Examination

The examiners of Research Projects will submit one of the following evaluations to the Research Project Committee:

- a) Pass;
- b) Revise and Resubmit;
- c) Fail.

Examiners may deem it necessary for students to undergo a further written, oral, or practical examination. In addition to the evaluation results, each examiner shall submit an individual evaluation report to be presented to the student.

11-2 審査結果の決定

審査員の審査評価に基づき、リサーチ・プロジェクト審査委員会は審査結果の判断を行う。

11-2 Determining the Examination Results

The Research Projects Committee shall make a decision on the examination results for a Research Project based on the examiners' evaluations.

11-3 審査結果の通知

別表に定める予定に基づき審査結果、審査員名、審査員の評価レポートは学生に通知される。ただし、審査員は結果の一部、あるいは審査員名が学生に通知されないよう申請できる。

11-3 Notifying Students of the Examination Results

Students shall receive notification of the examination results according to the schedule stipulated in Appendix 1.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested, it shall not normally be preserved.

11-4 リサーチ・プロジェクトの修正

リサーチ・プロジェクト審査委員会によって修正が必要とされた場合、指導教員が修正作業を指導するが、研究科長あるいはリサーチ・プロジェクト審査委員会委員長は、その他の教員に依頼することもある。修正されたりサーチ・プロジェクトは別表1に定める期限までに提出されなければならない。

11-4 Research Project Revision

When a student is required by the Research Projects Committee to revise the Research Project as a part of the examination process, the supervisor shall coordinate the process unless the Dean and/or Chair of the Research Projects Committee requires another person(s) to assist in the coordination of the revision. Revised Research Projects should be submitted as stipulated in Appendix 1.

11-5 再審査

リサーチ・プロジェクトの再審査は同じ審査委員が行う。各審査員の再審査評価は、下記のいずれかとする。

- a) 合格
- c) 不合格

なお、審査員は審査に際し、筆記、口頭、実技による方法を用いることができる。評価結果に加え、各審査員は学生へ開示する評価レポートを一部ずつ提出する。

11-5 Re-Examination

The original examiners will re-examine the Research Project upon re-submission by the student. In this case, re-examination results will be limited to:

- a) Pass;
- c) Fail.

Examiners may deem it necessary for students to undergo a further written, oral, or practical examination. In addition to the evaluation results, each examiner shall submit an individual evaluation report to be presented to the student.

11-6 再審査結果の決定

審査員の再審査の評価に基づき、リサーチ・プロジェクト審査委員会は審査結果の判断を行う。

11-6 Determining the Re-Examination Results

The Research Projects Committee shall make a decision on the re-examination results for the Research Project based on the examiners' evaluations after revision.

11-7 再審査結果の通知

別表に定める予定に基づき再審査結果、審査員名、審査員の評価レポートは学生に通知される。ただし、審査員は結果の一部、あるいは審査員名が学生に通知されないよう申請できる。

11-7 Notifying Students of Re-Examination Results

Students shall receive notification of the re-examination results according to the schedule stipulated in Appendix 1.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested, it shall not normally be preserved.

12. リサーチ・プロジェクトの評価

リサーチ・プロジェクト審査委員会はリサーチ・プロジェクトの審査結果の最終判断を行い、指導教員はマネジメント・セミナー III の成績評価を行う。

12. Research Project Evaluation

The Research Projects Committee shall make the final decision on the Research Project. The supervisor shall evaluate the grade for Management Seminar III.

13. 審査員間における審査結果の相違

審査過程において、審査員間でリサーチ・プロジェクトに対する審査評価が著しく異なる場合、審査員同士で審査評価について協議することが求められる。その上で審査評価が決まらない場合には、リサーチ・プロジェクト審査委員会にて審査結果を決定するために審査員が招聘される。同意が得られない場合には、研究科長が審査結果を決定する。

13. Discrepancies among Examiners' Evaluations

In the event that there is a discrepancy in examiners' evaluations, the examiners will be requested to reach a mutually agreed upon evaluation result for the Research Project. However, if the evaluation result has not yet been agreed upon, the examiners will be invited to attend the Research Projects Committee meeting to determine the final evaluation of the Research Project. If a consensus still cannot be reached, the Dean will make the final decision on the case.

14. 不服申し立て

リサーチ・プロジェクト審査委員会の判定が「c) 不合格」である学生は、その判定に対し不服申し立てを行うことができる。

不服申し立てを行う場合、審査結果の通知ののち1週間以内にリサーチ・プロジェクト審査委員会宛に申立書を作成の上、アカデミック・オフィスに提出しなければならない。その申立書では、不服申し立てを行う理由が正確かつ明瞭に述べられていなければならない。不服申し立て審査の実施の可否はリサーチ・プロジェクト審査委員会と研究科長による検討の上、決定される。不服申し立て審査の実施が承認された場合、研究科長が指名する教員3名によって構成される、不服審査委員会が組織される。

不服審査委員会の委員は：

- 1) 指導教員
- 2) リサーチ・プロジェクト審査委員会の委員
- 3) 研究科長

以外の者で組織される。

不服審査委員会は不服申し立ての進行手順および、学生に書面または口頭で不服申し立てを裏付ける更なる根拠を要求するかを決定する。不服申し立てのすべての関連資料および書類の内容を検討したのち、不服審査委員会はその申し立てを評価し、以下の審査結果のいずれかに決定する。

- 1) 申し立てを棄却し、学生に通知した結果を変更しない。
- 2) 申し立てを認容し、学生に通知した結果を「合格」に変更する。

ただし、申し立てを審議する過程において、剽窃や不正行為等に関わる新たな証拠が発見された場合などには、リサーチ・プロジェクトの審査結果は「c) 不合格」に変更する。

やむを得ない事情がない限り、そのセメスターの卒業式までに、学生は適切なフィードバックと共に、審査結果の通知を受け取る。

14. Appeal Procedures

A student whose examination result is “c) Fail” may appeal that decision.

A student who wishes to appeal must submit a written appeal to the Academic Office addressed to the Research Projects Committee within one (1) week of the announcement of the examination results. The submission must clearly [in a detailed and precise manner] state the grounds on which the appeal is based. The Research Projects Committee in consultation with the Dean will review the submission and decide whether or not to accept the appeal for evaluation. If an appeal has been accepted for evaluation, an Appeals Committee shall be established consisting of three (3) members appointed by the Dean. Members of this committee must not be:

- 1) the supervisor of the student who has filed the appeal,
- 2) members of the current Research Project Committee, or
- 3) the Dean.

The Appeals Committee will decide how to conduct the appeal and whether to require the student to present further evidence in written or oral form to substantiate the grounds of the appeal as stated in the original submission. After review and careful consideration of all related materials and documents, the Appeals Committee

will determine the final evaluation of the case as follows:

- 1) Reject the appeal, in which case the result originally announced to the student remains unchanged;
- 2) Accept the appeal, in which case the result originally announced to the student will be changed to “Pass”.

However, if in the process of evaluating the appeal new evidence of plagiarism, research misconduct, etc. is uncovered, the examination result of the Research Project will not change and will remain “Fail”.

The final result of the appeal accompanied by appropriate feedback will be announced to the student, barring any unavoidable circumstances, by the day of the Graduation Ceremony for that semester.

15. リサーチ・プロジェクトの保存と出版

合格とされたりサーチ・プロジェクトは、学生による最終版のソフト・コピー提出ののち、大学が恒久的な装丁を行う。装丁されたりサーチ・プロジェクトは大学図書館に保存され、本学図書館利用者に閲覧を認める。

大学としてはリサーチ・プロジェクトを出版することはしないが、学生においてその費用を負担し、出版することができる。

15. Preservation and Publication of Research Projects

After successful examination, students are required to submit a finalized soft copy of their Research Project for permanent binding by the University. Bound Research Projects will be forwarded to the University Library, where they will be catalogued for APU Library users.

The University does not normally publish Research Projects; however, if desired, students may undertake publication at their own expense.

別表 1

Appendix 1

	Spring Semester	Fall Semester
Research Project Submission	The last working day of May	The last working day of November
Notification of the Initial Screening Results	The last working day of June	The last working day on or before December 20
Resubmission after revision	The last working day on or before July 20	The last working day on or before January 15
Notification of the final results	The last working day on or before August 5	The last working day of January
Appeal Procedure	August	February

Section Four

**Graduate School of
Asia Pacific Studies
Doctoral Program**

GSAD

4-1. Doctoral Degree Program and Basic Requirements

Degree Program

The degree offered in the Graduate School of Asia Pacific Studies Doctoral Program is as follows:

Degree type	Major	Degree awarded on completion
Ph.D.	Asia Pacific Studies (APS)	Doctor of Philosophy in Asia Pacific Studies

Educational and Research Objectives in the Graduate School of Asia Pacific Studies, Doctoral Program

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degree who will contribute to sustainable development of and coexistence in the region.

Basic Requirements for Completion

Students will be qualified for the degree upon completion of the following requirements:

1. Period of Enrollment: In principle, a student must be enrolled as a regular, full-time student in the Doctoral Program for 3 years. However, the degree may also be granted to outstanding students who have completed credit requirements in less than 3 years. In this case, the minimum period of full-time enrollment is 2 years. The period of enrollment (2 or 3 years) must be decided upon entry to the Doctoral Program.
2. Credit Requirements: Students must obtain 30 credits to complete the program.
3. Doctoral Dissertation: Doctoral students must complete a Doctoral Dissertation presenting the findings and conclusions of their individual research. The Doctoral Dissertation may be submitted once candidacy is achieved. The Doctoral Dissertation will be approved in accordance to the University's screening procedures. For further details of the screening procedures, see section "4-4. Doctoral Candidacy and Doctoral Dissertation Screening".

Conferral / Non-Conferral of Degrees

The GSA Faculty Council will review each student's credit record and the results of the Doctoral Dissertation screening. Based on this, the Council will decide whether or not to confer the degree. Following final approval by the Higher Degrees Committee, the University President will confer the Doctoral Degree to successful candidates.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient has done anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

4-2. Course Requirements and Credit Registration Limits

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 Category	Credit Requirements for Degree Candidacy	Credit Requirements for Completion
Lecture Subjects	4	4
Seminar Subjects	8	12
Research and Presentations	10	10
Tutorials	2	4
TOTAL	24	30

Credit Limits

Doctoral students cannot register for more than the maximum credit limit each semester. Credit limits are as follows:

	Standard 3-year Completion Credit Limit	2-year Completion Credit Limit
1st Semester	6	14
2nd Semester	10	14
3rd Semester	6	6
4th Semester	10	4
5th Semester	6	—
6th Semester	4	—

List of GSAD Subjects

Subject Category	Requirement (Total 30 Credits)	Subjects
Lecture Subjects	4 Credits	Perspectives on Asia Pacific Studies ② *
		Theories for Asia Pacific studies ② *
Seminar Subjects	12 credits	Advanced Research on Asia Pacific Studies I ② *
		Advanced Research on Asia Pacific Studies II ② *
		Advanced Research on Asia Pacific Studies III ② *
		Advanced Research on Asia Pacific Studies IV ② *
		Advanced Research on Asia Pacific Studies V ②
		Advanced Research on Asia Pacific Studies VI ②
Research and Presentations	10 credits	Research Presentation ② *
		Research Paper I ④ *
		Research Paper II ④ *
Tutorials	4 credits	Tutorial I ② *
		Tutorial II ②

*required for Candidacy (24 credits in total)

○: Number of Credits

4-3. GSAD Subject Registration

Seminar Subjects

All students must register for lecture and seminar subjects following the schedules below in accordance with their semester of enrollment. Seminar subjects are designed to assist students in their individual research leading to the production and completion of a dissertation. Students will meet with supervisors for their seminar subjects on an individual basis, at times decided by the student and supervisor.

Spring Entry Seminar Registration Schedule

	Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	
Spring	Standard 3-year Completion	(Perspectives on Asia Pacific Studies)	(Theories for Asia Pacific Studies)	—	—	—	—	
		Advanced Research I	Advanced Research II	Advanced Research III	Advanced Research IV	Advanced Research V	Advanced Research VI	
		—	Research Paper I	Presentation	Tutorial I	Tutorial II	—	
		—	—	—	Research Paper II	—	—	
	2-year Completion	(Perspectives on Asia Pacific Studies)	(Theories on Asia Pacific Studies)	—	—	Program Completion		
		Advanced Research I/ II	Advanced Research III/IV	Advanced Research V	Advanced Research VI			
		Presentation	Tutorial I	Tutorial II	—			
		Research Paper I	Research Paper II	—	—			

Fall Entry Seminar Registration Timetable

	Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	
Fall	Standard 3-year Completion	(Theories on Asia Pacific Studies)	(Perspectives on Asia Pacific Studies)	—	—	—	—	
		Advanced Research I	Advanced Research II	Advanced Research III	Advanced Research IV	Advanced Research V	Advanced Research VI	
		—	Research Paper I	Presentation	Tutorial I	Tutorial II	—	
		—	—	—	Research Paper II	—	—	
	2-year Completion	(Theories on Asia Pacific Studies)	(Perspectives on Asia Pacific Studies)	—	—	Program Completion		
		Advanced Research I/ II	Advanced Research III/IV	Advanced Research V	Advanced Research VI			
		Presentation	Tutorial I	Tutorial II	—			
		Research Paper I	Research Paper II	—	—			

Subjects in () indicate lecture subjects.

Note: "Advanced Research" is the shortened title of the subject "Advanced Research on Asia Pacific Studies".

Japanese Language Subjects

Six Japanese language subjects for different skill levels will be offered for graduate students. Until AY2013, GSAD students were only allowed to audit Japanese language subjects; however, starting from AY2014, students will be able to register for them. Students should keep the following in mind when registering for any of these subjects.

Subject Name		Number of credits	Counted toward the Credits Required for Completion (GSAD)	Grades
1	Survival Japanese I	2	No	Pass or Fail
2	Survival Japanese II	2	No	
3	Japanese for Communication I	2	No	Letter grade (A+ to C, F)
4	Japanese for Communication II	2	No	
5	Japanese for Communication III	2	No	
6	Japanese for Communication IV	2	No	

1. Students may register up to 1 subject per semester.
2. Each class is held for the duration of the semester.
3. All Japanese language subjects are optional subjects and the credits earned will not count towards the credit requirements for program completion (30 credits), however, these credits count as part of the maximum credit limit set for each semester (see p.58).
4. Japanese language subjects for which a passing grade has been received will be listed on the Transcript of Academic Record.
5. Students who want to take Japanese language subjects must take a placement test to determine the subject level they can start at.
6. Students who passed the preceding subject level do not have to take a placement test again to register for the next subject level.
7. Japanese for Communication I to IV will be letter graded. However, grades from these subjects will not be calculated in either semester or cumulative GPAs.
8. Further details and class syllabi for Graduate School Japanese subjects can be found on the syllabus system.

Class Title	Course Overview
Survival Japanese I	This subject is geared toward first-time learners of Japanese. Students will learn the basic of <i>hiragana</i> , <i>katakana</i> and some simple <i>kanji</i> . Basic grammar and vocabulary for everyday situations will be covered. Students will be able to obtain a good grasp of what kind of language Japanese is while leaning the basic conversation patterns.
Survival Japanese II	This subject is offered to students who have completed Survival Japanese I or have an equivalent level. Students will continue to develop introductory level of reading and writing <i>kanji</i> , and will expand the basic grammar. Students will be able to use more Japanese vocabulary, expressions and simple sentences in dialogue. They will be introduced to the written form of <i>kanji</i> through reading and writing exercises.
Japanese for Communication I	This subject is offered to students who have completed Survival Japanese II or have an equivalent level. Students will acquire a solid foundation of Japanese language. They will be able to engage in simple conversations and experience reading and writing short passages (with <i>kanji</i> they have learned) about familiar topics.
Japanese for Communication II	This subject is offered to students who have completed Japanese for Communication I or have an equivalent level. Students will be able to converse more fluently and confidently using more complex grammatical structures and vocabulary, and continue to increase their knowledge and recognition of <i>kanji</i> .
Japanese for Communication III	This subject is offered to students who have completed Japanese for Communication II or have an equivalent level. Students will continue to engage in more complex daily conversation and will read and write more <i>kanji</i> . Students will be able to use various types of Japanese including polite Japanese and informal conversation styles.
Japanese for Communication IV	This subject is offered to students who have completed Japanese for Communication III or have an equivalent level. Students will be able to engage in conversations in various situations and make short presentations on familiar topics in Japanese. Students will also be able to read and write short paragraphs on familiar topics relating to personal interests and practical needs.

For Students who did not take the Placement Test at the time of enrollment:

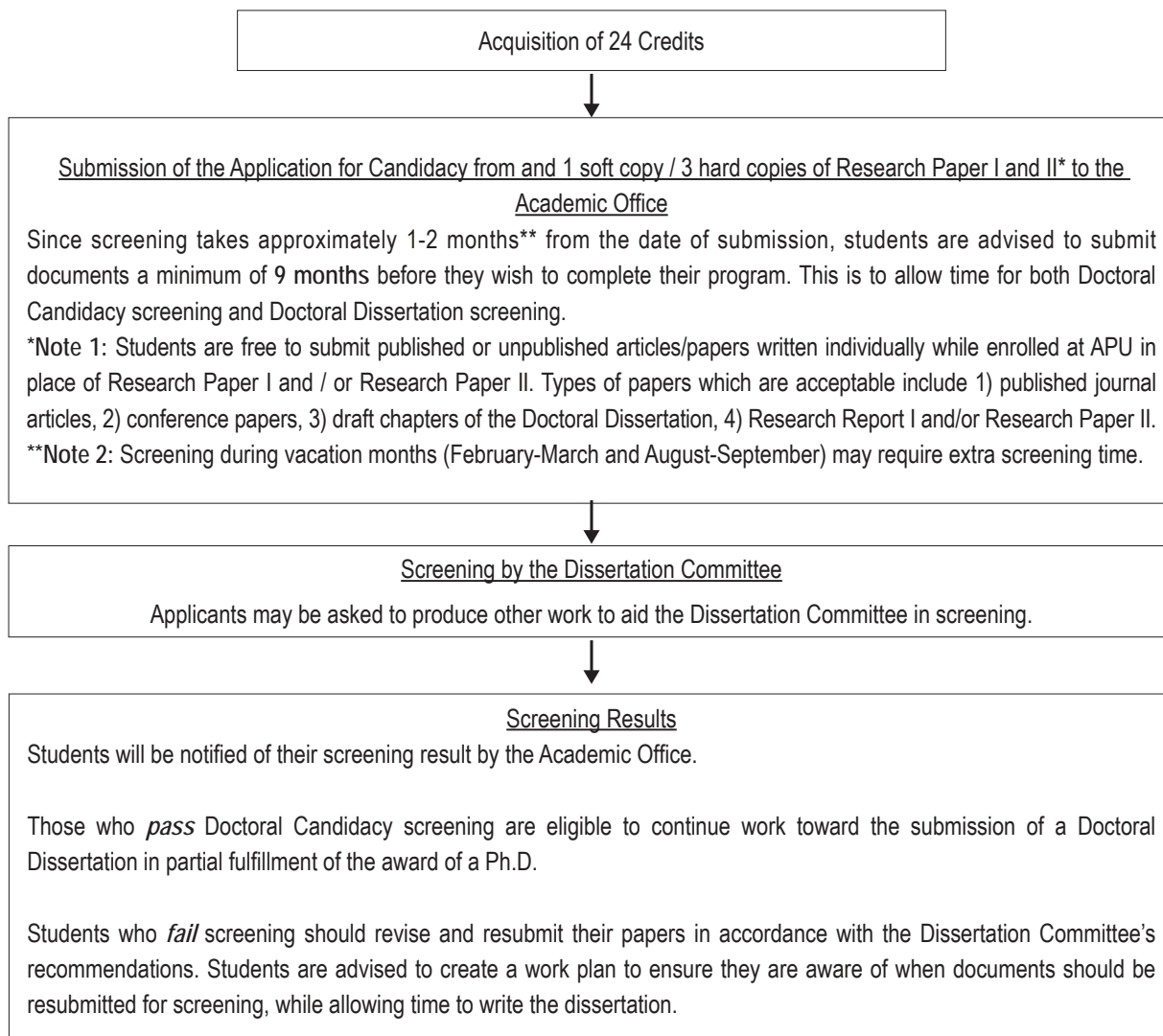
1. Students must take a placement test prior to the beginning of the semester they intend to take a Japanese language subject.
2. Placement tests are conducted twice per Academic Year: in late March and mid-September.
3. Students who want to take the placement test must apply in advance.
4. Students who will be taking the placement test must register for the subject level in which they are placed in during **Course Registration Period B** for that semester.

