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

Outline of the Program Completion Requirements

Secretariat: Academic Office, Graduate Division

Email: ac-grad@apu.ac.jp ✉

Staff in Charge: Nana NOGAMINE

Website: Academic Information for Graduate Students ↗

Overview

APU

Academic Calendar (Annual Schedule)

APU

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

[Academic Calendar](#) ↗

Type of Courses & Grade Release

	Course Type	Offered	Classes per Week	Total No. of Classes
Lecture Subjects	**Quarter**	Quarter-basis (2 months)	2	14
	Semester	Semester-basis (4 months)	1	14
	Session	One week long during the Summer / Winter Session Period	-	14
Seminar Subjects		Semester-basis (4 months)	1	14
Language Subjects		Semester-basis (4 months)	2	28

Each class is 100 minutes in length.

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

Spring Semester Grades
August 28, 2024

➢ **Spring Semester:**

Classes are taught over **2 months**, either from **April to May** (1st Quarter) or from **June to July** (2nd Quarter)

➢ **Fall Semester:**

Classes are taught over **2 months**, either from **October to November** (1st Quarter) or from **December to January** (2nd Quarter)
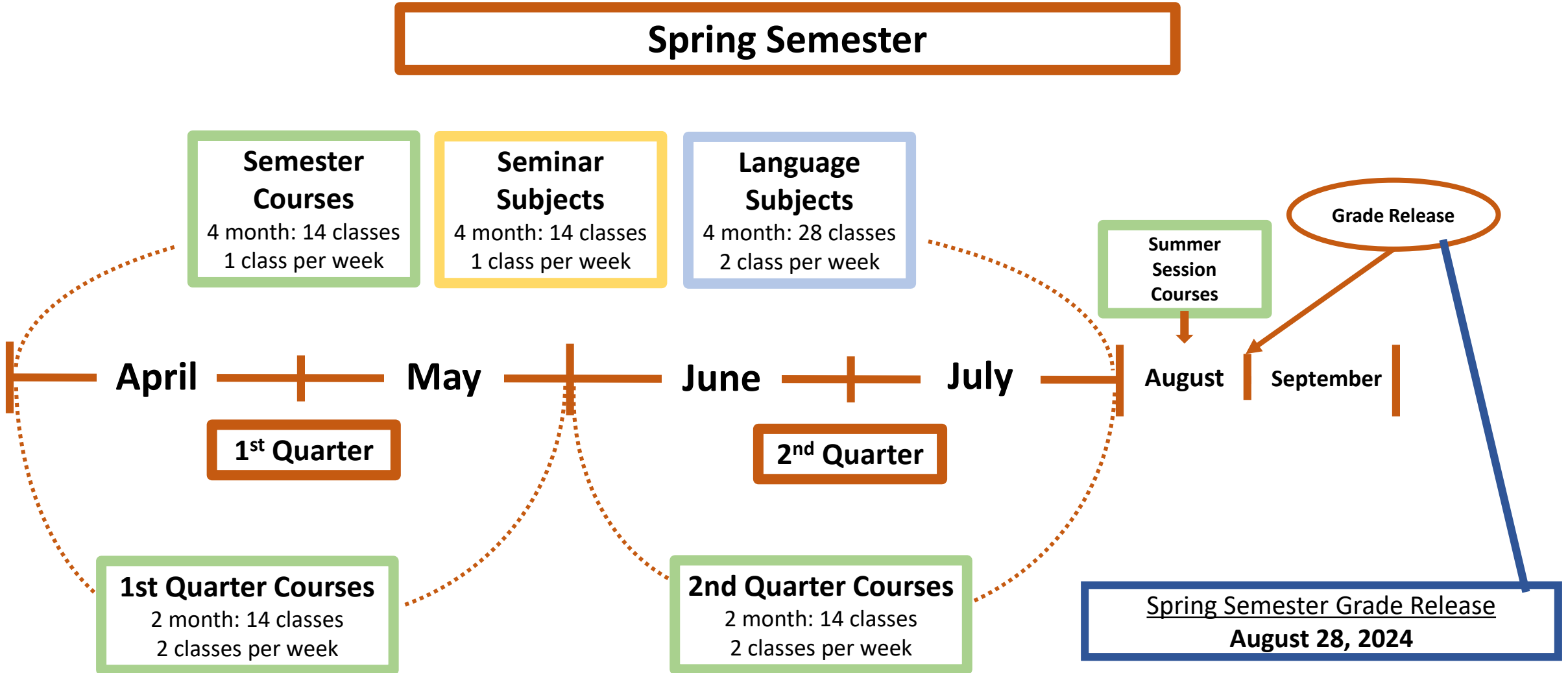
➢ **Spring Semester:**
Classes are taught over **4 months** from April to July

