

RITSUMEIKAN ASIA PACIFIC UNIVERSITY

# GRADUATE SCHOOL OF ASIA PACIFIC STUDIES DOCTORAL DEGREE (GSAD)

Academic Office (Graduate School Team)

Email: [ac-grad@apu.ac.jp](mailto:ac-grad@apu.ac.jp)

Website [Academic Information for Graduate Students](#)

Handbook [AY 2023 Graduate Academic Handbook](#)

The Graduate School website and handbook contain all necessary information to successfully complete the program.



# OVERVIEW

- Degree Requirements
- Doctoral Candidacy
- Dissertation
- Class Schedule, Course Registration & Grade Release
- Research, Writing, and Academic Misconduct
- Q&A

## □ Degree Requirements

1. Period of Enrollment: **3 years** (accelerated completion is also possible)
2. Credit Requirements: **Earn 30 credits** from the subjects below
3. Complete a **Doctoral Dissertation** and pass the examination

Subject Category	Subjects	No of Credits	Notes
Lecture Subjects	Perspectives on Asia Pacific Studies*	2 credits	Conducted by students' individual supervisors.
	Theories for Asia Pacific Studies*	2 credits	
Seminar Subjects	Advanced Research on Asia Pacific Studies I*	2 credits	
	Advanced Research on Asia Pacific Studies II*	2 credits	
	Advanced Research on Asia Pacific Studies III*	2 credits	
	Advanced Research on Asia Pacific Studies IV*	2 credits	
	Advanced Research on Asia Pacific Studies V	2 credits	
	Advanced Research on Asia Pacific Studies VI	2 credits	
Presentations	Research Presentation*	2 credits	
Research Papers	Research Paper I*	4 credits	
	Research Paper II*	4 credits	
Tutorials	Tutorial I*	2 credits	
	Tutorial II	2 credits	
* Required for candidacy (24 credits in total)		Total: 30 Credits	

All subjects (except for the two Lecture Subjects) are conducted by your supervisor. Please contact your supervisor in advance to arrange your meeting schedule!

### Plan for Research Supervision

Students fill out their information, research topic, and research plan on the designated form and share it with their supervisor. After their supervisor fills out the research supervision plan section and signs the document, students submit it to the Academic Office.

# GSAD Subject Registration

# GSAD Completion Requirements and Subjects

Standard 3-year Completion				Semester	Accelerated 2-year Completion			
(Theories for Asia Pacific Studies)	Advanced Research I	--	--	1st Semester	(Theories for Asia Pacific Studies)	Advanced Research I & II	Research Presentation	Research Paper I
(Perspectives on Asia Pacific Studies)	Advanced Research II	Research Paper I	--	2nd Semester	(Perspectives on Asia Pacific Studies)	Advanced Research III & IV	Tutorial I	Research Paper II
--	--	--	--	--	Students who have completed 24 credits are eligible to apply for candidacy.			
--	Advanced Research III	Research Presentation		3rd Semester		Advanced Research V	Tutorial II	--
--	Advanced Research IV	Tutorial I	Research Paper II	4th Semester		Advanced Research VI	--	--
Students who have completed 24 credits are eligible to apply for candidacy.				--	<b>Note:</b> Make sure to register for all subjects during the Course Registration Period in the beginning of every semester as outlined here!			
--	Advanced Research V	Tutorial II	--	5th Semester				
--	Advanced Research VI	--	--	6th Semester				

## Japanese Language Subjects

6 Japanese language subjects at different levels are offered for graduate students. They are not required subjects. Students who wish to take Japanese language subjects must take a placement test beforehand.

# □ Doctoral Candidacy (Registration for the Award of Doctoral Degree)

## Graduate Research in Progress Seminars (GRiPS)

The GRiPS provides a great opportunity to gain presentation experience, receive constructive feedback, and learn from your peers.

Doctoral students are required to give a presentation at GRiPS twice:

- 1) **Dissertation Proposal Defense** - by the end of the 2<sup>nd</sup> semester
- 2) **Pre-Candidacy Oral Examination** - before applying for candidacy

Fall 2023 GRiPS

**November 29<sup>th</sup>, 2023**

## Applying for Candidacy

With Doctoral Candidacy, students become eligible to submit their dissertation for examination, by showing their capacity and vigor in conducting their research independently.

