




Ritsumeikan Asia Pacific University Graduate School of Management Master's Program (GSMM)

Outline of the Program Completion Requirements

Secretariat: Academic Office, Graduate Division
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Staff in Charge: Nana NOGAMINE
Website: [Academic Information for Graduate Students](#) 
Graduate Handbook*: [2023 Graduate Academic Handbook](#) 



*The handbook contains all necessary information to successfully complete your program so please make sure that you carefully read it!



Overview

- Program Completion Requirements
- Subject information/ List and Specializations
- Seminars and Research Projects
- Operation of Classes
- Class information
- Graduate School Website & Links
- Research, Writing and Academic Misconduct
- Accelerated Completion
- Q & A

Program Completion Requirements



- **Requirements for Program Completion**
1. **Period of Enrollment:** be enrolled for **2 years** (exceptions can be made)
 2. **Credit Requirements:** **earn 44 credits** or more from the designated Subject Categories
 3. **Complete a Research Project** and pass its examination

Credit Requirements for Completion

Subject Category	Minimum Required Credits	Credit Rules
Required Subjects	26	
Elective Subjects	8	Students should register for subjects related to their chosen Specialization. Any credits earned from Elective Subjects exceeding the minimum required credits of 8 will count towards the credits required for program completion.
Seminars	6	--
Core Related Subjects	--	Credits earned from Core Related Subjects will count towards the credits required for program completion.
Experiential Learning	--	Credits earned from Experiential Learning Subjects will count towards the credits required for program completion.
TOTAL:	44	Subjects from the Graduate School of Asia Pacific Studies will also be counted towards the 44-Credit Requirement for Program Completion.



After completing the minimum credit requirement for each Subject Category, you can take any subjects you are interested in to fulfill the 44 credits required for program completion!

Make sure you register for all Required Courses offered in your first semester and do not delay taking any of these courses (as not all courses are offered every semester). If you delay taking a required course and fail that course, you may need to extend your studies for another semester.

Subject List



Subject Category		Requirement	Subjects		
Required Subjects		Analytical Foundations	26 credits	Data Analytics Managerial Economics	Advanced Research Methods
		Core Business Fundamentals		Marketing Finance Leadership and Organization Behavior Technology Management	Business Ethics and Corporate Social Responsibility Legal Strategy and Corporate Governance Political Economy of Institutions Accounting Global Strategy for Impact
		Capstone		Strategic Management	
Elective Subjects	Specialization	Japanese Management (JM)	8 credits	Financial Institutions and Markets Japanese Management and Entrepreneurship Japanese Corporations and Asia Pacific	Sustainable Business in Asia Pacific Quality and Operations Management Hospitality Management
		Accounting and Finance (AF)		Financial Institutions and Markets Project Analysis and Financing Corporate Finance	Financial Engineering and Risk Management Managerial Accounting
		Marketing and Management (MM)		Sustainable Business in Asia Pacific Japanese Management and Entrepreneurship Hospitality Management Human Resource Management	Agile Product Development and Design Thinking Marketing Strategy in Emerging Economies with Simulation Marketing Research
		Entrepreneurship, Innovation and Operations Management (EIM)		Quality and Operations Management Innovation Systems and Entrepreneurship Supply Chain Management	Startups and Business Development Digital Business Strategy Project Management
Seminars		6 credits	MBA Research Seminar I MBA Research Seminar II	MBA Research Seminar III	
Experiential Learning		--	Glocal Immersion	Internship	
Core Related Subjects	Core Related Subjects	--	Decision Making Under Uncertainty Management Information Systems	Database Management Negotiation for Value Creation	
	Japanese Language Subjects		Japanese for Communication I Japanese for Communication II	Japanese for Communication III Japanese for Communication IV	
		Total: 44 credits	Any credits earned exceeding the minimum requirement for any of the above Subjects Categories as well as credits from subjects in the Graduate School of Asia Pacific Studies (GSA) will also count towards the 44-Credit Requirement for Program Completion.		

GSM Subject List



A Curriculum Alignment Matrix (CAM) – a list that enables students to overview their own expected learning for each course in the broader context of the GSM’s Master’s program is also available (see p. 52 of the Graduate Academic Handbook).

Subject Information



➤ [Required Subjects](#)



There are **13 Required Subjects** (all of which are mandatory) which provide a comprehensive set of skills and knowledge so that students are able to move seamlessly into specialized studies.