Please check the Graduate School webpage regularly for details on schedules, application periods, etc.

4-4. Doctoral Candidacy and Doctoral Dissertation Screening

Doctoral Candidacy

Applications for Doctoral Candidacy may be made after obtaining 24 credits as designated in the table on the top of p.58.



Refer to the Graduate School webpage, or visit the Academic Office for any questions regarding candidacy screening.

Candidacy application submission deadlines are scheduled as below. Exact dates can be found on the Graduate School webpage.

- Early July (for screening in the Spring Semester).
- Early January (for screening in the Fall Semester).

Doctoral Dissertations

Doctoral candidates may apply for Doctoral Dissertation screening after they have obtained candidacy.

Features of Doctoral Dissertations:

1. Dissertations should be the result of original investigation, and/or embody a critical appraisal or analysis of a primary or secondary source.
2. Dissertations should be deemed a contribution to a body of knowledge and be worthy of publication.

Dissertations are screened by three examiners chosen by the Dissertation Committee. All students should be aware of the procedures relating to the submission and screening of Doctoral Dissertations as outlined below and in the flow chart on p.64. Please also refer to the “Procedures for the Conferral of Doctoral Degree in the Graduate School of Asia Pacific Studies” (see p.67-74 for details) for more information on requirements and examination procedures.

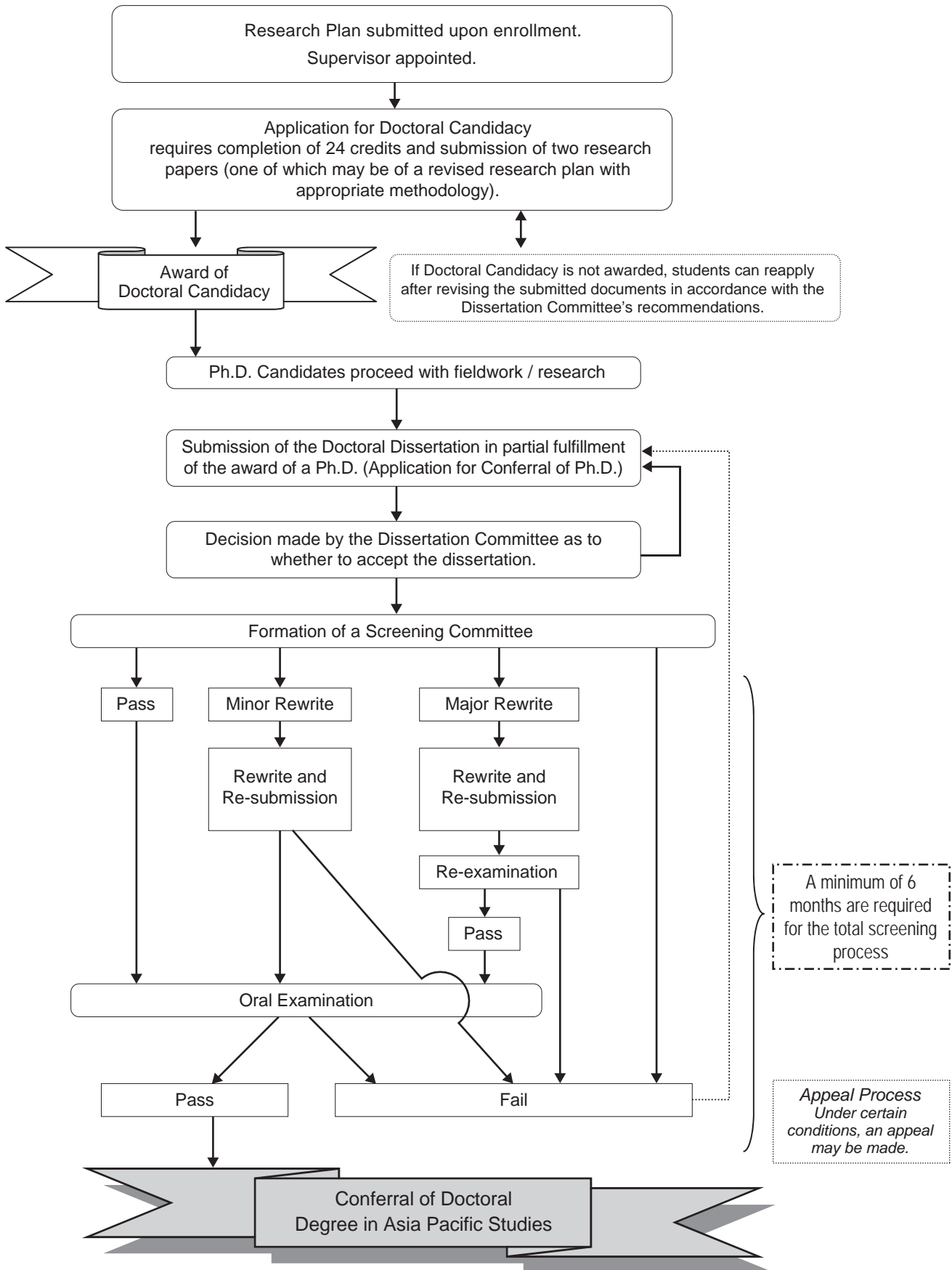
Documents to submit:

- 3 hard copies of the completed dissertation
- 1 soft copy of the completed dissertation
- 1 hard copy of the “Doctoral Dissertation Screening Application and Certificate of Authority” (signed by both the candidate and their supervisor).
- 3 hard copies of the Dissertation Register.
- 3 hard copies of the Curriculum Vitae (candidates may submit their CV in their format of choice)

The screening of dissertations usually takes approximately 6 months. Candidates who have gained doctoral candidacy can submit their dissertation for screening at any time. However, candidates who wish to have their dissertation screened within the one semester are encouraged to submit their dissertations by the deadlines designated below. Exact dates can be found on the Graduate School webpage.

- Early April (for screening in the Spring Semester).
- Early October (for screening in the Fall Semester).

Flow Chart for Doctoral Dissertation Screening



Compliance with Research Ethics

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive and socially beneficial research. The Ritsumeikan Asia Pacific University Research Ethics Guidelines and the Ritsumeikan Asia Pacific University Guidelines of Ethical Conduct in Research Involving Human Subjects outline the standards for research ethics at the University. All students conducting research must fully comprehend and comply with these guidelines. Refer to p. iii - v for the complete guidelines.

Writing Support for Students

As outlined in Section “1-8. Examinations, Final Reports and Other Written Assignments”, plagiarism is the use of copyrighted work without acknowledgement or proper citation and is an illegal act subject to severe penalties. In order to help students prepare their academic written assignments and check their reports are sufficiently cited, the University will give doctoral students the opportunity to use a designated online writing support software. Further details will be provided at the beginning of every semester. Additionally, information on proper citation, etc. can be found on the Graduate School webpage or through class instructors.

Making Doctoral Dissertations Publicly Available Online

Once students have received a passing grade for their Doctoral Dissertation a final soft copy must be submitted to the Academic Office for preservation. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) requires all Doctoral Dissertations to be made publicly available online (to the National Diet Library). Submission to the National Diet Library is made automatically when the Doctoral Dissertation is uploaded to APU’s online repository R-Cube. Students will be asked to sign a consent form confirming they agree to upload their dissertation. Information on this process will be provided at the orientation session for new enrollees and on the Graduate School webpage.

Archiving of the Doctoral Dissertation

A final soft copy of all Doctoral Dissertations must be submitted to the Academic Office for storage by the University. Copies of Doctoral Dissertations will be archived in the APU Library. Upon permission by the student, the final version of the Doctoral Dissertation will also be uploaded onto the APU online repository R-Cube. The University does not bind Doctoral Dissertations for students. Information regarding dissertation binding is available on the Graduate School webpage.

4-5 Other Important Information for GSAD Students

Length of Study

Upon enrollment at APU students will be required to submit a Program Registration form indicating their intended length of study (2 or 3 years). Limits to credits that may be registered for are based on the registered length of study (see the chart “Credit Limits” on p.58). Once a student’s study plans are registered, their tuition payment scheme will not change, even if they extend their period of study from 2 to 3 years (see p.81 for tuition fee schedules).

Changes in Program Length

All students must indicate their intended length of study at APU upon entry to the University. Prior application will be required if a student wishes to extend his/her program length. Please see p.76-77 for more information.

Options for Students Unable to Complete the Program within 3 Years

As the standard Doctoral Program length at APU is 3 years (6 semesters), students entering their 7th semester or above need to consider whether to extend their enrollment in the Doctoral Program, to take a Leave of Absence, or to withdraw from the University. Enrollment options for students in their 6th semester and beyond are explained in more detail below:

Extension of Period of Enrollment

Students wishing to stay enrolled in the Doctoral Program must submit an application for extension to the Academic Office for each semester they wish to continue their enrollment after their 6th semester. Application forms should be submitted by early-July in the Spring Semester and mid-January in the Fall Semester. Students should carefully consult with their supervisors before submitting the application. Once an application is received, it shall be reviewed by the GSA Faculty Council for approval.

Please note that student's enrollment must be valid at the following times:

1. when applying for candidacy
2. during the screening of the candidacy application
3. when submitting their Doctoral Dissertation
4. during the screening of the Doctoral Dissertation

Withdrawal or Leave of Absence

Students who need more time before they are ready to submit their dissertation for screening may consider withdrawing from the program or taking a Leave of Absence. The period of withdrawal is counted towards the 6 year maximum enrollment period, while the Leave of Absence period is NOT as shown in the example below. Students nearing the end of their eligibility period or wishing to be re-admitted or re-instated are strongly encouraged to discuss possible alternatives with their supervisors, the Student Office and the Academic Office.

Example: Enrollment Options

Enrollment		Options		All Program Requirements Must Be Completed By:
2015 Spring Semester	➔	Withdrawal for 1 year	➔	2020 Fall Semester
2015 Spring Semester	➔	Leave of Absence for 1 year*	➔	2021 Fall Semester

*Maximum Leave of Absence period is four consecutive semesters (2 years).

Notes regarding Withdrawal and Leave of Absence:

1. Students must be reinstated in to the Graduate School before applying for candidacy and submitting their dissertation and must be enrolled in the Graduate School during the screening process.
2. International student visas shall no longer be valid upon Withdraw or Leave of Absence from APU. International students who choose this option must leave Japan. Students should bear this in mind when deciding whether to extend or withdraw from the program.
3. If a student withdraws from APU for a certain period, his/her enrollment status after re-admission as shown on Campusmate etc. will not match with the number of semesters left for program completion.
4. Procedures for Withdrawal and Leave of Absence are carried out at the Student Office

※ Students should consult with their supervisor and the Academic / Student Offices for any questions or concerns regarding the Extension / Withdrawal / Leave of Absence options.

**Procedures for the Conferral of Doctoral Degree in the Graduate School of Asia Pacific Studies
(Revised January 2015)**

1. APU 博士学位の定義

アジア太平洋研究科博士後期課程における博士学位は、博士学位候補生が、自ら選択した課題について、自らが行った研究に対して授与される学位で、アジア太平洋研究科博士後期課程を修了したものに授与される。

※博士学位候補生とは、それに必要な単位数（24単位）を修得、リサーチ・ペーパー2点を提出し、審査に合格した者を指す。

1. Definition of a Doctoral Degree at APU

The Doctoral or Ph.D. Degree is primarily a research degree incorporating original research on a topic of the candidate's choice, and is conferred on those who satisfy the requirements for graduation from the APU Graduate School (Standard Program).

*A Ph.D. Candidate is one who has fulfilled the necessary credits requirements: (acquisition of 24 credits), including the submission of 2 Research Papers, and has successfully passed screening for degree candidacy.

2. 博士の学位授与の基本的要件

- 2-1 独自の調査・研究や理論の検証によって、少なくともその一部が出版に値するほどの、人類の知的財産に対する明確な貢献があること。
- 2-2 研究能力（研究手法や成果発表力）を有すること。
- 2-3 先行研究を含む関連分野の既往の知識に精通し、それらと周辺領域との関連を理解していること。

2. The Key Requirements for a Doctorate Degree at APU

- 2-1 A distinct contribution to a body of knowledge through an original investigation or testing of ideas, worthy at least in part of publication.
- 2-2 Competence in research processes (techniques and reporting).
- 2-3 Mastery of a body of knowledge, including previous works, and keen understanding of their relationship to wider fields.

3. 博士学位論文委員会

アジア太平洋研究科博士学位論文委員会は、博士論文の課題決定、論文審査、評価を含む博士論文審査手続きを管掌する。博士学位論文委員会委員長は研究科長が兼務する。

3. The Dissertation Committee

The Dissertation Committee within GSA administers the procedures for doctoral dissertations including approval of the theme, examination, and evaluation. The Dean of the Graduate School shall Chair the Dissertation Committee.

4. 指導について

- 4-1 アジア太平洋研究科博士後期課程院生は自身の研究課題を明確にし、その分野の指導にふさわしい指導教員より指導を受けなければならない。本学博士後期課程入学時に、研究計画書を提出しなければならない。この研究計画書に基づいて、研究科長は該当の研究分野の教員と協議の上、指導にふさわしい教員を指導教員候補として指名する。入学後、正式に主指導教員を確定する。大学院学生の希望により研究科長が指名した指導教員候補以外の教員に変更する場合は、入学した Semester の末までに博士学位論文委員会に申し出なければならない。この変更は、関係教員の合意の下に、博士学位論文委員会によって裁定され、研究科長の承認を受けなければならない。
- 4-2 主指導教員の確定後は、大学院学生は博士学位取得に向けて主指導教員の指導のもとに研究を始める。

4. Supervision

- 4-1 It is essential that intending candidates clarify their topic for research and seek a faculty member who can provide the needed supervision. A research plan must be provided upon enrollment in the GSA doctoral course. Based on this plan, a potential supervisor is designated by the Dean after discussion with the concerned faculty members who have the appropriate expertise. Upon successful enrollment, the principal supervisor for each student shall be officially designated. If a student wishes to be supervised by someone other than the supervisor designated by the Dean, he/she must apply for a change of supervisor to the Dissertation Committee no later than the end of the semester of enrollment. The change may be approved by the Dissertation Committee upon consultation with concerned parties and formal endorsement by the Dean.
- 4-2 Once the principal supervisor is officially designated, the student shall begin research leading to the doctoral degree under his/her supervision.

5. 博士学位候補生資格取得の為の履修と申請

博士学位候補生資格取得（リサーチ・ペーパー 2 点の提出を含む。そのうち 1 点は、学位論文研究の梗概と研究方法を述べたもの）のため、当該大学院生は、原則として、博士学位候補生資格取得予定日の 3 ヶ月前（修了予定の 9 ヶ月前）までに、博士学位論文委員会に博士学位候補生資格の申請をしなければならない。

5. Registration for the Award of a Ph.D. Degree

Upon satisfactory completion of an agreed research program (including the submission of two research papers, one of which may consist of a revised research plan for the degree with appropriate methodology), a student shall apply to the Dissertation Committee to be registered as a candidate for the award of a Ph.D. degree. Students shall, in principle, apply to the Dissertation Committee to be registered as a candidate for the award of a Ph.D. degree, up to 3 months before the deadline for the submission of a dissertation submitted in partial fulfillment of the award of a Ph.D. (a total of 9 months before scheduled program completion).

6. 博士論文の形式

- 6-1 博士論文は、課題や公表形式により長さが異なるので、厳密な文字数の指定はしない。しかし、博士学位にふさわしい原著論文の長さとしては、図表、文献リスト、付録などを除いた本文の長さは、英文の場合は 60,000 語から 80,000 語程度、日本語の場合は、120,000 文字から 160,000 文字程度である。
- 6-2 博士論文の言語は英語を原則とし、英語の要約をつける。
- 6-3 ただし、それが適切であると認められる場合には、日本語での博士論文を認めることがある。

たとえば、その分野における一次資料や参考文献がほとんど日本語であるような場合である。そのような場合でも、研究科長そして博士学位論文委員会による承認と、長文の英語要約（日本語による博士論文の1割程度の長さ）を条件とする。

6-4 博士論文の形式は、別に定めるガイドラインに基づいて執筆されなければならない。

6. Writing the Ph.D. Dissertation

6-1 There is no prescribed length for a dissertation, as this will vary with the research topic and the form of presentation. However, it is generally recognized that such a dissertation is a major piece of original work and its length will normally be between 60,000 and 80,000 words (English) or 120,000 and 160,000 characters (Japanese), exclusive of tables, charts, bibliographies, and appendices, but inclusive of footnotes.

6-2 Normally, dissertations should be presented in English and, as a general rule, each submitted dissertation must include a short summary in English.

6-3 Under certain circumstances, a candidate may be allowed to present his or her dissertation in Japanese, as in the situation of a field in which primary data and the existing literature are in Japanese, and if such is acceptable to the Dean and the Dissertation Committee. In such cases, a long summary (about ten percent the length of the Japanese manuscript) must be provided in English.

6-4 The format of the dissertation should follow the guidelines noted separately from this document.