➢ **Fall Semester:**
Classes are taught over **4 months** from October to January

Type of Courses & Grade Release

APU

Spring Semester

Semester Courses	Seminar Subjects	Language Subjects
4 month: 14 classes	4 month: 14 classes	4 month: 28 classes
1 class per week	1 class per week	2 class per week

Summer Session Courses

Grade Release

April — **May** — **June** — **July** — **August** — September

1st Quarter

2nd Quarter

1st Quarter Courses
2 month: 14 classes
2 classes per week

2nd Quarter Courses
2 month: 14 classes
2 classes per week

Spring Semester Grade Release
August 28, 2024

Sample Timetable

Please remember that your timetable will be different in the **1st** and **2nd quarter** if you register for quarter-basis courses!

APU

Period	Class Time	Term	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25	1Q	Leadership and Organization Behavior	Data Analytics			Data Analytics
		2Q		Legal Strategy and Corporate Governance		Finance	Legal Strategy and Corporate Governance
2	10:35-12:15	1Q	Leadership and Organization Behavior				
		2Q				Finance	
3	12:30-14:10	1Q	Project Management	Accounting		Project Management	Accounting
		2Q		Corporate Finance			Corporate Finance
4	14:20-16:00	1Q					
		2Q					
5	16:10-17:50	1Q					
		2Q	Managerial Economics			Managerial Economics	
6	18:00-19:40	1Q		Survival Japanese I			Survival Japanese I
		2Q					
Session			Digital Business Strategy				

Course Registration

➢ 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 6 (Building D) is available!

Period	Registration Schedule (Japan Standard Time)				Target Students	Registration Changes Possible			
	Start		End			Semester Courses	1st Quarter Courses	2nd Quarter Courses	Session Courses
Registration Period B	9:30	April 4 (Thu)	17:00	April 4 (Thu)	Newly enrolled, re-enrolled and reinstated students	Add Drop	Add Drop	Add Drop	Add Drop
Monday, April 8 - 1st Quarter Classes Begin									
Correction Period 1	10:00	April 15 (Mon)	10:00	April 16 (Tue)	All Students	Drop	Drop	Add Drop	Add Drop
Wednesday, June 5 - 2nd Quarter Classes Begin									
Correction Period 2	10:00	June 12 (Wed)	10:00	June 13 (Thu)	All Students	--	--	Drop	Add Drop

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 screening and 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
	Specialization — Accounting and Finance (AF)		Financial Institutions and Markets Project Analysis and Financing Corporate Finance	Financial Engineering and Risk Management Managerial Accounting
	Specialization — 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
	Specialization — 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**

➢ **Strategic Management**
All students **must** take the "Strategic Management" class in their **3rd semester or later**.

➢ **Advanced Research Methods**
Students are **strongly recommended** to take this subject in their 2nd or 3rd semester as their research progresses.

◆ **Recommended Subject Registration Order**
Students are requested to complete the recommended subjects before taking other specified subjects. These 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.

Course Timetable and Campus Terminal

APU

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)

Period	Time
1	8:45 - 10:25
2	10:35 - 12:15
3	12:30 - 14:10
4	14:20 - 16:00
5	16:10 - 17:50
6	18:00 - 19:40

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	O	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	O	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

APU Campus Terminal — Text Size L M

HOME | **School Affairs Posting** | **Syllabus**

Information

1 New Messages

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

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

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

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

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年度春セメスター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

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

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

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 approved by your supervisor.

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

APU

➢ **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 will be registered 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 2024 Spring Semester Seminar Orientation is scheduled as follows and all-new GSM students are required to attend.

➢ **2024 Spring Semester Seminar Orientation**

Date: **To be announced**
Time: **To be announced**
Venue: **To be announced**
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 [QR code]

➢ **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.
Deadline: July 5 (Fri), 2024
Submission Location: Moodle

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)

Faculty Information and Contacts

◆**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.