IMPORTANT: Students should complete the required subjects as early as possible since most of them are NOT offered every semester.

➤ Strategic Management

All students must take the “Strategic Management” class in their 3rd semester or later.

➤ Prerequisite Subjects

Prerequisite subjects are subjects which students are requested to complete before taking other specified subjects and are set to encourage the systematic study of material in GSM.

➤ [Japanese Language Subjects](#)



Six Japanese language subjects for different skill levels are offered to graduate students. These are not required subjects. Interested students should carefully read the information in the Graduate Handbook and on the Graduate School website.

NOTE: Students who want to take Japanese language subjects **MUST** sit a placement test to determine the subject level they can start at.

Specializations



➤ [Definition](#)

Students may specialize in one of the following four fields if they complete certain requirements.

NOTE: Completion of specialization is NOT mandatory and students may choose to complete the MBA degree without Specialization.

➤ **Application**

Students should apply for their desired Specialization when they report the selection of their supervisors to the Academic Office (at the end of the first semester).

➤ **Requirements**

To obtain a specialization, students must :

- ◆ **Complete at least 4 Elective Subjects (8 credits)**
- ◆ **Choose a supervisor affiliated with your chosen specialization**

➤ **Confirmation of Specialization Completion**

Completion of Specialization is confirmed at the end of the final semester when the complete assessment results are announced. Students who satisfied the above Specialization requirements can apply for a Specialization Certificate.

In addition, students whose primary specialization is AF, MM, or EIM (meaning they have fulfilled the requirements above for any of these three specializations), and who have completed more than 4 Elective Subjects (8 credits) from JM, can apply for a Double Specialization. Students whose primary specialization is JM cannot apply for a Double Specialization. Please see the right side of the table below for a visualization of the possible Double Specializations.

Specialization
Japanese Management (JM)
Accounting and Finance (AF)
Marketing and Management (MM)
Entrepreneurship, Innovation and Operations Management (EIM)

Possible Double Specializations	
Primary Specialization	Secondary Specialization
Accounting and Finance (AF)	Japanese Management (JM)
Marketing and Management (MM)	Japanese Management (JM)
Entrepreneurship, Innovation and Operations Management (EIM)	Japanese Management (JM)

Seminars



➤ [Outline of Seminars](#)



Seminars are classes where students meet with their supervisors to discuss the progress of their research. The Seminars must help develop an inquiring mind in students and inform them that issues, research questions or hypotheses that they address need substantiation based on evidence and argument. They should train students about the method of collecting, synthesizing and drawing defensible conclusions based on data. The Seminars are designed to assist students their individual research, leading to the production of the Master’s Thesis, Independent Final Report, Internship-based Case Study or Business Plan.

Seminar Registration Model

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

➤ Seminar Structure

- ◆ **Individual Meetings**: organized between the students and the supervisor.
- ◆ **Work in Progress Seminars**: students present the progress of their research at these seminars to their supervisor and other faculty members. The Work in Progress seminars are open to all graduate students and faculty to attend.

Choosing a Seminar Supervisor



➤ Choosing a Seminar Supervisor

Students should choose a supervisor and report their selection to the Academic Office for approval by the Dean. After the selection of a supervisor is approved, students must register for their chosen supervisor's seminar subject in the designated periods.

➤ Seminar Orientation Session

A Seminar Orientation Session is organized to help you learn more about the structure of the seminars, and the characteristics of Research Projects and receive tips on how to search/select a supervisor. This 2023 Fall Semester Seminar Orientation is scheduled as follows and all-new GSM students are required to attend.

➤ 2023 Fall Semester Seminar Orientation

Date: **October 18 (Wed), 2023**

Time: **12:30 (JST)**

Venue: **H202**

After the above seminar orientation, students start contacting their prospective supervisors.

You can check the GSM faculty information from [this webpage](#)  on the Graduate School Website.

Faculty
Information



➤ Plan for the 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.

Research Projects



➤ [Types of Research Projects](#)



All students need to conduct research under the direction of a supervisor and prepare an extended piece of writing (Research Project) that follows formal standards of research.

There are four types of Research Projects: **Master's Thesis**, **Independent Final Report**, **Internship-based Case Study**, and **Business Plan**.

All Research Projects must be based on real data, be accurate and clear, and include completely all sources of quotations, citations and the use of other materials. Students should consult with their supervisor and decide together which one suits their research interests best.