7. 博士学位の授与申請

7-1 すべての博士学位候補生は、指定の申請書に、所定の審査料を添えて、博士学位授与申請を行い、申請より3ヶ月以内に博士学位請求論文を3部提出しなければならない。論文審査、評価に適切である場合には、上記の他に、電子メディアによるコピーの提出が求められることがある。

7-2 博士学位請求論文は、原則として、修了予定日の6ヶ月前までに提出しなければならない。学位は年2回の学位授与式（春もしくは秋）に授与される。

7-3 博士学位論文委員会は、博士学位請求論文の形式等要件について審査し、受理の判断を行う。受理の可否は、申請者である博士学位候補生に通知される。

7. Application for Conferral of the Doctoral Degree

7-1 All candidates must apply for the conferral of the Ph.D. degree using the appropriate application form, accompanied by the appropriate Screening Fee. Three copies of the dissertation submitted in partial fulfillment of the award of a Ph.D. must be submitted within three months after application. Electronic copies may be required to facilitate the assessment of the candidate's academic achievement.

7-2 In principle, the dissertation submitted in partial fulfillment of the award of a Ph.D. shall be submitted 6 months before the scheduled program completion date. The degree may be formally conferred during either of the two graduation ceremonies (Spring or Fall) every year.

7-3 The Dissertation Committee will screen the format, etc. of the dissertation submitted as partial fulfillment of a Ph.D. and decide whether to accept the dissertation for screening. Candidates will be informed of the decision of the Dissertation Committee.

8. 博士論文の審査

8-1 学位授与の申請受理後1年以内に、博士論文の審査及び試験を終了しなければならない。ただし、特別の理由があるときは、博士学位論文委員会および研究科委員会の議を経て、その期間を延長することができる。

8-2 申請書が受理されてから、審査委員会が組織される。審査委員会は、原則として、主指導教員、本学教員1名、外部からの審査員1名で構成される。

- 8-2-1. 前項の主旨導教員以外の「本学教員1名」の審査員は、原則として、博士後期課程研究指導資格（D○合）保持者とするが、論文の内容に応じ必要と認める場合は、本学教員（博士後期課程研究指導補助資格（D合）保持者、准教授等）とすることができる。その場合、博士学位論文委員会は、事前に、履歴書および研究業績書により、当該教員の審査資格について判定を行うこととする。
- 8-2-2. 博士学位論文委員会が必要と認める場合は、審査員を追加することができる。
- 8-2-3. 博士学位論文委員会の協議を経て、審査員を任命する。
- 8-3 各審査員は、個別に審査結果を下記の様式に従い博士学位論文委員会に対して行う。
- 合格
 - 一部修正のうえ、合格
 - 一部再執筆のうえ、合格
 - 不合格
- 8-4 審査員の審査結果は、博士学位候補生に通知される。
- 8-5 審査結果が「合格」または「一部修正のうえ、合格」の場合、審査委員会は、博士学位請求論文の内容及び関連する分野の知識について口頭試問を行う。
- 8-6 各審査員の指摘する修正点が異なるなど、各審査員の審査結果に相違のある場合は、博士学位論文委員会が判断を行い、その意見が審査員に通知される。
- 8-7 博士学位論文委員会によって修正・再執筆が必要とされた場合、指導教員がその作業を指導するのが通常であるが、研究科長（学位論文委員会委員長）が必要と認める場合、その他の教員に修正・再執筆作業指導の補助を依頼することもある。
- 8-8 判定が「一部再執筆のうえ、合格」の場合、同じ審査員による再審査を行う。「一部修正のうえ、合格」の場合、博士学位論文委員会が修正箇所が正しく修正されているか審査をする。
- 8-9 ある審査員が再審査を行わないとする場合、その他の審査員の審査結果により判定される。全ての審査員が再審査を行わないとする場合は、博士学位論文委員会により新しい審査員が任命される。
- 8-10 一部修正または再執筆後の再審査の結果に基づき、博士学位論文委員会は最終判定を行う。
- 8-11 「不合格」の場合の通知等管理は、博士学位論文委員会および研究科長の責任で行う。
- 8-12 不服申し立ての成立
- a) 博士学位論文委員会の判定は「不合格」であるが、3名の審査員のうち少なくとも1名の審査結果が「合格」である場合には、博士学位論文委員会において協議の上、不服申し立てを認めることがある。
 - b) 不服申し立てをする場合、書面による最終判定通知の後1ヶ月間以内に、その意思を博士学位論文委員会に書面で表明しなければならない。書面による抗弁の場合、最終判定通知日より3ヶ月以内に、博士学位論文委員会に対して詳細な申し立て理由を書面にて伝えなければならない。口頭による抗弁の場合、不服申し立ての意思表示より4週間以内に、博士学位論文委員会に対して詳細な申し立て理由を口頭にて伝えなければならない。
 - c) 不服申し立てが認められた場合、研究科長、博士学位論文委員1名、関係の研究分野で指導教員でも審査委員でもない教員1名、計3名からなる不服審査委員会が組織され、審議される。
- 8-13 博士学位論文委員会による最終結果は、アジア太平洋研究科委員会において承認される。更に、学位委員会の審議を経て、学長が決定する。

8. Evaluation of the Dissertation

- 8-1 Doctoral dissertation screening and examination must be completed within 1 year of the date the dissertation was accepted by the University for screening. However, under certain circumstances,

- screening may be extended upon approval of the Dissertation Committee and GSA Faculty Committee.
- 8-2 Upon receipt of an application, a Screening Committee for each dissertation shall be formed. In principle, the Screening Committee shall consist of the principal supervisor, one internal and one external examiner.
- 8-2-1 As a rule, those appointed as an internal examiner (other than the main supervisor) should hold doctoral-level supervising qualification status (D+). However, if deemed necessary based on the content of the dissertation, those faculty who do not fit this profile (those with only assistant-supervisor (D) status, Associate Professors, etc.) may be appointed. In this case, the Dissertation Committee shall review the proposed faculty's CV or research accomplishments and decide on the appropriateness of the selection accordingly.
- 8-2-2 If it is deemed necessary by the Dissertation Committee the number of examiners may be increased.
- 8-2-3 The examiners will be appointed by the Dissertation Committee.
- 8-3 Each examiner shall make a separate report to the Dissertation Committee with one of the following recommendations:
- Pass** (The dissertation is accepted as satisfactory);
- Minor Rewrite** (Subject to specified minor revisions and corrections, the dissertation is accepted as satisfactory);
- Major Rewrite** (One or more sections of the dissertation is to be rewritten prior to the re-submission of the dissertation for re-examination);
- Fail** (The dissertation is rejected).
- 8-4 Candidate shall receive copies of examiners' reports.
- 8-5 In the event that the screening result is "Pass" or "Minor Rewrite", an oral examination on the student's knowledge of the contents of the dissertation submitted in partial fulfillment of the award of a Ph.D. and the connected field shall be held.
- 8-6 In case of conflicting examiners' evaluation, that is, if contradictory revisions are recommended, the Dissertation Committee will resolve the conflict. The Committee's comments will be forwarded to the examiners.
- 8-7 When a candidate is required by the Dissertation Committee to revise a dissertation, the principal supervisor will be expected to coordinate the process, unless the Dean (Chair of the Dissertation Committee) requires another person(s) to assist in the co-ordination of the re-submission.
- 8-8 If a candidate is required to undertake a Major rewrite, the examiners will be invited to re-examine the dissertation upon re-submission by the candidate. In case of a Minor rewrite, the Dissertation Committee will examine and may certify that the recommended changes have been made.
- 8-9 If an examiner chooses not to re-examine, the decision of the remaining examiners will hold. If all the examiners refuse to re-examine the re-submission, a new set of examiners shall be appointed by the Dissertation Committee.
- 8-10 After rewriting, the Dissertation Committee shall make a final decision on the dissertation on the basis of the examiners' recommendations.
- 8-11 The administration of unsatisfactory results shall be the responsibility of the Dissertation Committee and the Dean.
- 8-12 An Appeal Procedure shall be instituted with the following conditions:
- a) If the final decision of the Dissertation Committee is "Fail", but one of the three examiners judged it "Pass", an appeal may be allowed by the Dissertation Committee.
 - b) If a candidate wishes to appeal a decision, notice of an intention to appeal shall be forwarded in writing to the Dissertation Committee within one month of the date of the written notification of the result. If

a written defense is pursued, a detailed written case must be provided to the Dissertation Committee within three months of the date of written notification. If an oral defense is pursued, this shall be conducted within four weeks of the notification of intent to defend.

c) In the event of an appeal, a special committee to decide on the merits of the case shall be established consisting of the Dean, one member of the Dissertation Committee and another faculty member who has expertise in the area of the candidate's dissertation, but who has neither examined, nor supervised the conduct of dissertation.

8-13 The decision of the Dissertation Committee shall be presented for approval to the GSA Faculty Committee. In addition, the decision shall undergo deliberation by the Higher Degrees Committee and finally decided upon by the University President.

9. 学位の取り消し

9-1 学位を授与された者が不正行為により学位を取得したことが確認された場合、あるいは大学の名誉を傷つける行為があった場合、アジア太平洋研究科委員会及び学位委員会の議を経て、学長は学位を取り消すことができる。

9-2 APU 大学院における研究は、最高水準の品位を保たなければならない。他者の作品をコピー、翻訳、意識する行為は剽窃と見なされ、試験の不正行為と同様に重要な不正行為である。データの改竄や偽造、他者のアイデアを無断で使用することもすべて不正行為である。

9-3 剽窃、偽造、改竄が判明した場合は、「不合格」となる。

9. Cancellation/Disqualification from the Conferral of Degree

9-1 If the candidate is found to have gained the degree through improper means or to have done anything to damage the University's good reputation, the President of the University may, after thorough screening by the GSA Faculty Committee and the Higher Degrees Committee, rescind that Degree.

9-2 At the APU Graduate School, Ph.D. students are required to observe the highest standard of integrity in research. Copying, translating, or close paraphrasing of another person's work constitutes plagiarism and is deemed a serious offense, equated with cheating in examinations. The fabrication or falsification of data and use of another person's ideas without proper acknowledgement are examples of other forms of unethical research conduct.

9-3 A dissertation involving plagiarism, fabrication or falsification of data may be failed outright.

10. 博士論文の保存と公表

10-1 博士学位の授与が決定した学生は、修了日までに博士学位授与に係る論文の全文および、要旨をソフトコピーで提出しなければならない。提出された論文の内容の要旨および博士論文審査の結果の要旨は博士学位授与より3ヶ月以内に、インターネットの利用により公表される。

10-2 提出された博士論文の全文は、大学が恒久的な装丁を行い、APU ライブラリーに保存される。ソフトコピーは、博士学位授与より1年以内に本学所定のリポジトリに掲載のうえ、国立国会図書館を通じてインターネットで公表される。

10-3 次の各号に定める事由により、博士学位の授与日から1年を超えてインターネットの利用による公表ができない場合には、博士学位論文委員会およびアジア太平洋研究科委員会の承認を受けて、博士学位授与に係る論文の全文に代えてその内容を要約したものを公表することができる。なお、次の各号に定める事由がなくなった場合には、博士学位授与にかかわる論文の全文を公表する。

①博士論文が、著作権保護、個人情報保護等の事由により、博士学位の授与日から1年を超え

てインターネットの利用により公表することができない内容を含む場合

- ②博士学位の授与日より1年を超えて博士学位候補生が、論文の全文または一部を出版または学術誌に投稿する予定をしており、インターネット公表が多重公表などの学術誌の公表規定に違反する場合や、特許申請中であり、論文の公表により博士学位候補生にとって明らかな不利益が将来的に生じる場合。

申請が承認された場合、学位の授与日より最長5年間の全文公表が免除される。その後は、インターネット公表を行うことによって問題となる他の事由がない限り、自動的に公表される。

- ③博士学位候補生が、論文の全文または一部を、出版または投稿しており、インターネット公表が多重公表などの学術誌の公表規定に違反する場合や、特許の関係により、論文の公表によって博士学位候補生に明らかな不利益が博士学位の授与日より1年を超えて生じる場合。

- ④博士論文が、立体形状による表現を含む等の事由により、インターネットの利用による公表ができない内容を含む場合

10-4 10-2 および 10-3 の規定に基づき、博士学位候補生は、著作権・特許・秘密情報・個人情報等に対して問題がないか、確認を行い、学位申請時に博士学位論文委員会に報告しなければならない。指導教員等は、その確認作業を指導・支援する。

10-5 審査員は学生の報告が適切であるか審査を行う。博士学位論文委員会および研究科委員会は審査員から提出された公表に関する判断について、審議の上、最終の判断を行う。

10. Archiving Dissertations and Making Dissertations Publicly Available Online

10-1 Candidates to who conferral of a doctoral degree is confirmed are required to submit a soft copy of the dissertation upon which the degree is being conferred and an abstract of said dissertation by the date of completion of the Doctoral Program. The abstract outlining the content of the dissertation and a summary of the doctoral dissertation screening results shall be made publicly available online within three months of the conferral of the Doctoral degree.

10-2 The dissertation in its entirety will be permanently bound and archived at the APU Library. A soft copy of the dissertation shall be uploaded to the university online repository within one year of conferral of the doctoral degree and made publically available for viewing online via the National Diet Library.

10-3 In the case that any of the reasons stipulated below disallow the dissertation from being made publicly available online for more than a year from the date of the conferral of the Doctoral degree, it will be possible to submit a concise summary of the content in place of the entire dissertation upon the approval of the Dissertation Committee and GSA Faculty Committee. However, in the case that the reasons stipulated below cease to apply, the entire dissertation shall be made publicly available online.

a) The doctoral dissertation cannot be made publicly available online for more than a year from the date of degree conferral due to copyright or the protection of personal information.

b) The doctoral dissertation cannot be made publicly available for more than a year from the date of degree conferral because it would clearly be disadvantageous to the graduate as they are planning to publish their dissertation or part of which, and making it publicly available online may infringe Academic Journal publication rules against multiple publications, or due to applications for patents pending approval. If the application is approved the graduate may be granted an exemption from their dissertation being made publicly available online for a period of up to 5 years from the date of degree deferral. After which time, if there are no other circumstances impeding the dissertation being made publicly available online then the dissertation will be automatically made publicly available online.

c) Making the doctoral dissertation publicly available online for more than a year from the date of degree conferral would clearly be disadvantageous to graduates who have published their dissertation or part of which, and making it publicly available online infringes Academic Journal publication rules against

multiple publications or due to patents.

d) The doctoral dissertation cannot be made publicly available online because it includes material that is in a three-dimensional format.

10-4 In line with the regulations stipulated in articles 10-2 and 10-3, candidates must confirm (using the prescribed form) to the Dissertation Committee upon application for conferral of the doctoral degree that there are no problems with regards to copyright, patents, confidential information or personal information which impedes making the dissertation public. Supervisors (or other faculty involved in the degree applicant's instruction) shall coordinate and assist during the process of confirmation.

10-5 The examiners will confirm in writing whether it is appropriate for the entire dissertation to be made publicly available online. The Dissertation Committee and GSA Faculty Committee will deliberate on the documents submitted by the candidate and examiners regarding the doctoral dissertation being made publicly available online and determine the process to be followed for each dissertation.

Section Five

Other Important
Information

5-1. Change in Major, Division / Specialization, Supervisor or Student Status

Change in Graduate School

Regardless of the curriculum of enrollment, transfer between GSA and GSM is not permitted

Change in Major (Transfer)

Applications for Cross-Major Transfers (**APS** ↔ **ICP**) are only accepted by the end of the first semester.

1. Requirements	10 or more credits from the subjects required for completion by the end of the first semester
2. Application Deadlines	Fall Semester: the last working day on or before <u>January 10</u> (Spring Transfer) Spring Semester: the last working day on or before <u>July 10</u> (Fall Transfer)
3. Application	"Application for Change in Major" form accompanied by the "Reason for Transfer Form", are to be submitted to the Academic Office. Students may also be called for an interview
4. Re-examination Fee	10,000 yen. A Certificate Stamp of 10,000 yen should accompany the application
5. Notification of results	The application will be evaluated and students notified of the result by mid-March or mid-September
6. Credit Transfer	All previously earned credits / grades will be transferred on April 1 for the Spring Semester and September 21 for the Fall Semester
7. Contact	Academic Office

Change in Division / Specialization

Division changes within the Asia Pacific Studies major and International Cooperation Policy major in GSA or Specialization changes within GSM are not treated as transfers.

Change in Division (GSAM)

AY2014 Curriculum: Division changes may only be made at the end of the first semester.

1. Special Requirements	NONE
2. Application Deadlines	By 16:30 of the final day of classes in the <u>second quarter of the first semester</u>
3. Application	"Application for Change in Division" form, approved and signed by the current and future supervisors, (where applicable) submitted to the Academic Office
4. Notification of results	mid-March or mid-September
5. Contact	Academic Office

Change in Specialization (GSM)

AY2014 Curriculum: Specialization changes may only be made before the beginning of the second semester.

1. Special Requirements	NONE
2. Application Deadlines	By <u>March 20</u> or <u>September 15</u>
3. Application	"Application for Change in Specialization" form, approved and signed by the current and future supervisors, (where applicable) submitted to the Academic Office
4. Notification of results	early April or beginning of October
5. Contact	Academic Office

* Students may be allowed to apply after the application deadline has passed; however, approval of applications will depend on the merits of students' reasons for delayed application.

Change in Supervisor

A change in Supervisor may be made before the end of the semester Course Registration Period.

1. Requirements	NONE
2. Application Deadlines	Application Periods are at the <u>beginning of April</u> or at the <u>end of September</u>
3. Application	"Application for Change in Supervisor" submitted to the Academic Office
4. Notification of results	late April or early October
5. Contact	Academic Office

Length of Study

Period of Enrollment

All graduate students must declare their intended length of study at APU upon enrollment to the University. The applicable periods of enrollment for each graduate program are as follows:

Program Length	AY2014 GSA Curriculum	AY2014 GSM Curriculum	GSAD
1 year (accelerated)	○	×	×
1.5 years (accelerated)	○	○	×
2 years (standard)	○	○	○
3 years (standard)	—	—	○

* The IMAT program is 2 years in length.

Extension / Reduction of Period of Enrollment (within the standard program length)

As the tuition billing schedule is based upon each student's length of study, any change to this length of study must be conducted through application by the appropriate deadline. For further details on tuition billing per program length, refer to the Tuition section of this handbook.

Application Schedule:

GSAM (AY2014 Curriculum)

Program Length	Application Deadline
1 year → 1.5 or 2 years	By the end of the 1st semester
1.5 years → 2 years	By the end of the 2nd semester
1.5 or 2 years → 1 or 1.5 years	Within 2 weeks of the commencement of the first semester

GSM (AY2014 Curriculum)

Program Length	Application Deadline
1.5 years → 2 years	By the end of the 2nd semester
2 years → 1.5 years	Within 2 weeks of the commencement of the first semester

Note 1: GSAM / GSM students may remain enrolled for the entire 2-year program length even without submission of an Extension Application; however, in this case the tuition payment schedule will not be altered and students will be billed according to the schedule registered upon enrollment to APU. After all program fees have been collected, tuition invoices will not be generated (within the 2-year timeframe).