### Requirements

- Passing the **Dissertation Proposal Defense**
- Passing the **Pre-Candidacy Oral Examination**
- Acquisition of **24 credits**
- Submission of your Dissertation chapters
- Submission of the application form

Students are also encouraged to submit published or conference papers to show that they have the potential to advance in their field.

- Published journal articles
- Conference papers
- Papers written as part of the classes Research Paper I / II

# □ Doctoral Dissertation: Submission and Screening

**Doctoral Dissertation** – Final research paper required to complete the Doctoral Program.

- Dissertation is the result of original investigation and should embody a critical appraisal or analysis of a primarily or secondary source.
- Dissertation should be deemed a contribution to a body of knowledge and be worthy of publication.

## **Submission Requirements**

- Doctoral Candidacy
- Preparation of all required documents
- Approval from your supervisor

## **Doctoral Dissertation Examination**

The examination process usually takes 6 months to 1 year. Consult with your supervisor regularly and keep this schedule in mind when preparing the submission of your dissertation!

Submitted dissertations are reviewed by the Dissertation Committee and if endorsed, sent to the Examination Committee. The Examination Committee consists of your supervisor, one internal examiner (APU), and one external examiner (outside of APU).

Review the "Procedures for the Conferral of Doctoral Degree" and the Examination Flow Chart before submitting your completed dissertation to the Academic Office.

## **The Handling of Dissertations after Completing the Program**

A hard copy of the dissertation will be archived in the APU Library. A soft copy will be uploaded to the APU Library / R-cube and to the National Diet Library in accordance with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) requirements that all doctoral dissertations be made publicly available online.

# MODEL COURSE ENROLLMENT → GRADUATION (6 SEMESTERS)

Semester	Course Registration	Dissertation Stages
Semester 1	Advanced Research I Perspectives on APS/Theories for APS	
Semester 2	Advanced Research II Research Paper I Perspectives on APS/Theories for APS	Dissertation Proposal Defense
Semester 3	Advanced Research III Research Presentation	
Semester 4	Advanced Research IV Tutorial I Research Paper II	Pre-Candidacy Oral Examination
Semester 5	Advanced Research V Tutorial II	Candidacy Application→Candidacy Awarded
Semester 6	Advanced Research VI	Early April/October: Submission of Doctoral Thesis Throughout Semester: Examination End of Semester: Oral Defense

# □ Class Schedule, Course Registration, and Grade Release

## Academic Year and Calendar

The academic year at APU begins in April and consists of 2 semesters that are divided into 2 quarters.

Spring Semester			Fall Semester		
1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Summer Session	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Winter Session
April - May	June – July	August	Oct – Nov	Dec – Jan	Feb

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

Classes are scheduled from Monday – Friday.  
Each class is 100 minutes in length.

**Quarter classes** – 2 periods a week  
**Semester classes** – 1 period a week  
**Session classes** – One-week intensive courses

**Grade Release** – Grades for both 1<sup>st</sup> and 2<sup>nd</sup> Quarters are released at the end of each semester.

Fall 2023
February 28 <sup>th</sup> , 2024



# Fall 2023 Class Timetable

The class timetable is announced at the beginning of each semester. Please regularly check Campus Terminal and the Graduate School website for details.

## Course Registration and Grade Release Schedule

Students register for classes via Campusmate during [Course Registration Periods](#) before classes begin. There are also Course Correction Periods when you can amend your course registration.  
Please refer to the [Course Registration Manual](#) for more information.

Period	Registration Schedule (Japan Standard Time)				Target Students	Registration Changes Possible			
	Start		End			Semester Courses	1 <sup>st</sup> Quarter Courses	2 <sup>nd</sup> Quarter Courses	Session Courses
Registration Period B	9:30	Mon. October 2 <sup>nd</sup>	17:00	Mon. October 2 <sup>nd</sup>	Newly enrolled, re-enrolled, and reinstated students	Add Drop	Add Drop	Add Drop	Add Drop

# □ Research, Writing, and Academic Misconduct

## ◆ Writing Support

**Turnitin:** All graduate students can use Moodle, APU's LMS (Learning Management System), which includes the Turnitin Plugin to aid them in preparing their academic written assignments. Use Turnitin regularly to improve your research and writing skills.

**Mendeley:** You can create an account on Mendeley, a reference management tool offered by Elsevier. Mendeley allows you to organize academic articles and share information online.

