

2015 Graduate Academic Handbook

Table of Contents

Declaration on the Occasion of the Opening of APU	i
The Ritsumeikan Charter	i
Basic Policy on the Protection of Personal Information	ii
Handling of Personal Information at Ritsumeikan Asia Pacific University	ii
Ritsumeikan Asia Pacific University Research Ethics Guidelines	iii
Ritsumeikan Asia Pacific University Guideline of Ethical Conduct in Research Involving Human Subjects ...	v

1. General Information

1-1 Graduate Schools' Curriculum Information	1
1-2 Student Identification Card and Student ID Number	2
1-3 Notices from APU	4
1-4 Operation of Classes	6
1-5 Class Cancellations, Changes and Emergency Contact Information	7
1-6 Absence from Class Due to Illness or Bereavement / Tardiness	8
1-7 Course Selection and Registration	10
1-8 Examinations, Final Reports and Other Written Assignments	11
1-9 Grading and Assessment	14

2. Graduate School of Asia Pacific Studies Master's Program (GSAM)

AY2014 Curriculum

2-1 Master's Degree Programs and Basic Requirements	17
2-2 Course Requirements and Credit Registration Limits	19
[GSAM Subject List]	20
2-3 Reference Information on GSAM Subjects	22
2-4 Accelerated Completion Program	24
2-5 Seminars	25
2-6 Master's Thesis and Research Report Requirements	26
“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”	28

3. Graduate School of Management (GSM)

AY2014 Curriculum

3-1 Master's Degree Program and Basic Requirements	37
3-2 Course Requirements and Credit Registration Limits	38
[GSM Subject List]	40
3-3 Reference Information on GSM Subjects	42
3-4 Accelerated Completion Program	44
3-5 Seminars	45
3-6 Research Projects	46
“Procedures for the Research Projects in the Graduate School of Management (GSM) under the AY2014 Curriculum”	50

4. Graduate School of Asia Pacific Studies Doctoral Program (GSAD)	
4-1	Doctoral Degree Program and Basic Requirements 57
4-2	Course Requirements and Credit Registration Limits 58
4-3	GSAD Subject Registration 59
4-4	Doctoral Candidacy and Doctoral Dissertation Screening 62
4-5	Other Important Information for GSAD Students 65
	“Procedures for the Conferral of Doctoral Degree in the Graduate School of Asia Pacific Studies (Revised January 2015)” 67
5. Other Important Information	
5-1	Change in Major, Division / Specialization, Supervisor or Student Status 75
5-2	Tuition Fees 80
5-3	Career Information and Certificate Requests 82
5-4	Scholarships for Graduate Students 84
5-5	Use of University Facilities and Equipment 86
	Campus Map Index 89
	Campus Map 90
	Overview of Facilities in Each Building 92
	AY2015 Academic Calendar 108