Note 2: GSAM and GSM students enrolled in the AY2014 Curriculum CANNOT reduce their study length once the above deadline has passed.

GSAD

Program Length	Application Deadline
2-years → 2.5 or 3 years	By the end of the 4th semester

Note: Program length cannot be reduced. 2-year GSAD students may remain enrolled for the entire 3-year program after submission of an extension application; however, the tuition payment schedule will not be altered from the 2-year payment plan. After all program fees have been collected, tuition invoices will not be generated (within the 3-year timeframe).

Students should carefully consider the tuition billing schedule and consult with their supervisor regarding seminar subjects prior to applying for any change in program length.

*Application forms are available on the Graduate School webpage and must be submitted to the Academic Office by the above deadline.

Extension to Period of Enrollment (outside the standard program length)

If, due to some unavoidable circumstance, the student cannot complete all program requirements within the standard program length, it may be possible to extend enrollment up to twice the length of the program. In this case a Master's student may extend up to 2 years (4 semesters) for a total enrollment period of 4 years (8 semesters). Doctoral students may extend up to 3 years (6 semesters) for a total enrollment period of 6 years (12 semesters).

***Note:** Those who must extend beyond the standard program length should carefully consider any extra procedures required for student visas, semester tuition, etc., review carefully the Tuition Section and consult with seminar supervisors, the Academic Office and the Student Office.

Extended Leave for Field Research

In the case a student is away from the University for an extended period due to field research, etc., a "Report on Activities Outside APU" must be submitted to the Academic Office. This form must be submitted if a student intends to be away for a period of approximately 1 month or more, without taking a Leave of Absence or Withdrawal. Refer to the Graduate School webpage for further details and to download the application form.

Special Requirements:	Signature/approval of the Seminar Supervisor (students must consult with their Seminar Supervisor prior to departure).
Application Period:	Anytime <u>prior</u> to departure.
Required Document:	"Report on Activities Outside APU", downloadable from the Graduate School webpage. http://www.apu.ac.jp/gradinfo/modules/news/article.php?storyid=363
Contact:	Academic Office

Leave of Absence

Students unable to continue their studies at the University due to unavoidable circumstances may apply for a leave of absence in semester units with the Dean's permission. A Request for Leave of Absence must be submitted with official documentation, such as a doctor's certificate, to the **Student Office**.

- Students are exempt from tuition during the leave.
- 5,000 yen per semester, "matriculation fee", is required to maintain student status.
- The maximum leave of absence is four consecutive semesters.
- Only students who are required to undertake military service are eligible to apply for leave of absence from school for a duration of 6 continuous semesters.

Reinstatement

Students who wish to apply for reinstatement after a leave of absence must submit a request for reinstatement and other necessary documents to the Student Office. Application for the spring semester must be completed by February 15* and for the fall semester by August 5*.

***Note:** All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for international students for reinstatement in spring semester is the last day of December and for reinstatement in fall semester is the last day of June. (If the deadline falls on a Saturday, Sunday, or public holiday, the due date will be the next office day.)

Withdrawal

Students who must leave APU due to unavoidable circumstances should obtain permission to withdraw from the University by submitting to the Student Office a request for withdrawal along with other required documents.

Any students in the following situations will also be subject to withdrawal:

1. Failure to pay the total tuition by the deadline.
2. Failure to take appropriate procedures to report changes of student status.
3. Failure to take appropriate procedures by the deadline when returning to APU after studying abroad, applying for reinstatement, or transferring within APU.
4. Students subject to disciplinary measure.

Readmission

Students can request to be readmitted within three years after the last day of the semester in which the student withdrew once necessary documents are submitted and approved. Credits obtained before withdrawal will remain. A request for readmission and a 10,000 yen application fee must be submitted to the Student Office along with a 13,000 yen readmission fee if accepted for readmission. However, students expelled from the University cannot be readmitted.

***Note:** Ph.D. students should refer to the section on “Options for Students Unable to Complete their Program Within 3 Years” for information on enrollment extension, withdrawal, and leave of absence. Applications must be submitted by the appropriate deadline each relevant semester.

Type of Application	Contact / Place to Apply
Enrollment Extension	Academic Office
Leave of Absence	Student Office
Withdrawal	Student Office

Expulsion

In line with University Regulations, a student is subject to expulsion in the following circumstances:

1. Duration of study exceeds 4 years for GSAM/GSM or 6 years for GSAD
2. Dual enrollment; students registered at two or more universities, colleges, and / or departments at the same time
3. Students missing for over 3 months
4. Students deceased
5. Other inappropriate or illegal conduct while enrolled at APU

Deadlines and Fees for Change in Student Status - for further reference, please contact the **Student Office**

Change in Student Status	Notification Deadline		Remarks
	Spring Semester	Fall Semester	
Leave of Absence (LOA)	February 15	August 5	1. Application fee: 15,000 yen 2. Matriculation fee of 5,000 yen per semester These fees must be paid via certificate stamp at the time of application.
Reinstatement	February 15*	August 5*	NONE
Withdrawal	Whenever necessary	Whenever necessary	NONE
Readmission	February 15*	August 5*	1. Application fee: 10,000 yen (at the time of application) 2. Readmission fee: 13,000 yen (if accepted for readmission) These fees must be paid via certificate stamp.

*Note 1: All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for international students for reinstatement in spring semester is the last day of December and for reinstatement in fall semester is the last day of June.

Note 2: Application fees, matriculation fees, readmission fees, and any other student status fees will not be refunded under any circumstances. All fees are subject to change. Please contact the **Student Office for more detailed information.

(extracted from the Student Life Handbook)

5-2. Tuition Fees

The Flat Fee Structure

Graduate students will not be charged per credit, but rather a flat fee structure will apply. Please carefully review the tuition fee schedule for your school and program provided below. Students studying in the Accelerated Completion Programs must pay the entire program tuition before program completion. The tuition fee schedule applies to all students regardless of their curriculum.

Notes:

1. Tuition fees are the responsibility of the student and must be paid on time. Late payments may result in automatic withdrawal from APU.
2. Tuition will not be refunded under any circumstances and may be subject to a yearly revision.
3. After arrival at APU, students must update their current mailing address via the Campus Terminal. See p.3 for information on updating your address online.

Tuition Deadlines

Tuition will be due once each semester, by the following dates:

Spring	June 30, 2015
Fall	December 25, 2015

Tuition Fee Schedule per Program for Academic Year 2015

Tuition Fee Schedule for GSAM

Program Length \ Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
2-year Standard Completion	700,000 yen	700,000 yen	700,000 yen	700,000 yen	700,000 yen X 4 semesters = 2,800,000 yen
1.5-year Accelerated Completion	700,000 yen	700,000 yen	1,400,000 yen	—	700,000 yen X 2 semesters + 1,400,000 yen X 1 semester = 2,800,000 yen
1-year Accelerated Completion	700,000 yen	2,100,000 yen	—	—	700,000 yen X 1 semester + 2,100,000 yen X 1 semester = 2,800,000 yen

Notes:

1. The first tuition fee installment (350,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 2,800,000 yen program fee, but are extending from 1 or 1.5 year completion to 1.5 or 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment **exceeds** the 2-year standard program length will be billed 350,000 yen per semester until completion or discontinuance of the Master's Program.
4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). Students will be subject to expulsion if they do not complete the Master's Program within this 4 year period.

Tuition Fee Schedule for GSM

Program Length \ Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
Standard 2-year Completion	900,000 yen	900,000 yen	900,000 yen	900,000 yen	900,000 yen X 4 semesters = 3,600,000 yen
1.5-year Completion	900,000 yen	900,000 yen	1,800,000 yen	—	900,000 yen X 2 semesters + 1,800,000 yen X 1 semester = 3,600,000 yen

Notes:

1. The first tuition fee installment (450,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 3,600,000 yen program fee, but are extending from 1.5 year completion to 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment **exceeds** the 2-year standard program length will be billed 450,000 yen per semester until completion or discontinuance of the Master’s Program.
4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). However, students will be subject to expulsion if they do not complete the Master’s Program within this 4 year period.

Tuition Fee Schedule for GSAD

Program Length \ Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	TOTAL
3-year Standard Completion	700,000 yen	700,000 yen	700,000 yen	700,000 yen	700,000 yen	700,000 yen	700,000 yen X 6 semesters = 4,200,000 yen
Accelerated 2-year Completion	1,400,000 yen	1,400,000 yen	700,000 yen	700,000 yen	—	—	1,400,000 yen X 2 semesters + 700,000 yen X 2 semesters = 4,200,000 yen

Notes:

1. The first tuition fee installment (350,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 4,200,000 yen program fee, but are extending from 2-year completion to 3-year standard completion will not be billed for the remaining semester(s), provided that the total period of enrollment does not exceed 3 years.
3. Students whose period of enrollment **exceeds** the 3-year standard program length **due to insufficient credits** will be billed 350,000 yen per semester until completion or discontinuance of the Doctoral Program. After completion of all 30 credits students will only be billed 100,000 yen for each semester extended beyond 3 years until completion or discontinuance of the Doctoral Program.
4. Students may extend their program length up to an additional 3 years (6 additional semesters); however, students will be subject to expulsion if they do not complete the Ph.D. Program within the total 6 year period.

5-3. Career Information and Certificate Requests

Internship Information

The **Career Office** offers job hunting assistance via Career Guidance, Seminars and Workshops, individual career counseling and a Reference Room, which has an English information corner containing a number of books and reference materials. Consult the Career Office for internship and job opportunities, or visit the Career Office webpage at: <http://www.apu.ac.jp/careers/>

“University Authorized Absence from Class” Form

Students participating in job hunting activities may need to excuse themselves from class in order to attend an employment examination or interview. In this case students may have their absence excused with the “University Authorized Absence from Class” by following the procedures below:

Where to go	Procedures					
Career Office	a)	Obtain and complete the “Verification of Job Hunting Activity Participation” form	b)	Have the form verified (stamped or signed) by the organization / company and submit it for final approval	c)	Obtain a “University Authorized Absence from Class” form along with a “Verification of Job Hunting Activity Participation”

Where to go	Procedures	
Instructor	d)	Submit the approved “Verification of Job Hunting Activity Participation” form and “University Authorized Absence from Class” form

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 first 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 graduation and do not guarantee a student’s graduation.


AY2014 Curriculum

Program	Registration Status	How to Obtain (timing of issue)
GSAM	Final Research Project is registered and at least 10 credits are completed	 The Certificate may be printed from the automatic certificate dispensers located on the first floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October
GSM	Management Seminar III is registered and at least 22 credits are completed	

AY2003/ AY2005 Curriculum

Program	Registration Status	How to Obtain (timing of issue)
GSAM	Research Project III or Research Project IV is registered and at least 14 credits are completed	 The Certificate may be printed from the automatic certificate dispensers located on the first floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October
GSM	Master’s Thesis or Independent Final Report is registered and at least 18 credits are completed	

GSAD

Program	Registration Status	How to Obtain (timing of issue)
GSAD	Ph.D. Candidacy has been awarded, Advanced Research on Asia Pacific VI is registered / has been completed AND the dissertation has been submitted for screening*	 The Certificate may be printed from the automatic certificate dispensers located on the first floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October

※ All students who do not meet the above criteria are required to apply in advance **to the Student Office**. Please allow 2-3 business days for processing.

*For details on Ph.D. Candidacy, refer to p.62. 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. These can also be applied for at the Student Office. 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.

Apply by Post

Students who are away from the University and unable to purchase certificates directly from the automatic certificate dispensers may apply for certificate and have them sent by post, by posting the following items in an envelope to the **Student Office**.

	Domestic Address	Overseas Address
1	Application form (available from the Student Office webpage)	Application form (available from the Student Office webpage)
2	A copy of your student ID	A copy of your student ID
3	Delivery address for the certificates	Delivery address for the certificates
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; 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 Student Life Handbook or the Student Office webpage.

Purchasing Certificate Stamps

Because offices at APU can not 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 first 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 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 student ID card or 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 any of the following cases: applying and collecting certificates; submitting the Master’s Thesis / Report/ Case; collecting examination results, etc.

5-4. 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

	Scholarship Type	Tuition Coverage per semester
1	100 % Tuition Reduction	100 % of tuition fees
2	80 % Tuition Reduction	80 % of tuition fees
3	65 % Tuition Reduction	65 % of tuition fees
4	50 % Tuition Reduction	50 % of tuition fees
5	30 % Tuition Reduction	30 % of tuition fees

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.

*GSAM: Graduate School of Asia Pacific Studies Master's Program (APS / ICP)

	AY2014 Curriculum	AY2003 Curriculum
	Number of Completed Credits	Number of Completed Credits
On completion of 1st semester	6 credits or less	6 credits or less
On completion of 2nd semester	14 credits or less	14 credits or less
On completion of 3rd semester	22 credits or less	22 credits or less

*GSM: Graduate School of Management Master's Program (MBA)

	AY2014 Curriculum	AY2005 Curriculum	
	Number of Completed Credits	(Fall Entry) Number of Completed Credits	(Spring Entry) Number of Completed Credits
On completion of 1st semester	12 credits or less	12 credits or less	6 credits or less
On completion of 2nd semester	20 credits or less	20 credits or less	18 credits or less
On completion of 3rd semester	28 credits or less	30 credits or less	28 credits or less

*GSAD: Graduate School of Asia Pacific Studies Doctoral Program (GSAD)

	Number of Completed Credits
On completion of 1st semester	2 credits or less
On completion of 2nd semester	8 credits or less
On completion of 3rd semester	12 credits or less
On completion of 4th semester	18 credits or less
On completion of 5th semester	20 credits or less

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 webpage 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]

Cf. <http://www.jpss.jp> (The Asian Students Cultural Association)

<http://www.mofa.go.jp/mofaj/> (The Ministry of Foreign Affairs of Japan)

http://www.jasso.go.jp/study_j/scholarships_sfisij_e.html (Japan Students Services Organization)

5-5. Use of University Facilities and Equipment

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).

Name	Location	Hours	Rules
Cyber Study Room	2nd Floor, Building B	8:00 - 24:00 (Wednesdays 10:00 - 24:00)	<p>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).</p> <p>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.</p>
Master's Student Common Rooms			
Doctoral Student Common Rooms			
Graduate Student Lounge			
Master's Student Lockers	Master's Student Common Rooms (GSA/GSM)	8:00 - 24:00	<p>1. Two students will share one locker. 2. Those who wish to share a locker should apply through the Academic Office to receive a locker key. 3. The locker key must be returned to the Academic Office when the locker is no longer in use (graduation, withdrawal, etc.). 4. If a locker partner returns his/her key and a student wishes to continue use of the locker, s/he is responsible for finding a new locker partner with whom the locker may be shared. 5. The safety of the key during the semester is the responsibility of the student borrowing it. 6. A fee must be borne by the student for any lost/damaged locker keys.</p>
Doctoral Student Lockers	Hallway next to the Doctoral Student Common Rooms		<p>1. Lockers are available one locker per student. 2. Those who wish to use a locker should apply through the Academic Office.</p>

* Please refer below for usage outside open hours.

Request for Non-Class Day Facility Usage (2F Building B)

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.

"Request for Special Permission for Non-class Day Usage"	
Form to be submitted:	Available on the Graduate School webpage.
Application Period:	By 16:30, at least <u>two business days</u> 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.
Submit to:	Academic Office
Application Confirmation:	Confirmation will be sent via Personal Messages on the Campus Terminal.

EMERGENCY CONTACT DURING USE OF ANY GRADUATE FACILITY:

Please contact the Central Security Office: 2810 (ext.) or 0977-78-1150 (external line)

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 (see below for locations). Printing or copying charges are 8 yen per page for black and white and 40 yen per page for color.

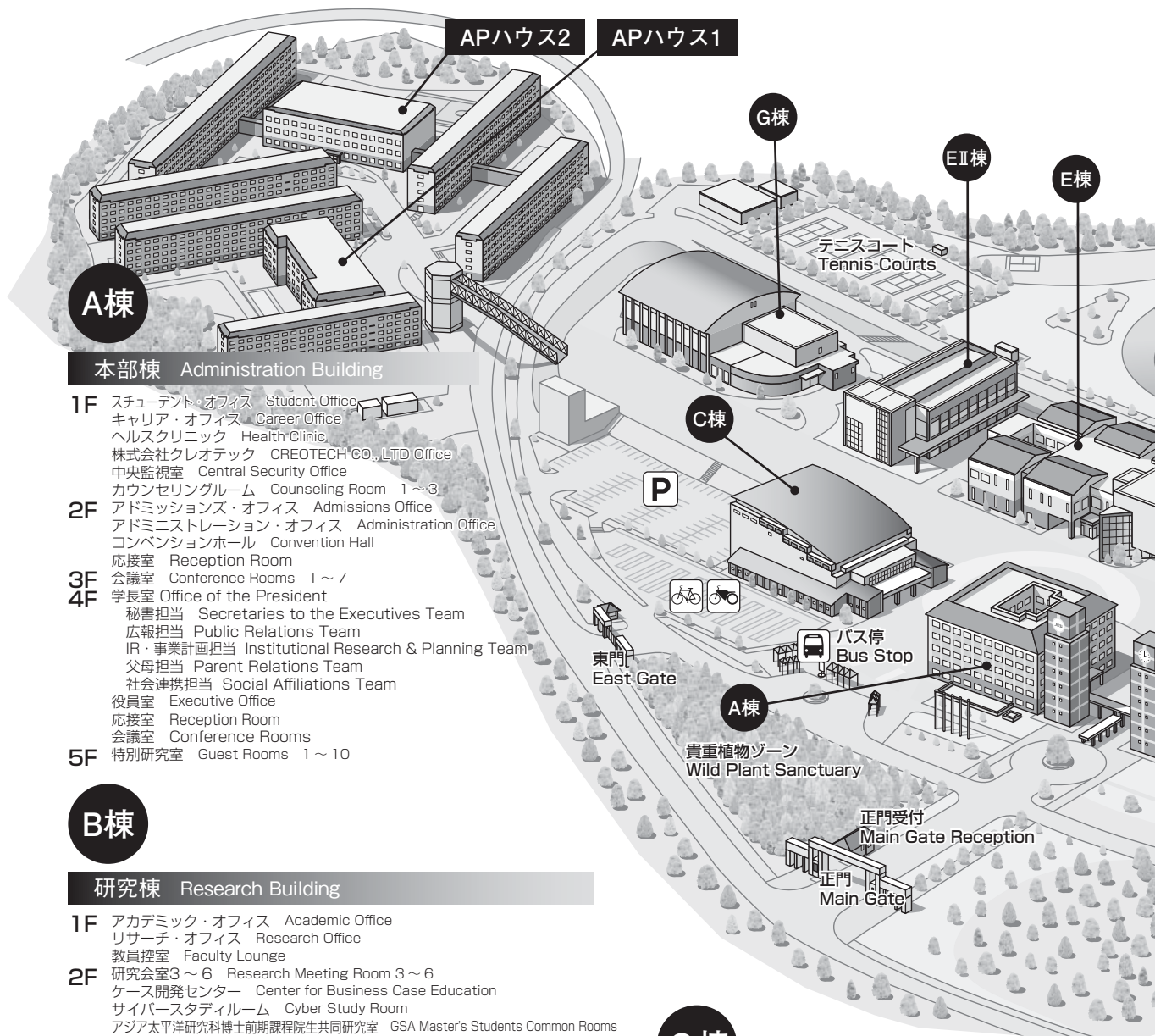
Vending machine locations:

- Media Center Building, 1st Floor, inside the Multimedia Room (during office hours)
- Building E II, Student Union II, Co-op Counter

Campus Map Index

Room Name	Alias	Building Name(1)	Building Name(2)	Floor	Page
Student Office		Bldg A	Administration	1	90 / 92
Career Office		Bldg A	Administration	1	90 / 92
Career Supply Room		Bldg A	Administration	1	90 / 92
CREOTECH CO.,LTD Office		Bldg A	Administration	1	90 / 92
Central Security Office		Bldg A	Administration	1	90 / 92
Health Clinic		Bldg A	Administration	1	90 / 92
Counseling Room		Bldg A	Administration	1	90 / 92
Admissions Office		Bldg A	Administration	2	90 / 92
Administration Office		Bldg A	Administration	2	90 / 92
Convention Hall		Bldg A	Administration	2	90 / 92
Conference Room		Bldg A	Administration	2	90 / 92
Reception Room		Bldg A	Administration	2	90 / 92
Conference Room 1		Bldg A	Administration	3	90 / 92
Conference Room 2		Bldg A	Administration	3	90 / 92
Conference Room 3		Bldg A	Administration	3	90 / 92
Conference Room 4		Bldg A	Administration	3	90 / 92
Conference Room 5		Bldg A	Administration	3	90 / 92
Conference Room 6		Bldg A	Administration	3	90 / 92
Conference Room 7		Bldg A	Administration	3	90 / 92
Secretary to the Executives		Bldg A	Administration	4	90 / 92
Public Relations		Bldg A	Administration	4	90 / 92
Institutional Research & Planning		Bldg A	Administration	4	90 / 92
Alumni Affairs / Parent Relations		Bldg A	Administration	4	90 / 92
Social Affiliations		Bldg A	Administration	4	90 / 92
Executive Offices		Bldg A	Administration	4	90 / 92
Reception Room		Bldg A	Administration	4	90 / 92
Conference Room		Bldg A	Administration	4	90 / 92
Guest Room 1		Bldg A	Administration	5	90 / 92
Guest Room 2		Bldg A	Administration	5	90 / 92
Guest Room 3		Bldg A	Administration	5	90 / 92
Guest Room 4		Bldg A	Administration	5	90 / 92
Guest Room 5		Bldg A	Administration	5	90 / 92
Guest Room 6		Bldg A	Administration	5	90 / 92
Guest Room 7		Bldg A	Administration	5	90 / 92
Guest Room 8		Bldg A	Administration	5	90 / 92
Guest Room 9		Bldg A	Administration	5	90 / 92
Guest Room 10		Bldg A	Administration	5	90 / 92
Academic Office		Bldg B	Faculty Offices	1	91 / 93
Research Office		Bldg B	Faculty Offices	1	91 / 93
Faculty Lounge		Bldg B	Faculty Offices	1	91 / 93
Research Meeting Room 3	RMR 3	Bldg B	Faculty Offices	2	91 / 94
Research Meeting Room 4	RMR 4	Bldg B	Faculty Offices	2	91 / 94
Research Meeting Room 5	RMR 5	Bldg B	Faculty Offices	2	91 / 94
Research Meeting Room 6	RMR 6	Bldg B	Faculty Offices	2	91 / 94
Lounge		Bldg B	Faculty Offices	2	91 / 94
Cyber Study Room		Bldg B	Faculty Offices	2	91 / 94
GSA Master's Students Common Room		Bldg B	Faculty Offices	2	91 / 94
GSA Doctoral Students Common Room		Bldg B	Faculty Offices	2	91 / 94
Center for Business Case Education		Bldg B	Faculty Offices	2	91 / 94
RCAPS Conference Room		Bldg B	Faculty Offices	2	91 / 94
GSM Master's Students Common Room		Bldg B	Faculty Offices	2	91 / 94
Visiting Research Fellows Joint Research Room		Bldg B	Faculty Offices	2	91 / 94
Honorary Doctorate HIRAMATSU Morihiko "One Village One Product Movement" Research Room		Bldg B	Faculty Offices	2	91 / 94
Faculty Offices B 301~327		Bldg B	Faculty Offices	3	91 / 94
Seminar Project Rooms 1~3	SPR1-3	Bldg B	Faculty Offices	3	91 / 94
Information Corner		Bldg B	Faculty Offices	3	91 / 94
Faculty Offices B 401~427		Bldg B	Faculty Offices	4	91 / 95
Seminar Project Rooms 4~6	SPR4-6	Bldg B	Faculty Offices	4	91 / 95
Information Corner		Bldg B	Faculty Offices	4	91 / 95
Faculty Offices B 501~527		Bldg B	Faculty Offices II	5	91 / 95
Seminar Project Rooms 7~9	SPR7-9	Bldg B	Faculty Offices II	5	91 / 95
Information Corner		Bldg B	Faculty Offices II	5	91 / 95
Senior and Junior Lecturers' Offices		Bldg B II	Faculty Offices II	1	91 / 96
Part-time Lecturers' Offices		Bldg B II	Faculty Offices II	1	91 / 96
Student Counseling Room		Bldg B II	Faculty Offices II	1	91 / 96
Center for Language Education		Bldg B II	Faculty Offices II	1	91 / 96
Confucius Institute at Ritsumeikan Asia Pacific University		Bldg B II	Faculty Offices II	1	91 / 96
Institute Academic Laboratory		Bldg B II	Faculty Offices II	2	91 / 97
Faculty Office B II 261~B II 274		Bldg B II	Faculty Offices II	2	91 / 97
Faculty Office B II 361~B II 385		Bldg B II	Faculty Offices II	3	91 / 97

Room Name	Alias	Building Name(1)	Building Name(2)	Floor	Page
APU Library		Bldg D	Media Center	1	91 / 98
Class D101~108		Bldg D	Media Center	1	91 / 98
Multimedia Room		Bldg D	Media Center	1	91 / 98
Multimedia III		Bldg D	Media Center	1	91 / 98
Physics Lab		Bldg D	Media Center	1	91 / 98
Biochemistry Lab		Bldg D	Media Center	1	91 / 98
Extension Center		Bldg D	Media Center	1	91 / 98
APU Library		Bldg D	Media Center	2	91 / 99
Class D201~214		Bldg D	Media Center	2	91 / 99
Class D301~305		Bldg D	Media Center	3	91 / 100
CAI Classroom 1~12	CAI	Bldg D	Media Center	3	91 / 100
Information Processing Seminar Room(IPS) 1~6	IPS	Bldg D	Media Center	3	91 / 100
Multimedia Lab I		Bldg D	Media Center	3	91 / 100
Contents Development Room		Bldg D	Media Center	3	91 / 100
Information System Administrative Office		Bldg D	Media Center	3	91 / 100
Classrooms F101~112		Bldg F	Classrooms	1	91 / 101
Self-Access Learning Center	SALC	Bldg F	Classrooms	1	91 / 101
HUT OF PEACE SPIRIT-Tea Ceremony Room	Chashitsu	Bldg F	Classrooms	1	91 / 101
Classrooms F201~214		Bldg F	Classrooms	2	91 / 102
Electronic Engineering Experiment Lab		Bldg F	Classrooms	2	91 / 102
Classrooms F301~304		Bldg F	Classrooms	3	91 / 103
Faculty Office F331~346		Bldg F	Classrooms	3	91 / 103
Classroom F II 120~124		Bldg F II	Classrooms II	1	91 / 104
Information Processing Seminar Rooms 7~9		Bldg F II	Classrooms II	1	91 / 104
Classrooms F II 220~222, F II 224~226		Bldg F II	Classrooms II	2	91 / 105
CAI Classrooms 20~28	CAI	Bldg F II	Classrooms II	2	91 / 105
Classrooms F II 320~331		Bldg F II	Classrooms II	3	91 / 106
Classrooms H101-H102		Bldg H	Graduate School	1	91 / 107
Classrooms H201-H202		Bldg H	Graduate School	2	91 / 107
Faculty Offices H351~360		Bldg H	Graduate School	3	91 / 107
Millennium Hall		Bldg C	Millennium Hall	1	90
Cafeteria		Bldg E	Student Union	1	90
Co-op Office		Bldg E	Student Union	1	90
Pacific Café		Bldg E	Student Union	1	90
Atelier		Bldg E	Student Union	1	90
Student Hall		Bldg E	Student Union	2	90
Student Council Room		Bldg E	Student Union	2	90
Multimedia Lab II		Bldg E	Student Union	2	90
Student Lounge		Bldg E	Student Union	2	90
Event Space		Bldg E	Student Union	2	90
Japanese-style Room		Bldg E	Student Union	2	90
Music Studio		Bldg E	Student Union	2	90
Conference Rooms		Bldg E	Student Union	2	90
Meeting Space		Bldg E	Student Union	2	90
Co-op		Bldg E II	Student Union	1	90
Presentation Space		Bldg E II	Student Union	2	90
Multi-purpose Hall		Bldg E II	Student Union	2	90
Arena		Bldg G	Gymnasium	1	90
Fitness Room		Bldg G	Gymnasium	1	90
Staff Room		Bldg G	Gymnasium	1	90
Locker Room		Bldg G	Gymnasium	1	90
Shower Room		Bldg G	Gymnasium	1	90
Meeting Room		Bldg G	Gymnasium	2	90
Martial Arts Room		Bldg G	Gymnasium	2	90
Rooms		APHouse	AP House 1		90
AP House Office		APHouse	AP House 1		90
Meeting Room		APHouse	AP House 1		90
Internet Room		APHouse	AP House 1		90
AP House1 Reception		APHouse	AP House 1		90
Rooms		APHouse	AP House 2		90
Meeting Room		APHouse	AP House 2		90
Internet Room		APHouse	AP House 2		90
AP House 2 Reception		APHouse	AP House 2		90



A棟

本部棟 Administration Building

- 1F スチューデント・オフィス Student Office
キャリア・オフィス Career Office
ヘルスクリニック Health Clinic
株式会社クレオテック CREOTECH CO., LTD. Office
中央監視室 Central Security Office
カウンセリングルーム Counseling Room 1~3
2F アドミSSIONS・オフィス Admissions Office
コンベンションホール Convention Hall
応接室 Reception Room
3F 会議室 Conference Rooms 1~7
4F 学長室 Office of the President
秘書担当 Secretaries to the Executives Team
広報担当 Public Relations Team
IR・事業計画担当 Institutional Research & Planning Team
父母担当 Parent Relations Team
社会連携担当 Social Affiliations Team
役員室 Executive Office
応接室 Reception Room
会議室 Conference Rooms
5F 特別研究室 Guest Rooms 1~10

B棟

研究棟 Research Building

- 1F アカデミック・オフィス Academic Office
リサーチ・オフィス Research Office
教員控室 Faculty Lounge
- 2F 研究会室3~6 Research Meeting Room 3~6
ケース開発センター Center for Business Case Education
サイバースタディールーム Cyber Study Room
アジア太平洋研究科博士前期課程院生共同研究室 GSA Master's Students Common Rooms
アジア太平洋研究科博士後期課程院生共同研究室 GSA Doctoral Students Common Rooms
経営管理研究科修士課程院生共同研究室 GSM Master's Students Common Room
客員研究員共同研究室 Visiting Research Fellow's Joint Research Room
平松守彦 名誉博士「一村一品運動」研究室 Honorary Doctorate HIRAMATSU
Morihiro "One Village One Product Movement" Research Room
ラウンジ Lounge
RCAPS研究会議室 RCAPS Conference Room
- 3F 個人研究室B301~B327 Faculty Office B301~B327
ゼミ・プロジェクト室1~3 Seminar Project Room 1~3
情報コーナー Information Corner
- 4F 個人研究室B401~B427 Faculty Office B401~B427
ゼミ・プロジェクト室4~6 Seminar Project Room 4~6
情報コーナー Information Corner
- 5F 個人研究室B501~B527 Faculty Office B501~B527
ゼミ・プロジェクト室7~9 Seminar Project Room 7~9
情報コーナー Information Corner

BII棟

研究棟II Research Building II

- 1F 講師共同執務室 Lecturers' Office
非常勤講師机 Part-Time Lecturers' Desk
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
- 2F 個人研究室261~274 Faculty Office 261~274
- 3F 個人研究室361~387 Faculty Office 361~387

C棟

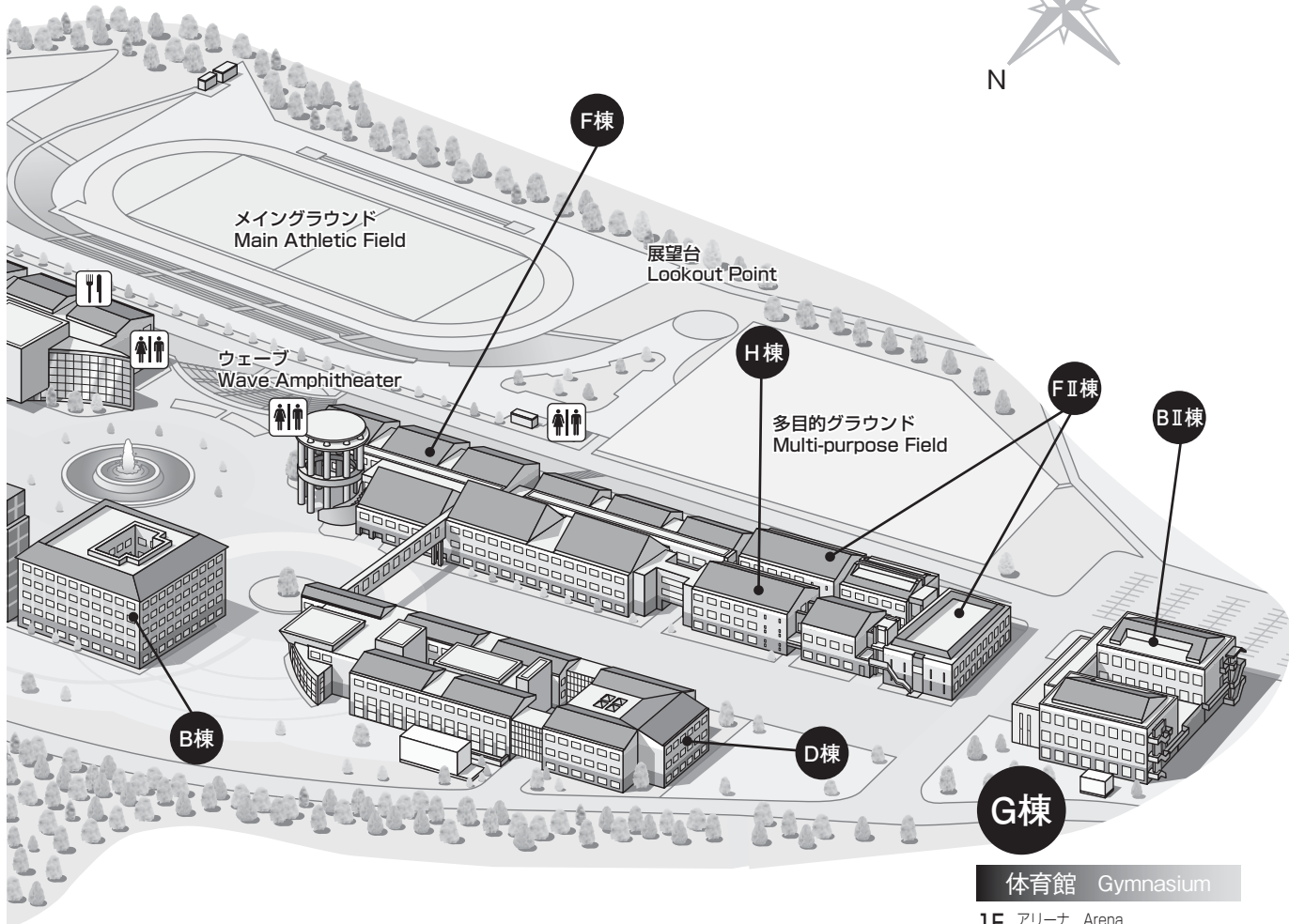
ミレニアムホール Millennium Hall

- ホール Hall
- リハーサル室 Rehearsal Room
- 楽屋 Dressing Rooms
- 同時通訳ブース Simultaneous Interpretation Booths

D棟

メディア・センター Media Center

- 1F アカデミック・オフィス (ライブラリー分室) Academic Office (Library Office)
APUライブラリー APU Library
マルチメディアルーム Multimedia Room
D101~D108 Classroom D101~D108
エクステンションセンター Extension Center
学内アルバイトセンター On-Campus Student Job Center
- 2F APUライブラリー APU Library
D201~D214 Classroom D201~D214
- 3F D301~D305 Classroom D301~D305
CAI教室1~12 CAI Classroom 1~12
情報処理演習室1~6 Information Processing Seminar Room 1~6
情報システム事務室 Information Systems Administrative Office
マルチメディアラボ I Multimedia Lab I
コンテンツ開発室 Contents Development Room



E棟

スチューデント ユニオン Student Union

- 1F カフェテリア Cafeteria
生協本部 Co-op Office
パシフィックカフェ Pacific Café
アトリエ Atelier
- 2F スチューデントホール Student Hall
学生執務室 Student Council Room
マルチメディアラボII Multimedia Lab II
学生ラウンジ Student Lounge
イベントスペース Event Space
和室 Japanese-style Room
音楽練習室 Music Studio
会議室 Conference Rooms
ミーティングスペース Meeting Space

EII棟

スチューデント ユニオンII Student Union II

- 1F 生協ショップ Co-op
- 2F プレゼンテーションスペース Presentation Space
多目的ホール Multi-purpose Hall

F棟

教室棟 Classrooms

- 1F F101～F112教室 Classroom F101～F112
言語自主学习センター Self-Access Learning Center
和心庵(茶室) HUT OF PEACE SPIRIT-Tea Ceremony Room
- 2F F201～F214教室 Classroom F201～F214
TA 執務室 TA Office
- 3F F301～F304教室 Classroom F301～F304
個人研究室 Faculty Office F331～F346

FII棟

教室棟II Classrooms II

- 1F FII120～FII124 Classroom FII120～FII124
情報処理演習室7～9 Information Processing Seminar Room7～9
- 2F FII220～FII226 Classroom FII220～FII226
CAI教室20～28 CAI Classroom 20～28
- 3F FII320～FII331 Classroom FII320～FII331