➤ Main Differences between the four (4) types of Research Projects

- ◆ The four types of Research Projects **respond to different research purposes and different research methods.**
- ◆ The choice of Research Project type **offers the opportunity for students to pursue a variety of research topics and methods of inquiry.**
- ◆ The four types of Research Projects **differ in their degree of abstraction, generalization and practical applicability.**



➤ [Research Projects Summary](#)

Students should submit a summary of their Research Project and a notice of the type of Research Project they are writing before they submit their Research Project in their final semester. The summary and the type of the Research Project must be approved by your supervisor.

Operation of Classes



➤ The Academic Year and Calendar

The academic year at APU begins in April and is divided into 2 semesters which are further divided into 2 quarters each.

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

➤ Class Timetable

Period	Quarter / Semester	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 to Friday.
Each class is **100** minutes in length.

Quarter classes – Twice a week

Semester classes – Once a week

Session classes – One-week intensive course

Class schedules are available on the Graduate School webpage and outside the Academic Office at the start of the semester.

➤ Grade Release

Grades for all classes regardless of the quarter they were held at are released on designated dates at the end of each semester

Fall Semester Grades
February 28, 2024

Course Information



➤ [Course Timetable](#)

The class timetable is announced at the beginning of each semester. Zoom meeting IDs and classrooms are announced prior to the beginning of each Quarter. Make sure to check the timetable for your program before the classes begin. All of you are in the GSM AY2023 Curriculum. Make sure to look at the correct timetable!

➤ [Course Selection, Course Registration and Grade Release Schedule](#)

Students register for classes via Campusmate during the designated “Course Registration Periods” before classes begin. There are additional “Course Correction Periods” during the semester that allow students to amend their course registration.

Please refer to the [Course Registration Manual](#)  for more information.

CAI 2 & 3 (Building D) are available!











Period	Registration Schedule (Japan Standard Time)				Target Students	Registration Changes Possible			
	Start		End			Semester Courses	1 st Quarter Courses	2 nd Quarter Courses	Session Courses
Registration Period B	9:30	October 2 (Mon)	17:00	October 2 (Mon)	Newly enrolled, re-enrolled and reinstated students	Add Drop	Add Drop	Add Drop	Add Drop
Wednesday, October 4 - 1st Quarter Classes Begin									
Correction Period 1	10:00	October 11 (Wed)	10:00	October 12 (Thu)	All Students	Drop	Drop	Add Drop	Add Drop
Wednesday, November 29 - 2nd Quarter Classes Begin									
Correction Period 2	10:00	December 6 (Wed)	10:00	December 7 (Thu)	All Students	--	--	Drop	Add Drop

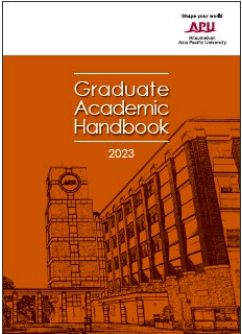


Academic Information for Graduate Students













Graduate School of Asia Pacific Studies Master's Degree Programs +	Graduate School of Asia Pacific Studies Doctoral Degree Program +	Graduate School of Management Master's Program +	Academic Information +
Class related / Course Timetable +	Course Registration +	Research and Writing +	Other Information +
Frequently Asked Questions +	IT Support +		

<div>Course Registration, Grade Reports, Examinations, Curriculum, APU Library ☎ +81-977-78-1122</div>	Quick Links	
	Graduate Academic Handbook (2023)	
	Graduate Academic Handbook (2022)	
	Syllabus	
	Moodle	
	Library	
	TA Jobs	
	Certificates/Transcripts	
	Campus Terminal	
	Privacy Policy	
	APU Official Site	



Link Introduction

Quick Links		
Graduate Academic Handbook (2023)		TA Jobs 
Graduate Academic Handbook (2022)		Certificates/Transcripts 
Syllabus		Campus Terminal 
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Library		APU Official Site 

Turnitin is provided to check papers to prevent plagiarism.




Available on Moodle



Moodle is APU's LMS. It may be used in class, application submissions... Learn it.

