

RITSUMEIKAN ASIA PACIFIC UNIVERSITY

GRADUATE SCHOOL OF ASIA PACIFIC STUDIES DOCTORAL DEGREE (GSAD)

Academic Office (Graduate School Team)

Email: ac-grad@apu.ac.jp

Website

[Academic Information for Graduate Students](#)

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



OVERVIEW

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Academic Calendar

April	Spring Semester	1 st Quarter
May		Quarter Break
June		2 nd Quarter
July		
August		Summer Session
September		
October	Fall Semester	1 st Quarter
November		Quarter Break
December		2 nd Quarter
January		
February		Winter Session
March		

What is the Academic Calendar?

- A calendar that shows the annual university schedule. Each year is divided into 2 semesters, and each semester is further split into 2 quarters and a session.
- The Spring Semester starts in April, and the Fall Semester starts in October.
- A session is a weeklong class period at the beginning of each of the long vacations.

Class Schedule, Timetable and Grade Release

General Class Schedule

Regular classes (lecture courses) at APU are operated according to the below schedule.

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)

[Spring 2024 Class Timetable](#)

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

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

Spring 2024

August 28th, 2024

Course Registration

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. You should only have to register for courses in your first 2 semesters.

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 st Quarter Courses	2 nd Quarter Courses	Session Courses	
Registration Period B	9:30	Thu. April 4 th	17:00	Thu. April 4 th	Newly enrolled, re-enrolled, and reinstated students	Add Drop	Add Drop	Add Drop	Add Drop
Monday, April 8 – 1 st Quarter Classes Begin									
Correction Period 1	10:00	Mon. April 15 th	10:00	Tue. April 16 th	All Students	Drop	Drop	Add Drop	Add Drop
Wednesday, June 5 -2 nd Quarter Classes Begin									
Correction Period 2	10:00	Wed. June 12 th	10:00	Thu. June 13 th	All Students			Drop	Add Drop

□ Program Completion Requirements

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

You will only need to conduct course registration for the lecture subjects. All other courses are automatically registered for you.

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.				--	<div style="border: 2px solid red; padding: 10px;"> <p>Note: Make sure to register for Theories and Perspectives on Asia Pacific Studies during the Course Registration Period at the beginning of Semester 1 and 2 as outlined here!</p> </div>			
--	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.

□ Research Supervision

The majority of your courses are seminar-style courses taught by your supervisor with the eye on successful completion of the doctoral dissertation.

Plan for Research Supervision

Based on a research plan written by you, your Supervisor will supply you with a Plan for Research Supervision, which will be a tool to help lead you to successful completion of high-quality research, as well as a reference point and benchmark of the progress of your research.

A Plan for Research Supervision is valid for one year, and will be created at the start of the 1st, 3rd, 5th, and subsequent semesters based on an updated plan for research created by yourself.

Submission Deadline Spring Semester: **May 31**

Submission Location: **Moodle**

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

What?

Doctoral Candidacy is the condition for students to be eligible to submit their dissertation for examination. This is done by showing their capacity and vigor in conducting their research independently.

How?

Requirements

- Passing the **Dissertation Proposal Defense**
- Passing the **Pre-Candidacy Oral Examination**
- Acquisition of **24 credits**
- Submission of Dissertation chapters (must include: Introduction, Literature Review, Methodology, Findings/Results, and Discussion)
- 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

□ Graduate Research in Progress Seminars (GRiPS)

The GRiPS are organized several times per semester, and are open to all GSA Faculty and students. They provide doctoral students with a great opportunity to gain presentation experience, receive constructive feedback and receive a formal report on their progress from GSA faculty, as well as learn from their peers.

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

1) Dissertation Proposal Defense - by the end of the 2nd semester

- The Dissertation Proposal Defense is evaluated by the supervisor as well as one or two other GSA Faculty members to help verify if the proposal meets the level normally expected of a GSA student.

2) Pre-Candidacy Oral Examination - before applying for candidacy

- The Pre-Candidacy Oral Examination is evaluated by the supervisor as well as one or two other GSA Faculty members, usually the same faculty from the Dissertation Proposal Defense. It is an oral presentation that functions as condition to satisfy for students to be allowed to submit an application for Candidacy. Students will be unable to apply for Candidacy until they can satisfy the expectations of their supervisor and faculty evaluators that they are ready to do so.

□ 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

□ 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.

□ 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. April 4 , 9:30 – 17:00 (CAI 6 available)

Academic Writing Workshop (mandatory)

Session 1: Tue. April 2, 14:00 - 16:00 (J203)

Session 2: Wed. April 3, 14:00 - 16:00 (J203)

Session 3: Thu. April 4, 14:00 - 16:00 (J203)

Session 4: Fry. April 5, 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

Stay connected from the moment you arrive!

APU Alumni Association Homepage

Find information on the 37 chapters and 5 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.



Alumni who can change the world

Throughout the year, alumni are invited to speak about their experiences. Recent events included the Alumni Association's 20th Anniversary Global Family Day, where alumni from around the world gathered to network with students and faculty, and participated in SSWs (Student Success Workshops) and GOAL lectures! Take a look at our 20th Anniversary Celebration:



Congratulations on joining APU!

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 152 countries!



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.



23,157	152	37	5
Number of alumni (Domestic: 11,695, International: 11,462)	Alumni countries /regions *not including Japan	Chapters (10 in and 27 outside of Japan)	Groups of common backgrounds or interests

■ Contact : Office of the President, apualumn@apu.ac.jp

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

THANK YOU!

Academic Office (Graduate School Team)

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Website

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