◆**Faculty Information** :
Each faculty member who is qualified to supervise graduate students has their profile on this webpage.

◆**Office Hours** :
Each faculty member has allocated office hour in order to facilitate consultation and guidance relating to coursework.

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	**April 8 (Monday) 16:30** (send an email to the Graduate School)
Application Deadline	**April 15 (Mon) 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 And satisfying one of the following conditions: - 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.

Program Completion Flow

Semester	What	When	Notes
1	Seminar Orientation	During the 1st Quarter	Details will be announced soon.
	Selection of Supervisor		
	Submission of Plan for Research Supervision (Confirmation of Supervisor)	By July 5	Submission location: Moodle
2	Registration for MBA Research Seminar I		Registered by the University
3	Registration for MBA Research Seminar II		Registered by the University
	Submission of Plan for Research Supervision	By April 30	
	Work-in-Progress Seminar Presentation	Wednesday of the exam period in the 2nd Quarter	Details will be announced.
4	Registration for MBA Research Seminar III		Registered by the University
	Research Project Summary	Refer to the Grad Website for details	Submission location: Moodle
	Research Project Submission and Examination		

Graduate School Website

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:
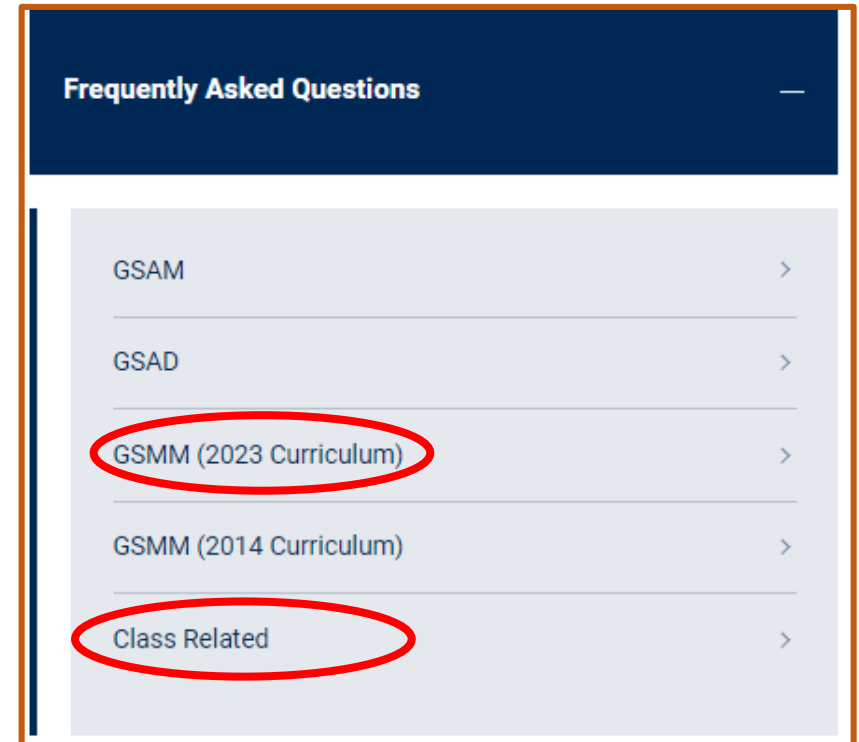
Contents

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** ✉

Link Introduction

Quick Links

Graduate Academic Handbook (2023)	TA Jobs
Graduate Academic Handbook (2022)	Certificates/Transcripts
Syllabus	Campus Terminal
Moodle	Privacy Policy
Library	APU Official Site

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	2021 ▾
Name	

Search Instructor

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

Turnitin is provided to check papers to prevent plagiarism.