Search by instructor

Search Conditions

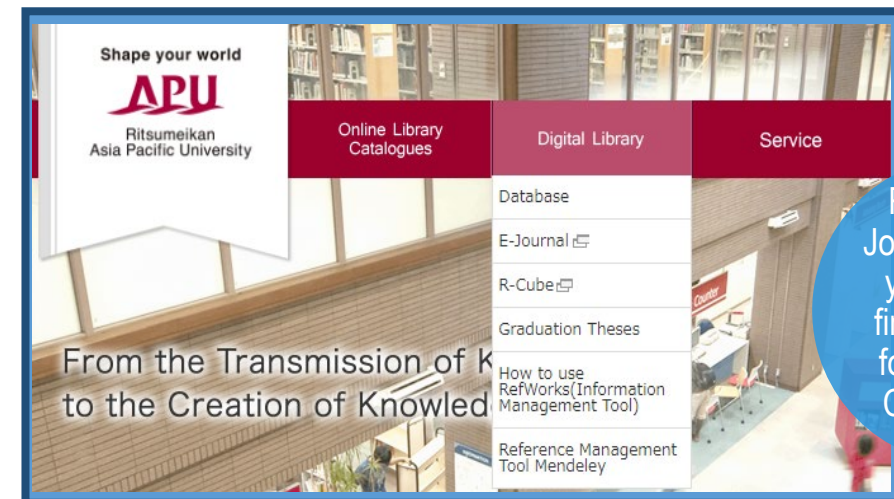
 Select the year of syllabus to be searched, and then search instructors.

※After changing the year, make sure that you click the "Search Instructor" button again.

Year	<input type="text" value="2021"/>
Name	<input type="text"/>

Search Instructor

When you register for a class, you should refer to the Syllabus



R-Cube, E-Journal...when you need to find materials for research, Check here.

Course Timetable and Campus Terminal

[Course Timetable](#) 



Class related / Course Timetable

Course Timetable

Release of Grades

Grade Inquiries

Grading and Assessment

Class Cancellations

Class Absences and Tardiness

Japanese Language Subjects

2023 Fall Semester GSAM & GSM Timetable (For 2023AY Curriculum students)

This class timetable is only for **GSM students** enrolled from 2023 spring onwards.

*ONLY Lecture Subjects are included in the following list. Seminar Subjects are not included in the following list.

*GSM students can take the majority of the GSAM classes. Credits from those classes are counted towards the 44-Credit Requirement for Program Completion.


*GSAM students cannot take GSM subjects.

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Term	Day of Week	Period	Online	Zoom MTG ID	Classroom	Building - Floor	Subject CD	Subject Name	Instructor's Name	Graduate Program	Subject Category	Division/Specialization
1Q	Mon.	1			T.B.A.	T.B.A.	052074FM	Leadership and Organization BehaviorFM	MIYAMORI Chikako	GSM	Required Subjects	-
1Q	Mon.	1			T.B.A.	T.B.A.	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSM	Elective Subjects	MM
2Q	Mon.	1			T.B.A.	T.B.A.	052029FM	Online)Global Strategy for ImpactFM	LIM Ricardo A	GSM	Required Subjects	-
2Q	Mon.	1	○	T.B.A.	T.B.A.	T.B.A.	061140FA	Online)International Public AdministrationFA	KISHORE C.DASH	GSAM	ICP Major Subjects	IPA
2Q	Mon.	1			T.B.A.	T.B.A.	061334FA	Cultural and Heritage TourismFA	TODOROKI Hiroshi	GSAM	ICP Major Subjects	TH
Semester	Mon.	2			T.B.A.	T.B.A.	061014FA	Changing Social LandscapesFA	SEIKE Kumi	GSAM	APS Major Subjects	SC
1Q	Mon.	2			T.B.A.	T.B.A.	052074FM	Leadership and Organization BehaviorFM	MIYAMORI Chikako	GSM	Required Subjects	-
1Q	Mon.	2			T.B.A.	T.B.A.	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSM	Elective Subjects	MM
2Q	Mon.	2			T.B.A.	T.B.A.	052029FM	Global Strategy for ImpactFM	LIM Ricardo A	GSM	Required Subjects	-
2Q	Mon.	2	○	T.B.A.	T.B.A.	T.B.A.	061140FA	Online)International Public AdministrationFA	KISHORE C.DASH	GSAM	ICP Major Subjects	IPA
2Q	Mon.	2			T.B.A.	T.B.A.	061334FA	Cultural and Heritage TourismFA	TODOROKI Hiroshi	GSAM	ICP Major Subjects	TH
1Q	Mon.	3			T.B.A.	T.B.A.	051040FA	Regionalism and GlobalizationFA	LEE Yaechan	GSAM	APS Major Subjects	IR
1Q	Mon.	3			T.B.A.	T.B.A.	061024FA	Media and CommunicationFA	MANTELLO Peter A.	GSAM	APS Major Subjects	SC
1Q	Mon.	3			T.B.A.	T.B.A.	061400FA	Project ManagementFA	KANO Eiji	GSAM	ICP Major Subjects	IPA

IMPORTANT:

Students should complete the required subjects as early as possible since most of them are **NOT** offered every semester.


