

RITSUMEIKAN ASIA PACIFIC UNIVERSITY

GRADUATE SCHOOL OF ASIA PACIFIC STUDIES MASTER'S PROGRAM(GSAM)

Academic Office (Graduate School Team)

Charlie

Email: ac-grad@apu.ac.jp



Website

[Academic Information for Graduate Students](#)

Handbook

[2023 Graduate Academic Handbook](#)



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

CONTENTS

□ Course Registration

[Academic Year](#)

[Example Schedule](#)

[Registration Periods](#)

[Reading the Timetable](#)

□ Credit Requirements

[Program/Graduation Requirements](#)

[Required Courses](#)

[Elective Courses](#)

[Campus Terminal & Campusmate](#)

□ Supervisors & Seminars

[First Seminar Meeting](#)

[Thesis Report](#)

[Plan for Research Supervision](#)

[Joint Research Presentations](#)

□ Miscellaneous

[Research, Writing, Ethics](#)

[Accelerated Completion Program](#)

[FAQ & Important Dates to Remember](#)

[Useful Websites & Campus Offices](#)

□ Q&A

WELCOME TO APU



Check out the [Academic Calendar!](#)

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

EXAMPLE SCHEDULE

**Made using Fall 2023 Courses

Period	Class Time	Quarter	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (make-up)
1	8:45-10:25	1Q		Semester	Back-to-back quarter	Research Methods and Academic WritingFA		
		2Q	Cultural Heritage and TourismFA					
2	10:35-12:15	1Q		Public Health in the Asia PacificFA		Research Methods and Academic WritingFA	Online)Advanced Environmental GeosciencesFA	
		2Q	Cultural Heritage and TourismFA					
3	12:30-14:10	1Q		MacroeconomicsFA	Split quarter		MacroeconomicsFA	
		2Q						
4	14:20-16:00	1Q		Environmental Policy, Law and AdministrationFA			Planning and EvaluationFA	
		2Q						
5	16:10-17:50	1Q	Special Studies (Developmental Econ)FA	Environmental Policy, Law and AdministrationFA		Special Studies (Developmental Econ)FA		
		2Q					Planning and EvaluationFA	
6	18:00-19:40	1Q						
		2Q						

REGISTRATION PERIODS & COURSE TIMETABLE



◆ Please note what can and cannot be added or dropped during each registration or correction period.

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	April 4 (Thurs.)	17:00	April 4 (Thurs.)	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 (Tues.)	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 (Thurs.)	All Students	--	--	Drop	Add Drop

1 First, make sure you select the right Graduate Program (GSAM), you can also filter by Division and Subject Category

2 You can also filter based on quarter, semester, session, day of the week, or class period

3 Classes can be online or in-person, TBD means a classroom is undecided NOT whether it is off- or on-line

If you see something in red it means it was recently changed.

4 Click these links to see course syllabi to find information on content, materials, etc

2

3

4

1

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	<input type="radio"/>	956 6824 0864	---	---	052074FM	Online)Leadership and Organization BehaviorFM	MIYAMORI Chikako	GSM	Required Subjects	-
1Q	Mon.	1	<input type="radio"/>	---	F110	F-1	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSAM	Core Related Subjects	-
1Q	Mon.	1	<input type="radio"/>	---	F110	F-1	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSM	Elective Subjects	MM
2Q	Mon.	1	<input type="radio"/>	952 9276 0776	---	---	061140FA	Online)International Public AdministrationFA	KISHORE C.DASH	GSAM	ICP Major Subjects	IPA
2Q	Mon.	1	<input type="radio"/>	---	T.B.A.	T.B.A.	061334FA	Cultural and Heritage TourismFA	TODOROKI Hiroshi	GSAM	ICP Major Subjects	TH
2Q	Mon.	1	<input type="radio"/>	915 3207 1483	---	---	062130FM	Online)International ManagementFM	LIM Ricardo A	GSM	Required Subjects	-
Semester	Mon.	2	<input type="radio"/>	---	SPR 8	B-5	061014FA	Changing Social LandscapesFA	SEIKE Kumi	GSAM	APS Major Subjects	SC
1Q	Mon.	2	<input type="radio"/>	956 6824 0864	---	---	052074FM	Online)Leadership and Organization BehaviorFM	MIYAMORI Chikako	GSM	Required Subjects	-
1Q	Mon.	2	<input type="radio"/>	---	F110	F-1	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSAM	Core Related Subjects	-
1Q	Mon.	2	<input type="radio"/>	---	F110	F-1	062160FM	Marketing ResearchFM	CHEN Shu-Ching	GSM	Elective Subjects	-
2Q	Mon.	2	<input type="radio"/>	952 9276 0776	---	---	061140FA	Online)International Public AdministrationFA	KISHORE C.DASH	GSAM	ICP Major Subjects	-
2Q	Mon.	2	<input type="radio"/>	---	T.B.A.	T.B.A.	061334FA	Cultural and Heritage TourismFA	TODOROKI Hiroshi	GSAM	ICP Major Subjects	-
2Q	Mon.	2	<input type="radio"/>	915 3207 1483	---	---	062130FM	Online)International ManagementFM	LIM Ricardo A	GSM	Required Subjects	-
1Q	Mon.	2	<input type="radio"/>	---	---	---	061014FA	Regionalism and GlobalizationFA	LEE Yeonhee	GSAM	APS Major Subjects	-