## ◆ Academic Misconduct

Academic misconduct refers to any breach of the University regulations including prohibited or unethical actions for the purpose of obtaining credit, achieving higher grades, or avoiding a Fail grade. **Students found to be cheating/plagiarizing are punished accordingly (e.g. revocation of scholarships, suspension, or expulsion).**

## ◆ Faculty Database and Office Hours

**Faculty Database:** Familiarize yourself with APU faculty's research activities.

**Office Hours:** All faculty members have office hours to provide consultation and guidance relating to coursework.

# Research Ethics and Compliance Training

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive, and socially beneficial research. Graduate students in APU are expected to fully comprehend and comply with the University standards for research ethics.

Doctoral students **MUST** complete the online Research Ethics Training, “eLCoRE” provided by the Japan Society for the Promotion of Science (JSPS), as well as the Research Compliance Training internally provided and submit the corresponding documents to the Research Office. Master’s students are **strongly recommended** to complete the training programs.

Document Submission Deadline: October 31 Tuesday, 2023

Submission:

- 1) Complete the online Research Ethics Training, “eLCoRE” and then download the Certificate.
- 2) Watch the Compliance Training Video.
- 3) Log in APU CAMPUS WEB and proceed three steps as follows
  - i) Take the Comprehension Test online on the Compliance Training Video
  - ii) Attach your Certificate of Ethics Training “eLCoRE”
  - iii) Check each Written Pledge Item online before submitting online

Please visit the Graduate School website for details:

[Research Support | Ritsumeikan Asia Pacific University \(apu.ac.jp\)](https://www.apu.ac.jp/research-support)

## Research Support Subsidy

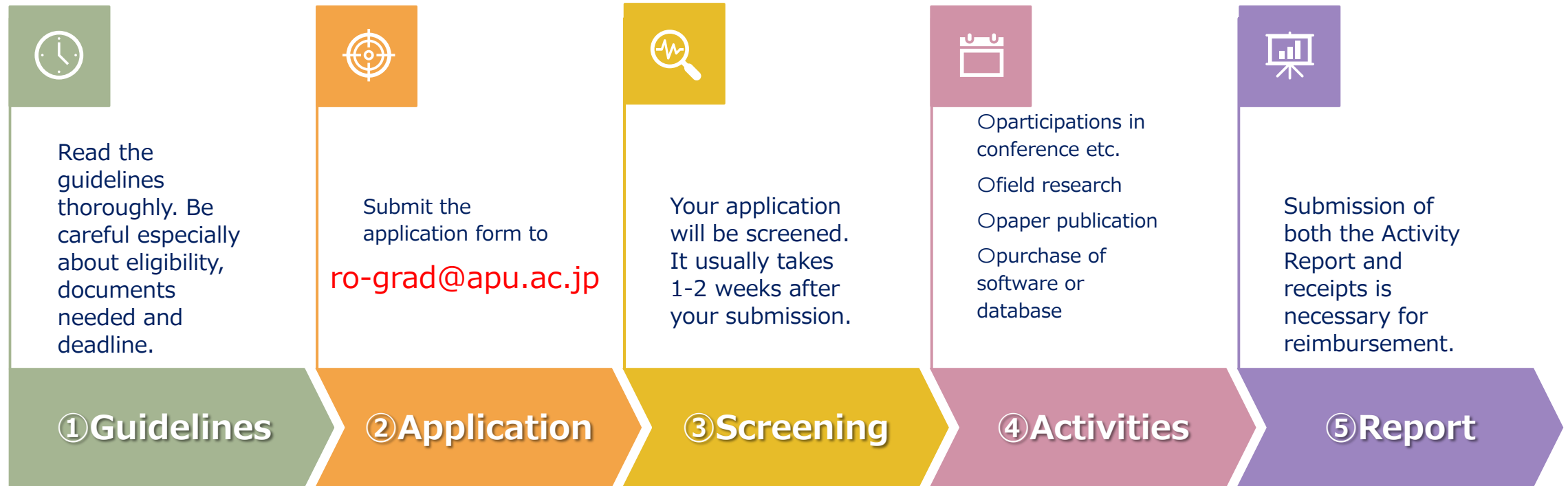
Research Support Subsidies are available for doctoral and master's students to carry out their research activities, such as conference presentations, field research, paper publication, etc. In order to receive the subsidy, students must submit an application within a specified period, and all applications are subject to being reviewed. For details, read the application guidelines. Please contact the Research Office at [ro-grad@apu.ac.jp](mailto:ro-grad@apu.ac.jp) for inquiries.

Please visit the Graduate School website for details.