APU Campus Terminal
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[HOME](#) | [School Affairs Posting](#) | [Syllabus](#)

Information
1 New Messages

3/8 (Tue) **NEW** Webinars offered by EM Normandie Business School (France) ウェブナーのお知らせ(E Only)

3/7 (Mon) **NEW** <Career Office> Career Consultation by PASONA Group, Disco Inc. and Tokyo Campus/(株)パソナ、(株)ディスコ

3/7 (Mon) **NEW** CampusmateV2の利用制限について

3/7 (Mon) **NEW** 2022春 FIRSTプログラムTA募集 (Japanese Only)

3/7 (Mon) **NEW** (France) Sport Federations and Major Events Management (Short-term Summer Program) / 海外短期サマ

3/7 (Mon) **NEW** Virtual Learning and Cultural Exchange Experience "in" Hong Kong (Short-term Online Summer Program)

3/7 (Mon) **NEW** Do you wish to take APU graduate school subjects? / APU大学院の科目を履修してみませんか?

3/7 (Mon) **NEW** Trading Registered Courses with Other Students / 履修登録した科目の他人への譲渡

3/7 (Mon) **NEW** Course Registration for AY 2022 Spring semester / 2022年度春 semester 履修科目登録について

3/7 (Mon) **NEW** Application to take APM Required Subjects in your Opposite Language / APM必修科目の反対言語での履修

3/4 (Fri) 【情報セキュリティ:立命館CSIRT】マルウェア「Emotet」感染に関する注意喚起(1月26日)

3/4 (Fri) Call for audience / Presentation Session - Experiences in Leadership and Research Perspectives - or

3/4 (Fri) Scholarship Information / 奨学金情報

Important messages from the university are shown here. Must check daily.

Frequently Asked Questions

A section with FAQ is available on the Graduate School website to help you find the answers to your questions about the graduate school and your program. **The contents are as follows:**

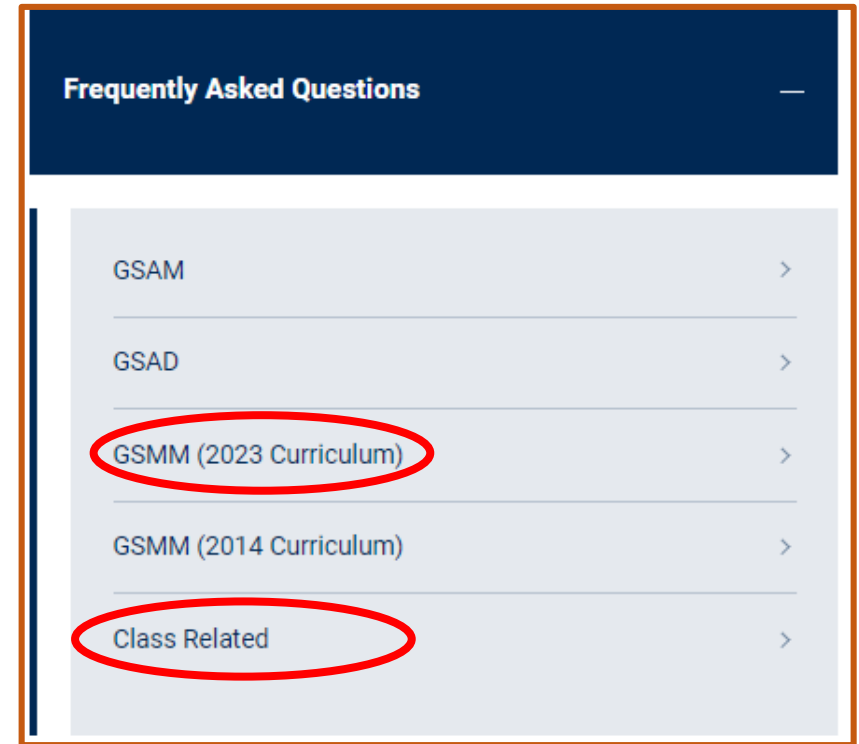
Contents


[GSMM \(2023 Curriculum\)](#)