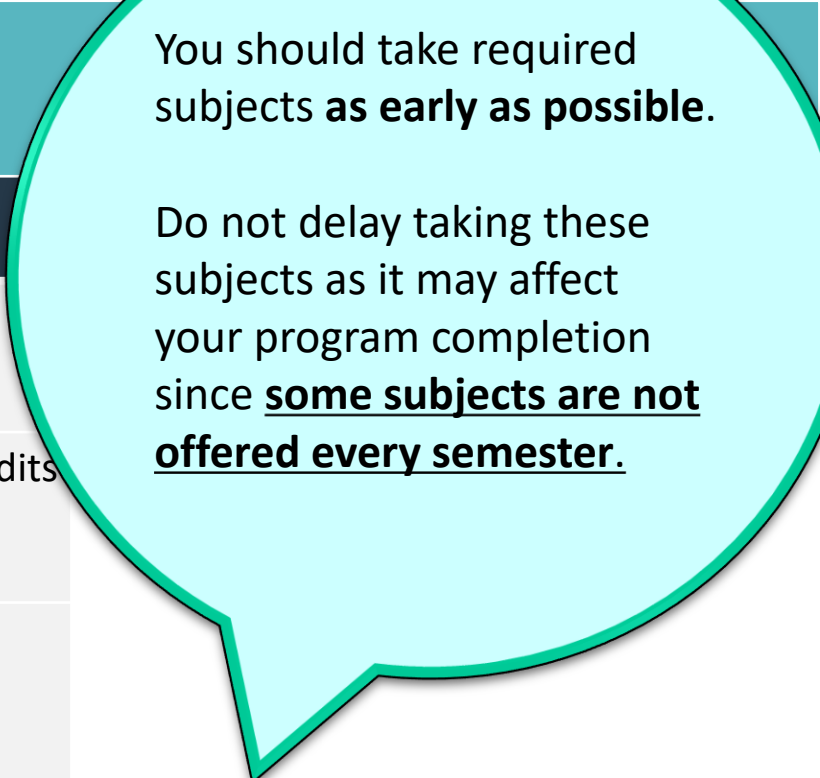
Some courses can be applied to multiple divisions!

PROGRAM REQUIREMENTS

Subject Category	Minimum Required Credits	Subject Name	Credit Rules
Analytical Foundation Subjects	4		<u>Both courses (4 credits) are required.</u>
Core Subjects on the Asia Pacific Region	4		<u>Two courses (4 credits) are required, any other credits earned will be applied to total credits needed for program completion.</u>
Seminars	4	2 Research Project	<u>One Research Project seminar and the Final Research Project seminar are required (4 credits).</u>
		2 Final Research Project	Any other credits earned will be applied to total credits needed for program completion.
Major Subjects	10	10 Major Subjects 1	<u>Five courses (10 credits) from Major Subjects in your Division are required, any other credits earned will be applied to total credits needed for program completion.</u>
		- Major Subjects 2	Major Subjects other than your Division (all credits earned will count towards total credits required for program completion)
Core Related Subjects	--		All credits earned will count towards total credits required for program completion

**TOTAL
32**

*Completion of more credits is allowed.