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

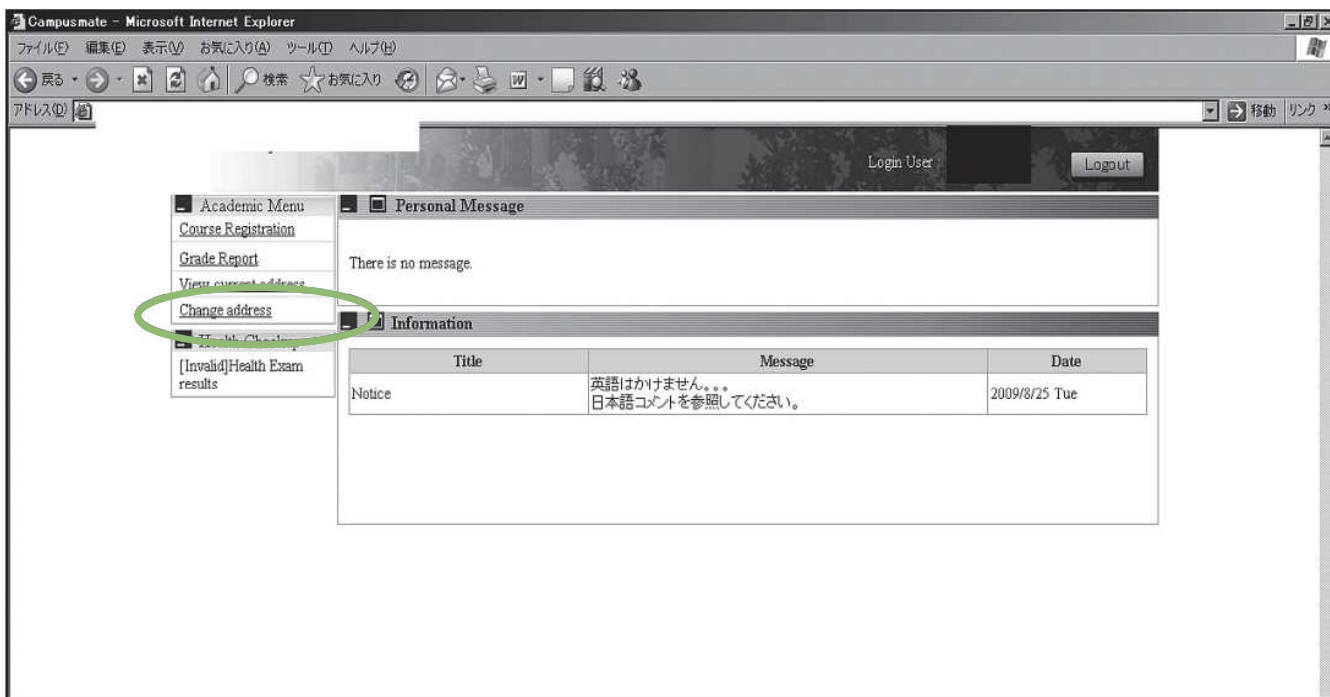
To have a student ID card reissued in case of loss, damage, or for any other reasons, apply at the Student Office. New cards are generally issued in 2 business days. A card replacement fee of 2,000 yen must be paid by certificate stamp.

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.

The screenshot shows the APU Campus Terminal interface. At the top, there are navigation links: Web Mail, Forward Mail, Mailing List, Change Password, Weather Alerts, and Logout. The user is logged in as KOLEVA Emiliya Georg. The main content area is divided into two columns: 'NEW (Announcements)' and 'NEW (Personal messages)'. The 'NEW (Announcements)' column contains several items, including 'FREE Bloomberg Aptitude Test (BAT) @ APU (2015/02/04)', '(Update) JOB FAIR 2015 @ APU - Registration Begins (2015/02/04)', '[International Students Only] Reduction of National Health Insurance (2015/02/04)', 'Exchange session with students from Bahrain! (2015/02/04)', 'Student Office and Career Office will be temporarily closed (Feb. 17~19) (2015/02/04)', 'Japanese Only (2015/02/04)', '「ほほ日刊イトイ新聞」主催校友出演イベント観覧募集 (2015/02/04)', '【情シス】更新プログラム定期配信 12~1月分実施 (2015/02/04)', 'Exam Rooms for 2014 Fall Semester, 2Q Final Examinations (2015/02/04)', 'Make-up Examinations for Final Exams (2015/02/04)', and 'Regarding Disciplinary Actions against Cheating and Plagiarism (2015/02/04)'. The 'NEW (Personal messages)' column contains one item: 'Student Records (2014/07/25)'. On the left side, there is a vertical navigation menu with categories: APU Bulletin Board, Community, Academic, Career, and Alumni. The 'Academic' category is highlighted with a green box. Below the screenshot, there are two callout boxes. The first, titled 'Academic', explains that this link accesses the Graduate School and Academic Office websites, syllabus, and course registration system. The second, titled 'New (Personal Messages)', explains that individual messages from the University will be posted here, and important messages may also be sent by e-mail, so users should check regularly.

The screenshot shows the APU Campus Terminal interface with the 'Academic' section highlighted. The top navigation bar includes: APU Logo, Web Mail, Forward Mail, Mailing List, Change Password, Weather Alerts, Logout, and 'Welcome, KOLEVA'. The 'Academic' section contains a list of links: Academic Office Website, Active Learning Programs (Student Exchange, Domestic and Overseas Programs), Syllabus, Campusmate, Submit Report / Instructional Materials, Blackboard9.1 Login, Educational Technology Support, and Graduate Students. A note below the links states: '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'. The 'Graduate Students' link is highlighted with a green box.

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

General Information
GSAM AY2014 Curriculum
GSM AY2014 Curriculum
GSAD
Other Important Information

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