体育館 Gymnasium

- 1F アリーナ Arena
フィットネスルーム Fitness Room
スタッフルーム Staff Room
更衣室 Locker Room
シャワー室 Shower Room
- 2F ミーティングルーム Meeting Room
格技室 Martial Arts Room

H棟

大学院棟 Graduate School

- 1F H101～H102教室 Classroom H101～H102
- 2F H201～H202教室 Classroom H201～H202
- 3F 個人研究室 Faculty Office H351～H360

APハウス1 AP House 1

- 居室 Rooms
- APハウス・オフィス AP House Office
- ミーティングルーム Meeting Room
- インターネットルーム Internet Room
- APハウス1事務室 AP House 1 Reception

APハウス2 AP House 2

- 居室 Rooms
- ミーティングルーム Meeting Room
- インターネットルーム Internet Room
- APハウス2事務室 AP House 2 Reception

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 学長室
Office of the President

- 秘書担当 Secretaries to the Executives Team
- 広報担当 Public Relations Team
- IR・事業計画担当 Institutional Research & Planning Team
- 父母担当 Parent Relations Team
- 社会連携担当 Social Affiliations Team

役員室 Executive Offices 応接室 Reception Room 会議室 Conference Room

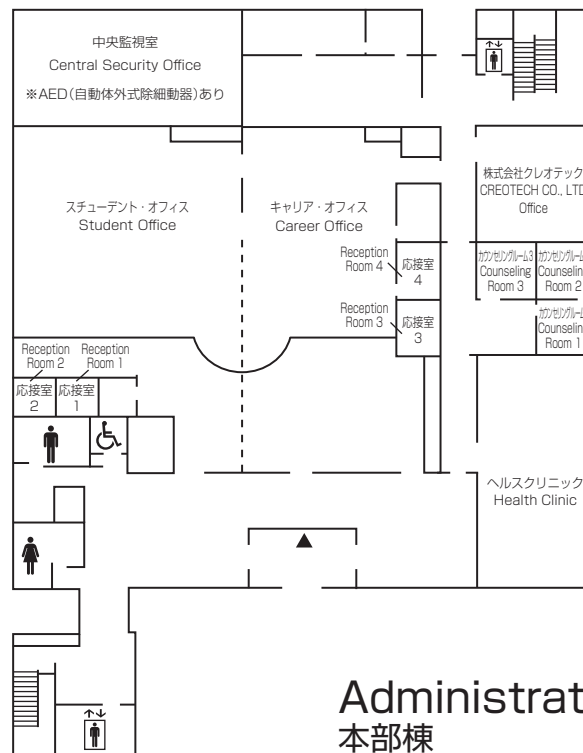
3F 会議室 第1～第7
Conference Rooms 1～7

2F アドミッションズ・オフィス Admissions Office アドミニストレーション・オフィス Administration Office

コンベンションホール Convention Hall 会議室 Conference Rooms 応接室 Reception Room

1F スチューデント・オフィス Student Office キャリア・オフィス Career Office ヘルスクリニック Health Clinic

株式会社クレオテック CREOTECH CO., LTD Office 中央監視室 Central Security Office カウンセリングルーム 1～3 Counseling Room 1～3

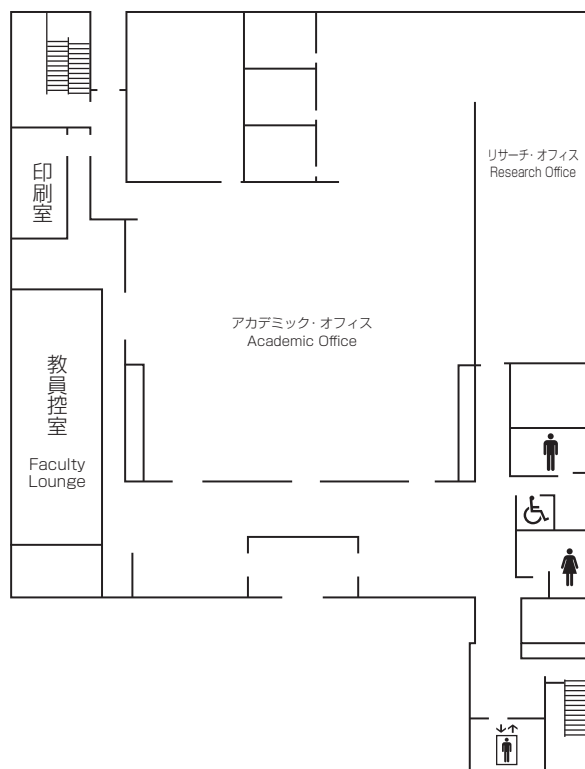


Administration 1F
本部棟

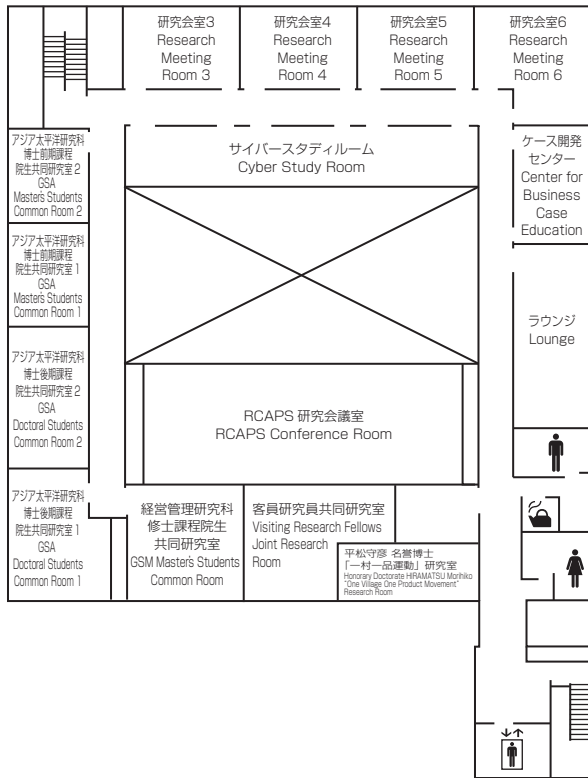
Faculty Offices <Bldg B>

研究棟

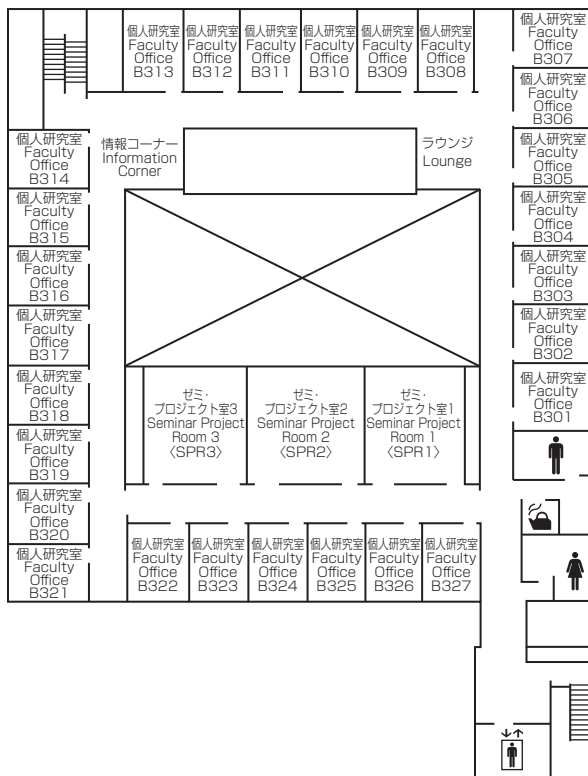
5F	個人研究室B501～B527 Faculty Offices B501～B527	ゼミ・プロジェクト室 (SPR) 7～9 Seminar Project Rooms 7～9	情報コーナー Information Corner
4F	個人研究室B401～B427 Faculty Offices B401～B427	ゼミ・プロジェクト室 (SPR) 4～6 Seminar Project Rooms 4～6	情報コーナー Information Corner
3F	個人研究室 B301～B327 Faculty Offices B301～B327	ゼミ・プロジェクト室 (SPR) 1～3 Seminar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