- Completion Requirements
- MBA Research Seminar Application
- MBA Research Seminars
- Work in Progress Seminars
- Research Project Summary
- Research Project Examination
- Internship-based Case Study

[Class Related](#)

- Japanese Classes
- Traveling/Leave of Absence
- Courses/Subjects/Grades
- Others



If you have questions which are not there, or the answer given does not cover your concerns, please do feel free to contact us at ac-grad@apu.ac.jp 

Research, Writing and Academic Misconduct



➤ Writing Support

- ◆ **Turnitin** : all graduate students are provided with access to **Turnitin through Moodle** to aid them prepare their academic written assignments. Students are encouraged to regularly use Turnitin to improve their research and writing skills.
- ◆ **Mendeley** : students can create an account in Mendeley, a reference management tool offered by Elsevier, which allows you to manage academic articles and share information online.

➤ 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.

Students found to be cheating and/or plagiarizing are punished in several ways, including revocation of scholarships, suspension or expulsion.

➤ Faculty Database and Office Hours

- ◆ **Faculty Database** : outlines our faculty's research activities in Japan and across the world. Graduate students are recommended to get familiar with research conducted at APU.
- ◆ **Office Hours** : each faculty member has allocated office hour in order to facilitate 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”

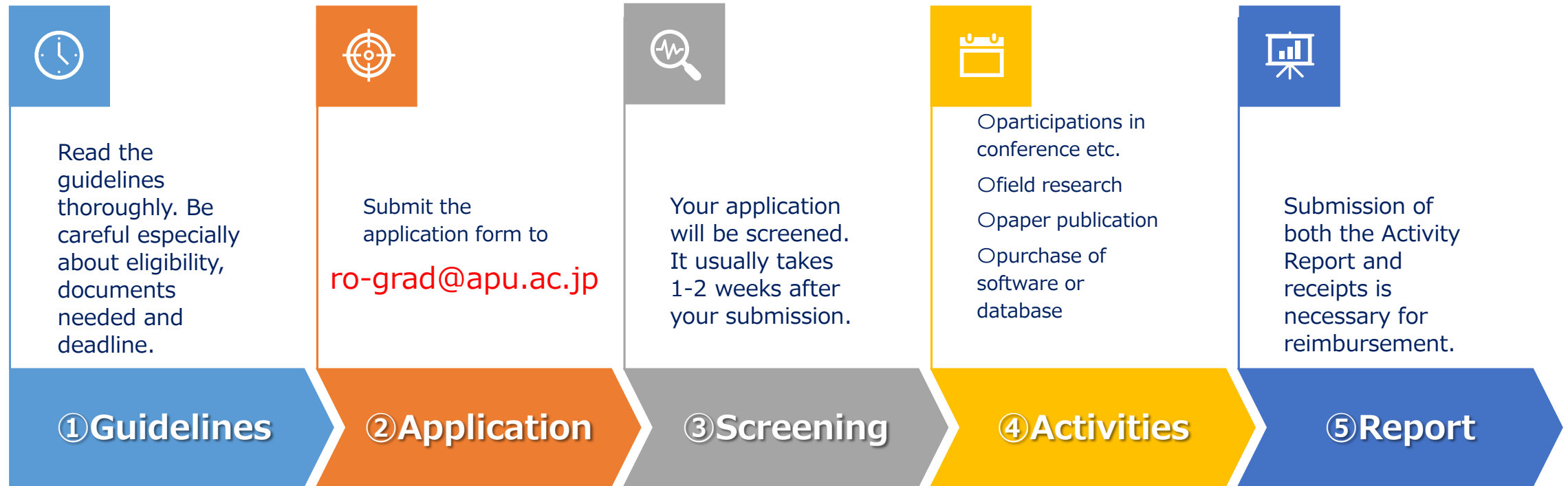
iii) Check each Written Pledge Item online before submitting online

Please visit the Graduate School website for details.

https://en.apu.ac.jp/gradinfo/research/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/

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.

Accelerated Completion



➤ [Accelerated Completion Programs](#)


Graduate students are usually enrolled as a regular, full-time student in the Master’s Program for two years. However, the degree may also be granted to outstanding students in less than two years.