[Research Support | Ritsumeikan Asia Pacific University \(apu.ac.jp\)](https://www.apu.ac.jp/research-support)

# HOW DO I GET THE SUBSIDY FOR GRADUATE STUDENTS?

APU provides up to ¥75,000.- to a Master's student and ¥100,000.- to a PhD student.



Guidelines can be obtained from "Research Support" of *Academic Information for Graduate Students*

[https://en.apu.ac.jp/gradinfo/research/research\\_support/](https://en.apu.ac.jp/gradinfo/research/research_support/)

**Do not miss the deadline for application.**

If you need any help please do not hesitate to contact us by sending an email to the following.  
ro-grad@apu.ac.jp

**Remember to keep receipts.**

In order to get reimbursed, you need to submit both the activity report and the receipts.



## □ Frequently Asked Questions (FAQ)

All necessary information to complete your program is in the Graduate Academic Handbook and on the Graduate School website. Please check these resources often for updates and requirements for the program.

### ◆ FAQ about GSAD

- Degree requirements
- GRiPS
- Doctoral candidacy
- Doctoral dissertation screening
- Extension of enrollment period, etc.

### ◆ FAQ about General Information

- Japanese language classes
- Traveling
- Leave of Absence
- Grades, etc.

# Upcoming Events

## Course Registration Period

**Mon. October 2, 9:30 – 17:00 (CAI 2 & 3 available)**

## Academic Writing Workshop (mandatory)

**Session 1: Thu. September 28, 14:00 - 16:00 (J101)**

**Session 2: Fri. September 29, 14:00 - 16:00 (J101)**

**Session 3: Mon. October 2, 14:00 - 16:00 (J101)**

**Session 4: Tue. October 3, 14:00 - 16:00 (IPS2)**

# Useful QR Codes

## Graduate School Website

Detailed and up-to-date information for graduate students



## Class Timetables

Latest information about courses offered each semester



## Academic Office Website

General academic information



## Campus Terminal

APU portal for all types of information from the University





## Moodle

Learning management system (LMS) used at APU



## Campusmate

Online system for course registration, grade check, job hunting activities, etc.



## Course Registration Manual

Manual for the online course registration system “Campusmate”



## Syllabus

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



## Library

Online catalogues, various online databases, and other services



# Offices at APU

Academic Office	Course registration, degree requirements, seminars and research, Zoom, class absences
Research Office	Research subsidies for graduate students, APU Conference
Student Office	Student dormitories, scholarships, certificates, health clinic Changing enrollment status (Leave of Absence, withdrawal) If you have arrived in Japan – renewing visa, residence card (zairyu card)
Career Office	For those planning to work in Japan post-graduation

Full renovation  
in Spring 2023!

## APU Alumni Association Homepage

Find information on the 37 chapters and 4 groups.  
Discover which chapter is near where you are from,  
or if you share an interest in some of the groups  
(startup, researchers or child-rearing), connect with the  
other alumni and support one another.



## One APU Newsletter



Sign up to receive regular e-newsletters on  
what is happening at APU!  
In addition to latest news about APU, topics  
on activities, events and achievements of  
alumni around the world are frequently  
featured.



## Stay connected from the moment you arrive! Alumni who can change the world



## Congratulations on your entrance!

The faculty and staff would like to  
extend their warmest for your new  
start here. From the moment you  
enter APU, you are connected with an  
alumni network of over 20,000  
graduates from 147 countries!

**21,895**

Number of alumni

**147**

Alumni  
countries /  
regions

**37**

Chapters  
(10 in and  
27 outside of  
Japan)

**4**

Groups of  
common  
backgrounds or  
interests

Throughout the year, alumni are invited to speak about  
their experiences. Recent events have covered careers  
at the UN, the tech industry, YouTuber/influencer,  
Japanese language hacks, and much more! Participate  
actively to build networks and gain valuable advice. Take  
a look at the wide-ranging events that have been held  
recently:



## APU Alumni Association Facebook/LinkedIn

Please follow us on social media to stay up-  
to-date with the "global community" that is  
composed of current students and alumni.



Facebook



LinkedIn

■ Contact : Office of the President, [apualumn@apu.ac.jp](mailto:apualumn@apu.ac.jp)

# THANK YOU!

Academic Office (Graduate School Team)

Email: [ac-grad@apu.ac.jp](mailto:ac-grad@apu.ac.jp)

Website [Academic Information for Graduate Students](#)

Handbook [AY 2023 Graduate Academic Handbook](#)

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