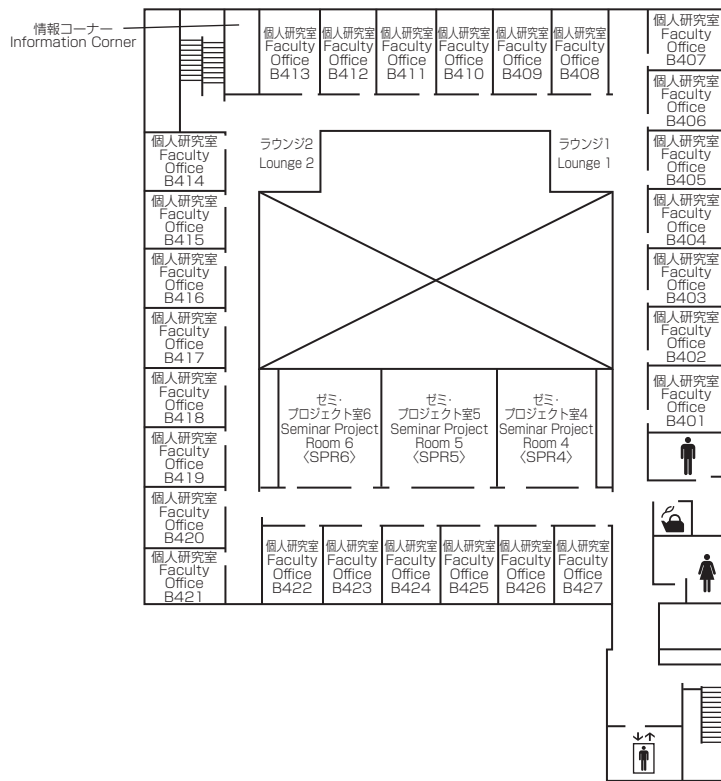
Faculty Offices 1F
研究棟



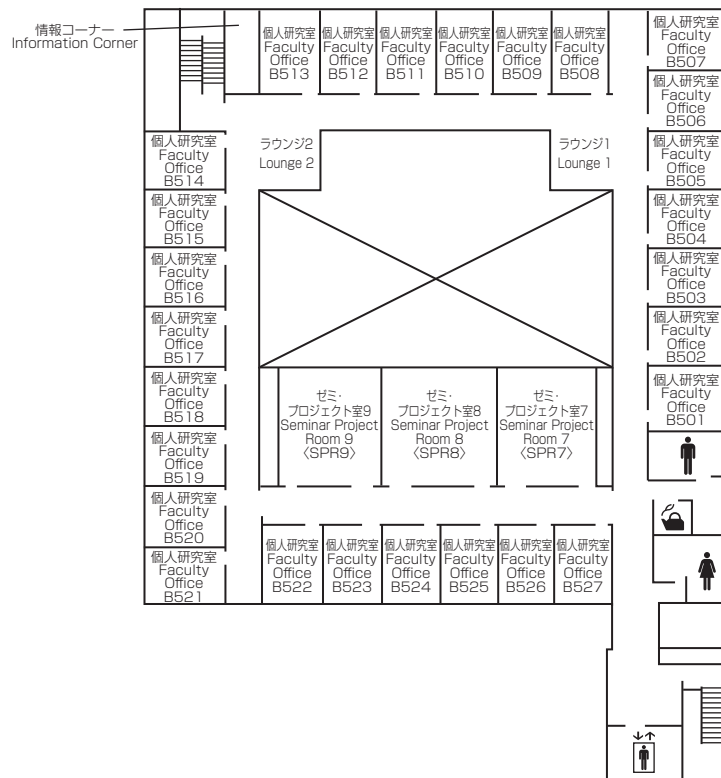
Faculty Offices 2F
研究棟



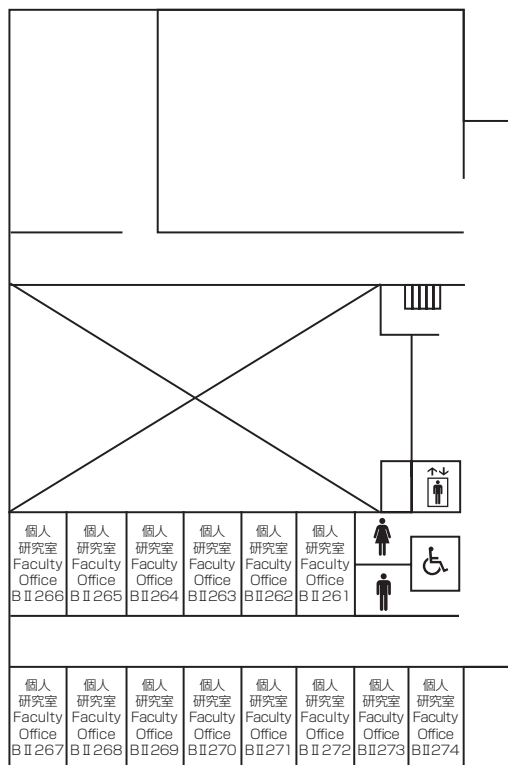
Faculty Offices 3F
研究棟



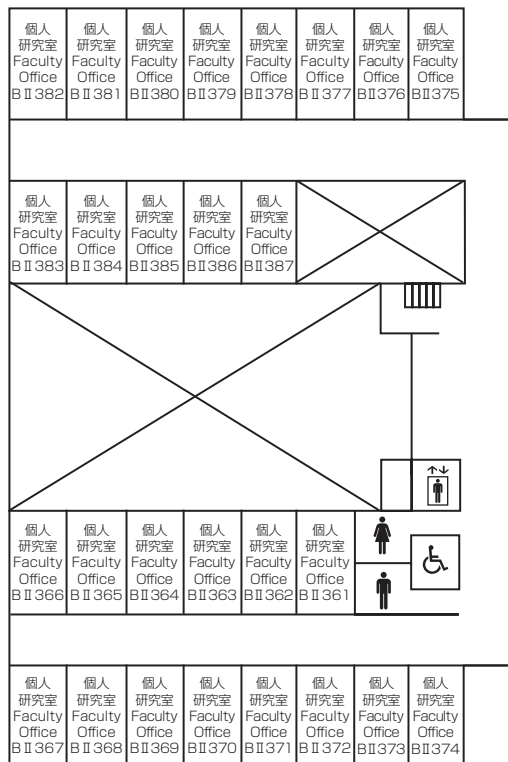
Faculty Offices 4F
研究棟



Faculty Offices 5F
研究棟



Faculty Offices 2F
研究棟Ⅱ



Faculty Offices 3F
研究棟Ⅱ

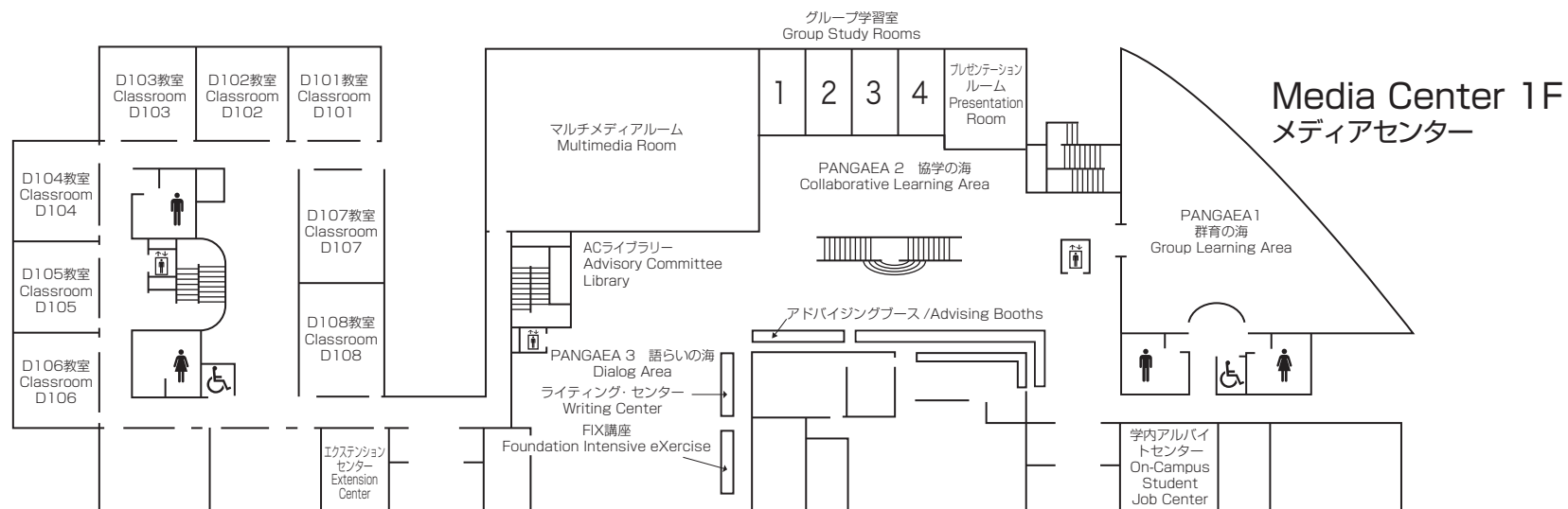
Media Center <Bldg D>

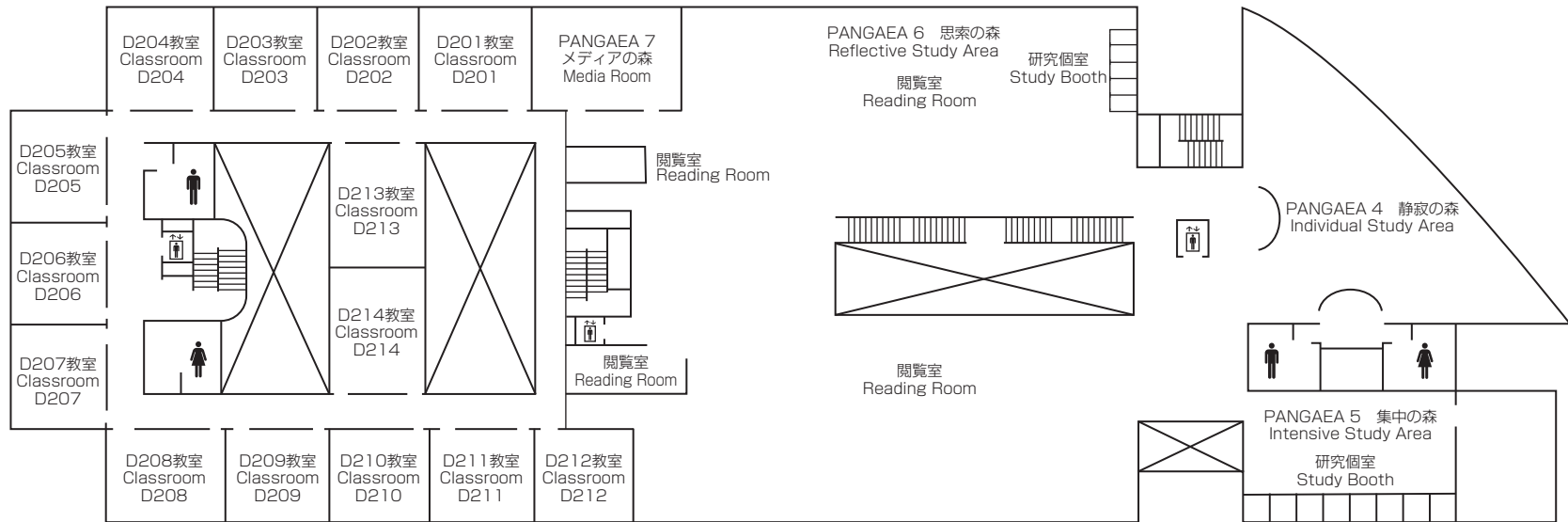
メディアセンター

2F	APUライブラリー APU Library
教室 Classrooms	D201 ~ D214

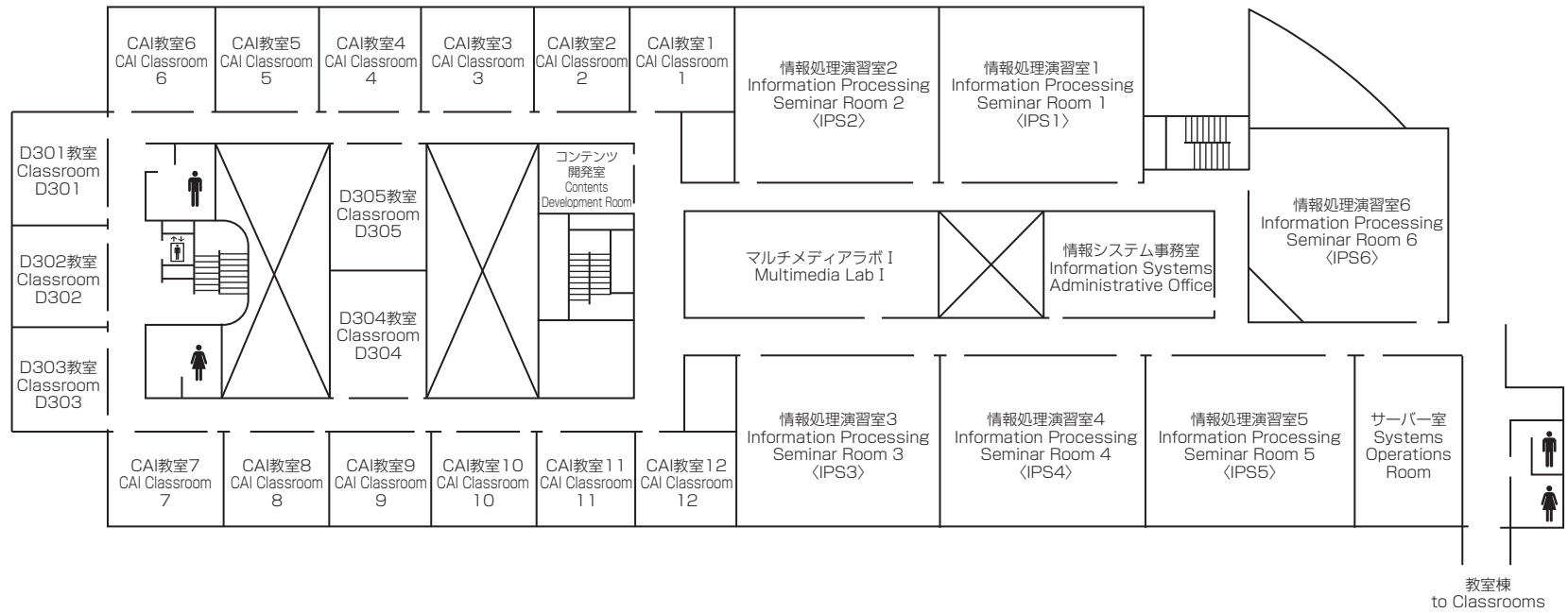
1F	アカデミック・オフィス(ライブラリー分室) Academic Office (Library Office)
APUライブラリー APU Library	マルチメディアルーム Multimedia Room
教室 Classrooms	D101 ~ D108
その他 Other	エクステンションセンター Extension Center 学内アルバイトセンター On-Campus Student Job Center

3F	教室 Classrooms	D301 ~ D305
	CAI教室1 ~ 12 CAI Classrooms 1 ~ 12	
	情報処理演習室 (IPS) 1 ~ 6 Information Processing Seminar Rooms 1 ~ 6	
	マルチメディアラボ I Multimedia Lab I	
	コンテンツ開発室 Contents Development Room	
	情報システム事務室 Information Systems Administrative Office	





Media Center 2F
メディアセンター



Media Center 3F

メディアセンター

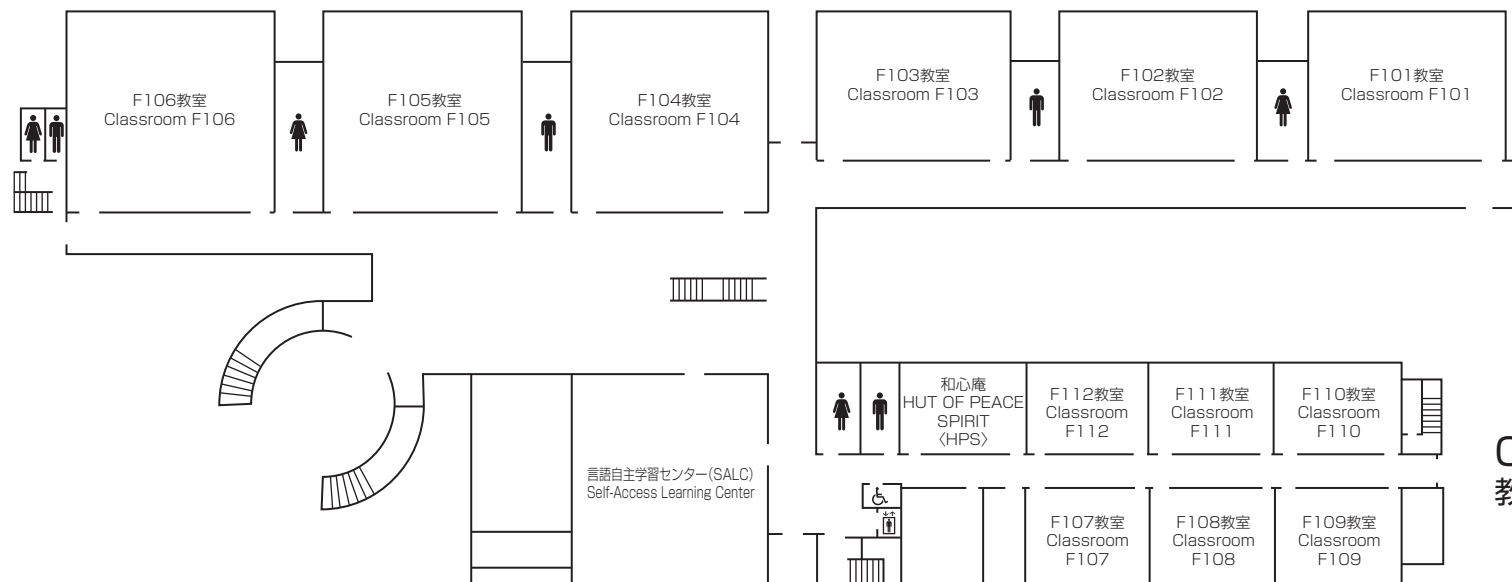
Classrooms <Bldg F>

教室棟

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

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

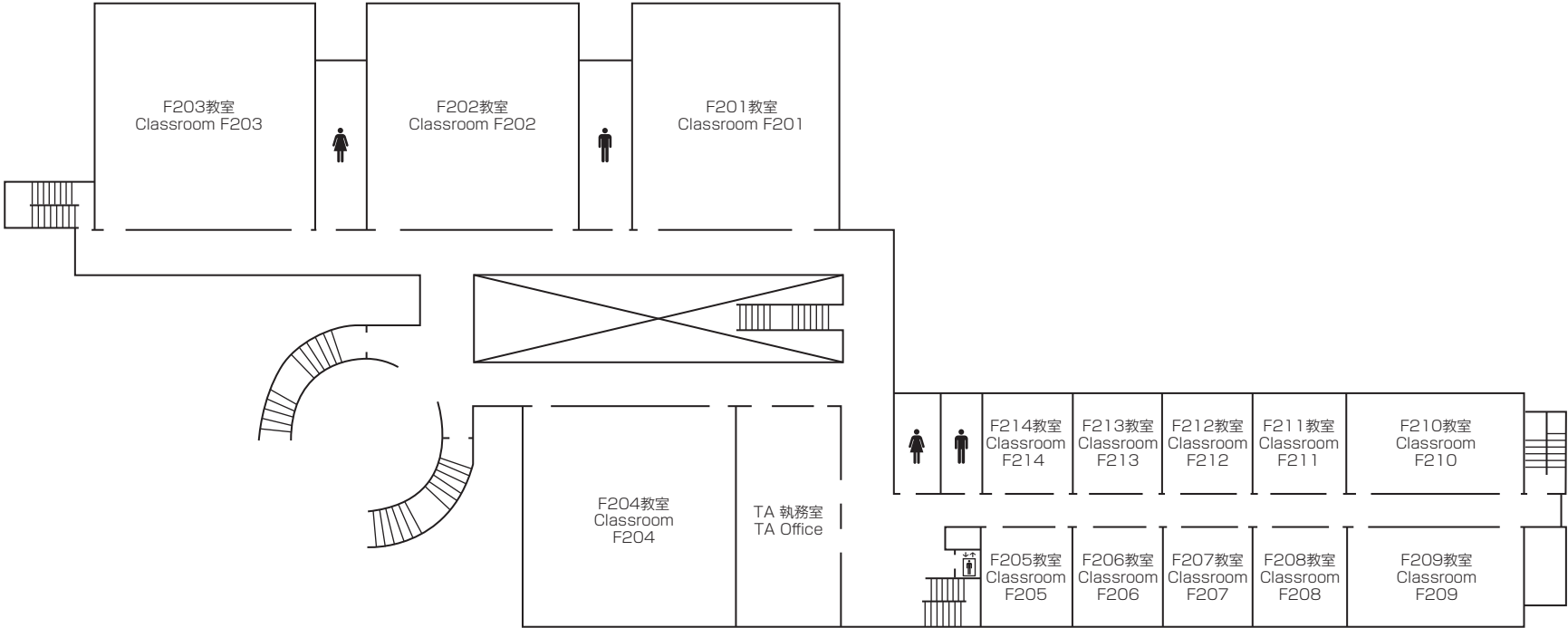
1F 教室 F101 ~ F112 言語自主学习センター (SALC) 和心庵 (茶室)
Classrooms F101 ~ F112 Self-Access Learning Center HUT OF PEACE SPIRIT-Tea Ceremony Room



Classrooms 1F
教室棟

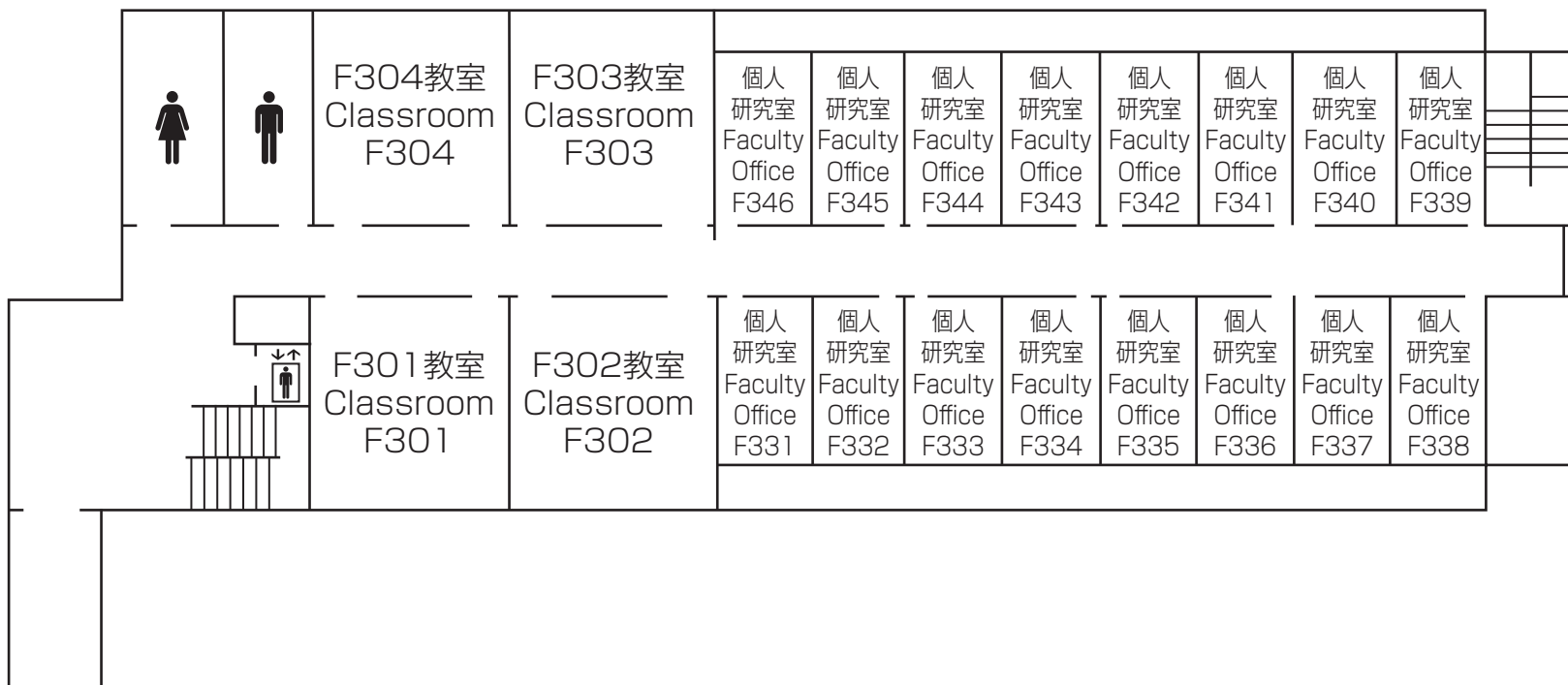
Classrooms 2F

教室棟



Classrooms 3F

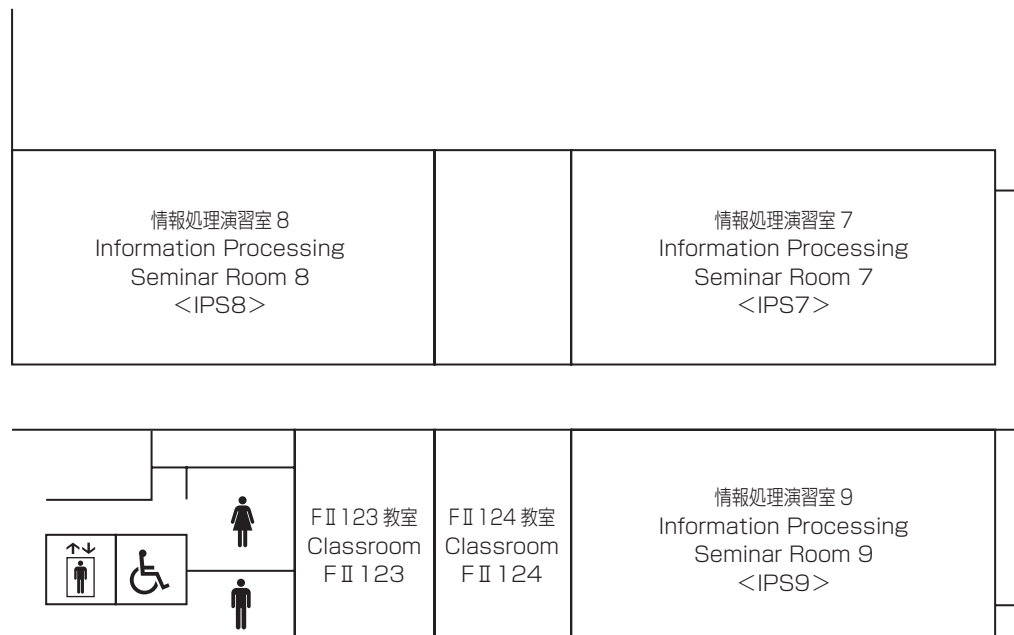
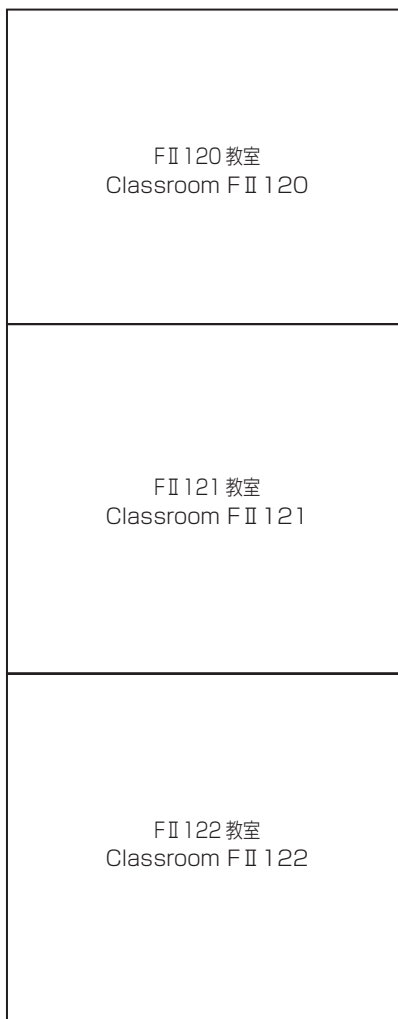
教室棟