Students who wish to apply for accelerated completion must do so immediately after enrolling at APU. Details about assessment criteria, eligibility, etc. can be found in the Graduate Academic Handbook and on the Graduate School website.

Accelerated Completion Programs (1.5 years)	
Intent to Apply	September 28 (Thu) 16:30 (send an email to the Graduate School)
Application Deadline	October 5 (Thu) 16:30
Application Materials	Application form and a research plan
Assessment Criteria	At the time of enrollment - Whether the research plan is deemed suitable for 1.5-year completion <u>And satisfying one of the following conditions:</u> - the admissions application has received a high evaluation - work experience in highly specialized employment
	While enrolled Assessment of eligibility to stay enrolled in the Accelerated Completion Programs is carried out at the end of every semester.



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

Note: Tuition schedule for students studying in the Accelerated Completion programs differs from schedule for the standard completion programs. Please carefully check the information on [graduate tuition page](#)  before you apply for any of the Accelerated Completion programs.

Guidance Sessions and Events for GSM Students

◆ Academic Writing Training Sessions (all 4 sessions are mandatory)

Session 1: **Thursday, September 28 14:00 - 16:00 (JST)** Venue: J101

Session 2: **Friday, September 29 14:00 - 16:00 (JST)** Venue: J101

Session 3: **Monday, October 2 14:00 - 16:00 (JST)** Venue: J101

Session 4: **Tuesday, October 3 14:00 - 16:00 (JST)** Venue: IPS 2

◆ GSM Orientation – Today!

The Session was delivered by the Academic Office to provide students with general academic guidance including course registration advice.

Date: Tuesday, September 26, 2023
Time: 15:00 - (JST)
Venue: J201

◆ Explanation of the Program

Associate Dean of GSM, Professor Nakajima will hold an orientation session as follows.

Date: **Wednesday, September 27, 2023**
Time: 14:30 - (JST)
Venue: J201

◆ GSM Seminar Orientation

This session is conducted by the Associate Dean of GSM, Prof. Nakajima to explain GSM seminars.

Date: **Wednesday, October 18, 2023**
Time: 12:30 – (JST)
Venue: H202


Registration Period B – 9:30 - 17:00, Monday, October 2, 2023 (JST)

CAI 2 & 3 (Building D) are available!

 [Course Registration Schedule](#)

Experiential Learning : Glocal Immersion



Glocal Immersion is a GSM subject in the Experiential Learning Category. **This subject counts toward the 44 credit requirement for program completion** ( [Credit Requirements](#)).

Eligibility	Students who enrolled in 2023 April or later
Grading	2 credits (A+, A, B, C/F)
Application Period	October 11 – October 25 14:00
Guidance Session	October 4, 14:20-15:20
Guidance Venue	J201

Program Overview

- **Instructor:** Assoc. Prof. Kimihiro Fukuyama
- **Location:** Kijima Kogen Park (Beppu, Oita)
- **Program Fee:** Approx. 30,000 JPY

➤ **Program Schedule:**

Pre-lecture - February 28, 2nd and 3rd period

Practicum – March 2-4 and March 7-9

Post-lecture – March 12 and 13, 3rd and 4th period

Important Notes:

1. Make sure to register for all the **REQUIRED COURSES** offered in your 1st semester and DO NOT delay in taking these courses.
2. Course Registration deadlines are strict and exceptions are impossible under any circumstances.
3. Courses can only be dropped during the appropriate course registration period, if you miss changing your courses during this period the office cannot make any changes for you under any circumstances.
4. Read the Graduate Academic Handbook as well as consult the Graduate School website first when you have any questions. The handbook is available on the Graduate School website as well.
5. Make sure to send your inquiries with your APU email.

Useful QR Codes

[Graduate School Website](#)

Detailed and up-to-date information for graduate students



[Course 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, seminar and subject courses, degree requirements

Research Office

Research subsidies for graduate students, research ethics, APU Conference

Student Office

Residence status – Visa and residence card (zairyu card)
Enrollment status –Leave of Absence, withdrawal, etc.
Dormitories, scholarships, certificates, health clinic

Career Office

Career advising, internships

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

Thank you for listening!

Shape your world



Ritsumeikan
Asia Pacific University

Website:

[Academic Information for Graduate Students](#) 

Graduate Handbook:

[2023 Graduate Academic Handbook](#) 