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Available on Moodle

moodle

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MATEMÁTICA

INFORMAÇÕES DA DISCIPLINA

INFORMAÇÕES COMPLEMENTARES

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

APU

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Online Library Catalogues | Digital Library | Service

- Database
- E-Journal
- R-Cube
- Graduation Theses
- How to use RefWorks(Information Management Tool)
- Reference Management Tool Mendeley

From the Transmission of K
to the Creation of Knowled
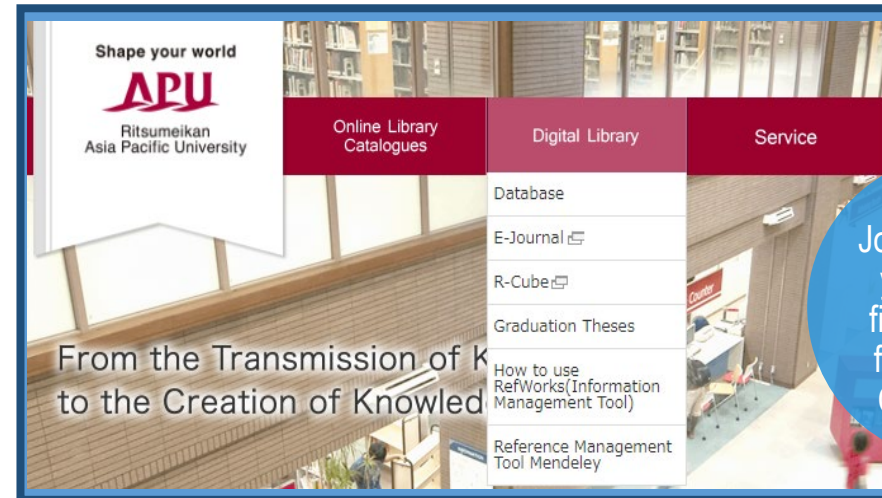
R-Cube, E-Journal…when you need to find materials for research, Check here.

Research, Writing and Academic Misconduct

APU

➢ **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.

Guidance Sessions and Events for GSM Students

APU

All sessions are mandatory!

◆ <u>**MBA Bootcamp**</u>
Session 1: **Wednesday, March 27 13:00 - 16:00 (JST)**	Venue：F108
Session 2: **Thursday, March 28 17:00 - 19:00 (JST)**	Venue: J201
Session 3: **Friday, March 29 15:00 - 17:00 (JST)**	Venue: J201
Session 4: **Tuesday, April 2 16:00 - 18:00 (JST)**	Venue: J203

◆ <u>**Academic Writing Training Sessions**</u>
Session 1: **Tuesday, April 2 14:00 - 16:00 (JST)**	Venue：J203
Session 2: **Wednesday, April 3 14:00 - 16:00 (JST)**	Venue: J203
Session 3: **Thursday, April 4 14:00 - 16:00 (JST)**	Venue: J203
Session 4: **Friday, April 5 14:00 - 16:00 (JST)**	Venue: IPS 2

◆ <u>**GSM Orientation**</u>
The Session was delivered by the Academic Office to provide students with general academic guidance including course registration advice.

Date: **Thursday, March 28, 2024**
Time: 15:00 - (JST)
Venue: J201

◆ <u>**Program Explanation**</u>

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

Date: **Friday, March 29, 2024**
Time: 10:35- (JST)
Venue: J201

◆ <u>**GSM Seminar Orientation**</u>

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

Date: To be announced
Time: To be announced
Venue: To be announced

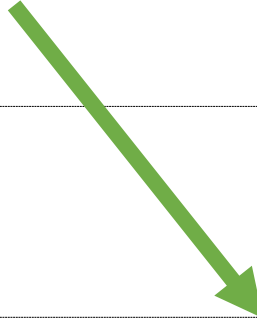<u>**Registration Period B**</u> **– 9:30 - 17:00, Thursday, April 4 (JST)**

CAI 6 (Building D) is available!

Course Registration Schedule

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.

2024 Spring Semester Key Events

April	**Course Registration B** 4th (Thu), 9:30-17:00	**Accelerated Completion Program** ☐ Intent to apply 8th (Mon) 16:30 ☐ Application deadline 15th (Mon) 16:30	**Correction Period 1** 15th (Mon), 10:00 - 16th (Tue), 10:00
May	**Seminar Orientation** To be announced	Selection of Supervisor	
June	**Correction Period 2** 12th (Wed) 10:00 - 13th (Thu) 10:00		
July	**Submission of Plan for Research Supervision** (Confirmation of Supervisor) 5th (Fri) by 16:30		
August	**Grade Release** 28th (Wed)		

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

Stay connected from the moment you arrive!

APU Shape your world
Ritsumeikan Asia Pacific University

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.

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.

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!

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:

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.

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

Facebook

LinkedIn

Thank you for listening!

Website: **Academic Information for Graduate Students** ↗