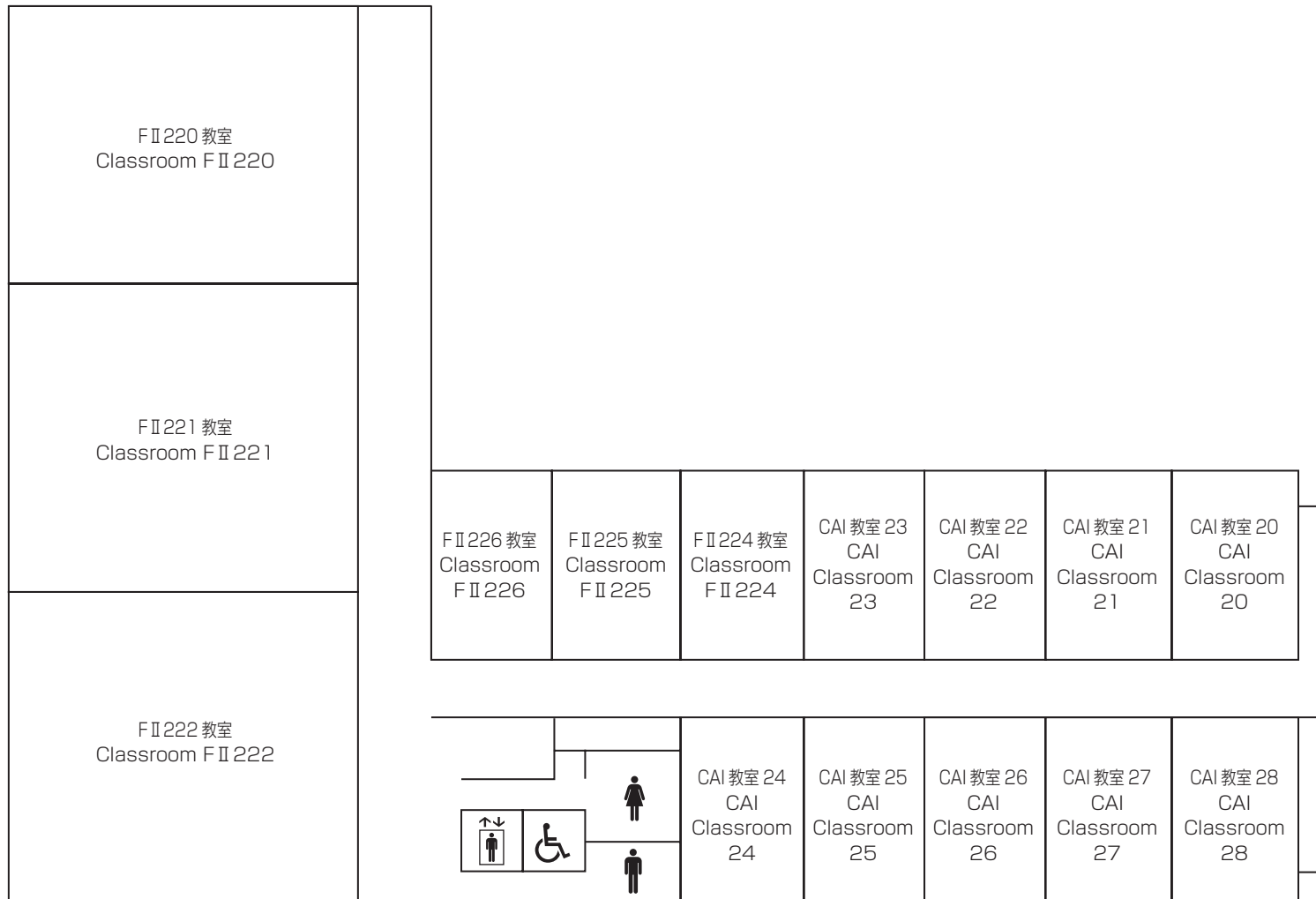
メディアセンター
to Media Center

Classrooms <Bldg FⅡ>

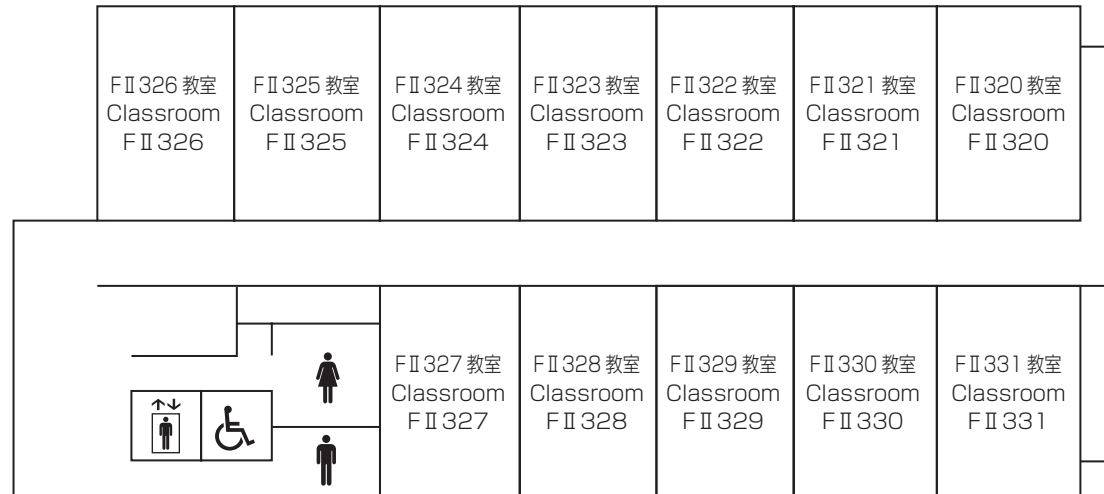
教室棟Ⅱ



Classrooms 1F
教室棟Ⅱ



Classrooms 2F
教室棟Ⅱ



Classrooms 3F
教室棟 II

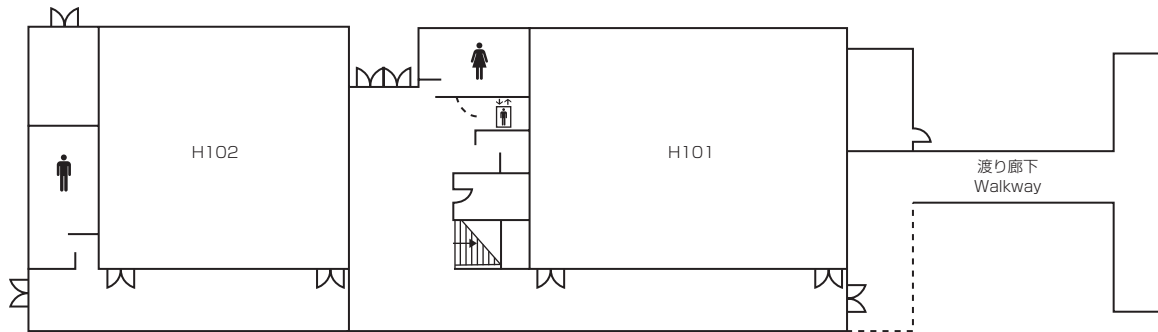
Graduate School <Bldg H>

大学院棟

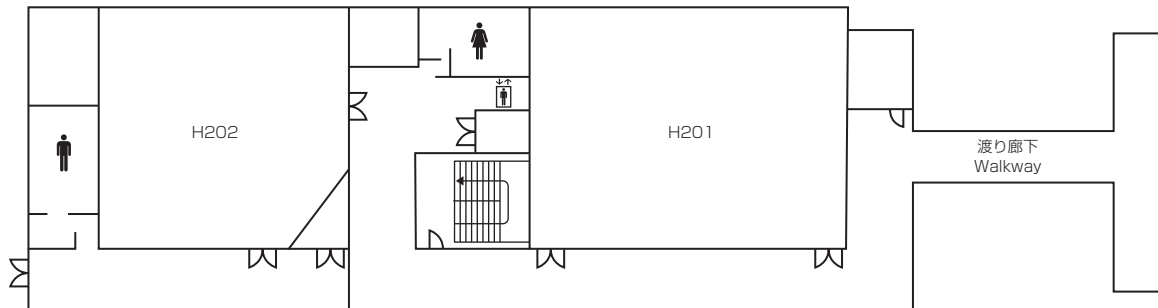
1F H101-H102教室
Classroom H101-H102

2F H201-H202教室
Classroom H201-H202

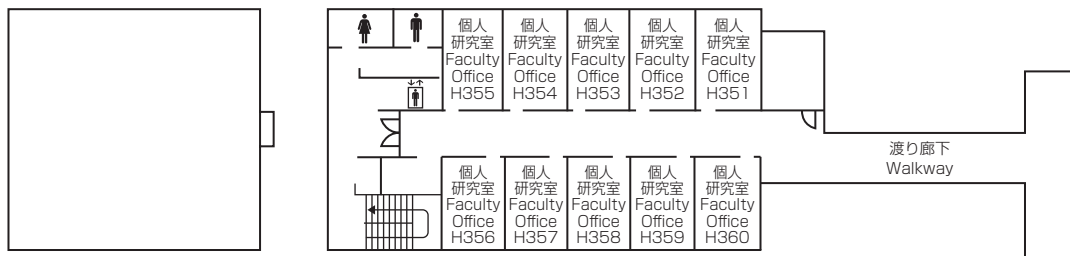
3F 個人研究室H351 ~ H360
Faculty Office H351 ~ H360



Graduate School 1F
大学院棟



Graduate School 2F
大学院棟



Graduate School 3F
大学院棟

AY2015 Ritsumeikan Asia Pacific University Academic Calendar

Year	Date	Day	Event	Class		
2015	4	Spring Semester				
		1	Wed	Entrance Ceremony		
		2	Thu			
		3	Fri			
		4	Sat			
		5	Sun			
		6	Mon			
		7	Tue			
		8	Wed			
		9	Thu	Start of Classes Spring Semester 1st Quarter	●	
		10	Fri		●	
		11	Sat			
		12	Sun			
		13	Mon		●	
		14	Tue		●	
		15	Wed		●	
		16	Thu		●	
		17	Fri		●	
		18	Sat			
		19	Sun			
		20	Mon		●	
		21	Tue		●	
		22	Wed		●	
		23	Thu		●	
		24	Fri		●	
		25	Sat	Make-up Classes	○	
		26	Sun			
		27	Mon		●	
		28	Tue		●	
		29	Wed	National Holiday	Classes as usual	●
		30	Thu		●	
31	Fri		●			
2015	5	1	Sat			
		2	Sun	National Holiday		
		3	Mon	National Holiday	Classes as usual	●
		4	Tue	National Holiday	Classes as usual	●
		5	Wed	National Holiday	Classes as usual	●
		6	Thu		●	
		7	Fri		●	
		8	Sat		●	
		9	Sun			
		10	Mon		●	
		11	Tue		●	
		12	Wed		●	
		13	Thu		●	
		14	Fri		●	
		15	Sat	Make-up Classes	○	
		16	Sun			
		17	Mon		●	
		18	Tue		●	
		19	Wed		●	
		20	Thu		●	
		21	Fri		●	
		22	Sat	Make-up Classes	○	
		23	Sun			
		24	Mon		●	
		25	Tue		●	
		26	Wed		●	
		27	Thu		●	
		28	Fri	Final Exams 1st Quarter Spring Semester	●	
		29	Sat	Final Exams 1st Quarter Spring Semester	●	
		30	Sun			
		2015	6	1	Mon	Final Exams 1st Quarter Spring Semester
2	Tue			No Classes		
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			1st Quarter Make-up Examinations	●	
11	Thu				●	
12	Fri				●	
13	Sat					
14	Sun					
15	Mon				●	
16	Tue				●	
17	Wed				●	
18	Thu				●	
19	Fri				●	
20	Sat			Make-up Classes	○	
21	Sun					
22	Mon				●	
23	Tue				●	
24	Wed				●	
25	Thu				●	
26	Fri				●	
27	Sat					
28	Sun					
29	Mon				●	
30	Tue				●	

Class Column: ●School Day or Examination Day ○:Make-up classes None: No Classes

Year	Date	Day	Event	Class		
2015	7	1	Wed		●	
		2	Thu		●	
		3	Fri		●	
		4	Sat			
		5	Sun			
		6	Mon		●	
		7	Tue		●	
		8	Wed		●	
		9	Thu		●	
		10	Fri		●	
		11	Sat	Make-up Classes	○	
		12	Sun			
		13	Mon		●	
		14	Tue		●	
		15	Wed		●	
		16	Thu		●	
		17	Fri		●	
		18	Sat			
		19	Sun			
		20	Mon	National Holiday	Classes as usual	●
		21	Tue		●	
		22	Wed		●	
		23	Thu		●	
		24	Fri		●	
		25	Sat	Make-up Classes	○	
		26	Sun			
		27	Mon	Final Exams 2nd Quarter Spring Semester	●	
		28	Tue	Final Exams 2nd Quarter Spring Semester	●	
		29	Wed	Final Exams 2nd Quarter Spring Semester (Back-up Examination)	●	
		30	Thu	Final Exams 2nd Quarter Spring Semester	●	
		31	Fri	Final Exams 2nd Quarter Spring Semester	●	
2015	8	1	Sat	Back-up Examination	●	
		2	Sun	Summer Session	●	
		3	Mon	Summer Session	●	
		4	Tue	Summer Session	●	
		5	Wed	Summer Session	●	
		6	Thu	Summer Session	●	
		7	Fri	2nd Quarter Make-up Examinations	●	
		8	Sat			
		9	Sun			
		10	Mon	2nd Quarter Make-up Examinations	●	
		11	Tue			
		12	Wed			
		13	Thu			
		14	Fri			
		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			
		29	Sat			
		30	Sun			
		31	Mon	Graduation Results Announced		
2015	9	1	Tue			
		2	Wed			
		3	Thu			
		4	Fri			
		5	Sat			
		6	Sun			
		7	Mon			
		8	Tue			
		9	Wed	Spring Semester Results Released Registration Guidance		
		10	Thu			
		11	Fri	Graduation Ceremony		
		12	Sat			
		13	Sun			
		14	Mon			
		15	Tue			
		16	Wed			
		17	Thu			
		18	Fri			
		19	Sat			
		20	Sun			
		Fall Semester				
			21	Mon	National Holiday	
			22	Tue	National Holiday	
			23	Wed	National Holiday	
			24	Thu		
			25	Fri	Entrance Ceremony	
			26	Sat		
			27	Sun		
			28	Mon		
			29	Tue		
			30	Wed		

Year	Date	Day	Event	Class
2015	10	1	Thu	
		2	Fri	
		3	Sat	
		4	Sun	
		5	Mon	Start of Classes, Fall Semester 1st Quarter ●
		6	Tue	●
		7	Wed	●
		8	Thu	●
		9	Fri	●
		10	Sat	
		11	Sun	
		12	Mon	National Holiday: Classes as usual ●
		13	Tue	●
		14	Wed	●
		15	Thu	●
		16	Fri	●
		17	Sat	Make-up Classes ○
		18	Sun	
		19	Mon	●
		20	Tue	●
		21	Wed	●
		22	Thu	●
		23	Fri	●
		24	Sat	
		25	Sun	
		26	Mon	●
		27	Tue	●
		28	Wed	●
		29	Thu	●
		30	Fri	●
		31	Sat	
	11	1	Sun	
		2	Mon	●
		3	Tue	National Holiday: Classes as usual ●
		4	Wed	●
		5	Thu	●
		6	Fri	●
		7	Sat	Make-up Classes ○
		8	Sun	
		9	Mon	●
		10	Tue	●
		11	Wed	●
		12	Thu	●
		13	Fri	●
		14	Sat	
		15	Sun	
		16	Mon	●
		17	Tue	●
		18	Wed	●
		19	Thu	●
		20	Fri	●
		21	Sat	Make-up Classes ○
		22	Sun	
		23	Mon	National Holiday: Final Exams, 1st Quarter Fall Semester ●
		24	Tue	Final Exams, 1st Quarter Fall Semester ●
		25	Wed	Final Exams, 1st Quarter Fall Semester ●
		26	Thu	No Classes
		27	Fri	No Classes
		28	Sat	
		29	Sun	
		30	Mon	Start of Classes, Fall Semester 2nd Quarter ●
	12	1	Tue	●
		2	Wed	1st Quarter Make-up Examinations ●
		3	Thu	●
		4	Fri	●
		5	Sat	
		6	Sun	
		7	Mon	●
		8	Tue	●
		9	Wed	●
		10	Thu	●
		11	Fri	●
		12	Sat	Make-up Classes ○
		13	Sun	
		14	Mon	●
		15	Tue	●
		16	Wed	●
		17	Thu	●
		18	Fri	●
		19	Sat	Classes as usual(Jan.11 classes) ●
		20	Sun	
		21	Mon	●
		22	Tue	●
		23	Wed	National Holiday
		24	Thu	
		25	Fri	
		26	Sat	
		27	Sun	
		28	Mon	
		29	Tue	
		30	Wed	
		31	Thu	

Year	Date	Day	Event	Class
2016	1	1	Fri	National Holiday
		2	Sat	
		3	Sun	
		4	Mon	
		5	Tue	
		6	Wed	●
		7	Thu	●
		8	Fri	●
		9	Sat	
		10	Sun	
		11	Mon	National Holiday: No Classes
		12	Tue	●
		13	Wed	●
		14	Thu	●
		15	Fri	●
		16	Sat	
		17	Sun	
		18	Mon	●
		19	Tue	●
		20	Wed	●
		21	Thu	●
		22	Fri	●
		23	Sat	Make-up Classes ○
		24	Sun	
		25	Mon	●
		26	Tue	●
		27	Wed	●
		28	Thu	●
		29	Fri	●
		30	Sat	Make-up Classes ○
		31	Sun	
	2	1	Mon	Final Exams,2nd Quarter Fall Semester ●
		2	Tue	Final Exams,2nd Quarter Fall Semester ●
		3	Wed	Final Exams,2nd Quarter Fall Semester(Back-up Examination) ●
		4	Thu	Final Exams,2nd Quarter Fall Semester ●
		5	Fri	Final Exams,2nd Quarter Fall Semester ●
		6	Sat	Back-up Examination ●
		7	Sun	Winter Session ●
		8	Mon	Winter Session ●
		9	Tue	Winter Session ●
		10	Wed	Winter Session ●
		11	Thu	National Holiday: Winter Session / Classes as usual ●
		12	Fri	2nd Quarter Make-up Examinations ●
		13	Sat	
		14	Sun	
		15	Mon	2nd Quarter Make-up Examinations ●
		16	Tue	
		17	Wed	
		18	Thu	
		19	Fri	
		20	Sat	
		21	Sun	
		22	Mon	
		23	Tue	
		24	Wed	
		25	Thu	
		26	Fri	
		27	Sat	
		28	Sun	
		29	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	
		15	Tue	
		16	Wed	Spring Semester Results Released,Registration Guidance
		17	Thu	
		18	Fri	Graduation Ceremony
		19	Sat	
		20	Sun	National Holiday
		21	Mon	National Holiday
		22	Tue	
		23	Wed	
		24	Thu	
		25	Fri	
		26	Sat	
		27	Sun	
		28	Mon	
		29	Tue	
		30	Wed	
		31	Thu	

* If a final exam is postponed due to the decision to halt public transportation due to a typhoon, snow, labor strike, etc., then the final exam will be rescheduled for a "Back-up Examination" date which will either be the Saturday during the final exam period or the Wednesday (during a class period that does not have previously scheduled exams) following the end of the final exam period. Students should not schedule trips or make plans to return home during this period due to the possibility that exams may be rescheduled. Please refer to the "Undergraduate Academic Handbook" for further details.