Basic Program Requirements

- ◆ Program Length: **2 years**
- ◆ Credit Requirements: **32 credits***
- ◆ Master's Thesis/Research Report: **Pass the Examination process**

REQUIRED COURSES

GSAM subject list



Major	Subject Category		Minimum Required Credits		Subject Name			
APS & ICP	Analytical Foundation Subjects		4 Credits		Research Methods and Academic Writing		Information Resources and Data Analysis	
	Core Subjects on the Asia Pacific Region		4 Credits		Social and Cultural Processes in the Asia Pacific Politics and Economics in the Asia Pacific Environment and Sustainable Development in the Asia Pacific		Tourism in the Asia Pacific Public Health in the Asia Pacific	
	Seminars	Research Projects	4 Credits	2	Research Project I Research Project II		Research Project III	
		Final Research Project		2	Final Research Project			
APS	International Relations (IR)		10 Credits*	Regionalism and Globalization International Law International Political Economy		Comparative Politics and Government Special Studies (International Relations)	Conflict Resolution International Security	
	Society and Culture (SC)			Changing Social Landscapes Media and Communication Migration and Trans-nationalism		Social Organizations and Institutions Sociology of Everyday Life	Special Studies (Society and Culture) Cultural Change	
ICP	International Public Administration (IPA)			Disaster Relief and Rehabilitation Special Studies (International Public Administration)		International Public Administration International Organizations Project Management	Planning and Evaluation Community Development	
	Sustainability Science (SS)			Environment and Natural Resources Conservation Advanced Environmental Geosciences		Environmental Policy, Law and Administration Environmental Economics Urban Sustainability	Industrial Ecology Special Studies (Sustainability Science)	
	Tourism and Hospitality (TH)			Tourism Economics Cultural and Heritage Tourism Environmental Tourism		Community Based Tourism Health and Wellness Tourism	Special Studies (Tourism and Hospitality) Tourism Policy and Planning	
	Development Economics (DE)			Development Economics Macroeconomics Development Finance		Comparative Economic Development Microeconomics	Community Development Special Studies (Development Economics)	
APS & ICP	Core Related Subjects			--	Decision Making Under Uncertainty Information Technology and Operations Management Product Development Strategy		Marketing Strategy Marketing Research Hospitality Management	Management Information Systems Database Management Advanced Data Analysis and Statistics
				Total: 32 Credits	Any credits beyond the required courses will count towards the 32 credit program completion requirement.			

ELECTIVE COURSES & CREDIT EXCEPTIONS

Special studies

Usually you would only get credits once per passed course, but as special studies lecture contents can change, you can sometimes take special studies lectures multiple times.



Japanese language courses

Japanese language course credits will not apply towards the 32-credit program completion requirement. You will be registered for the appropriate language course after taking a placement test.*

Credit Limit per semester

You can only take up to 22 credits per semester. Language courses do not count towards program completion but will count towards this limit.

Grades

Grades are A+, A, B, C, and F. F grades are not reported on your official transcripts or cumulative GPA. Grades are released at the end of each semester as specified on the Academic Calendar. Grades for Spring 2024 will be released on: **Wednesday, 28 August 2024**



Recommended elective subjects

Optional courses from outside your Division that will help deepen your understanding of your subject field/division.

All credits earned will count towards total credits required for program completion.

* The placement test is held about a week before the semester starts. If you missed the test this time the next one will be announced via Campus Terminal.

CAMPUS TERMINAL & CAMPUSMATE



- Campus Terminal is where students will receive alerts, reminders, and general information from the university.
- If classes are rescheduled due to a lecturer suddenly being ill or bad weather, this is where it is announced.
- You can also search for a class syllabus and find many useful links to other campus services from here.
- **Check Campus Terminal regularly!**



- Campusmate is where students can check grades and credits, look at their schedules and, at very specific times, register for classes.
- The course registration process can seem complicated so please use [THIS GUIDE](#) to help you get started.
- 1st semester students can only register all courses during **REGISTRATION PERIOD B.**



Japanese English

User ID

Password

Login

Action Required

2/2 (Fri)	NEW Advanced Quantitative Research Workshop Invitation
1/26 (Fri)	Announcement of GSM Work in Progress Seminar Present
1/25 (Thu)	[Change in Program] Research Work Completed Seminar
1/25 (Thu)	1/25 穴井 祐先生の講義について(オンライン形式への変更) /

CREDITS ON CAMPUSMATE



To access this information via Campusmate click on **“Grade Report”** from the Academic Menu

Subject Field	Required	Exemption (-)	Exemption (+)	Required (adjusted)	Completed Opposite Language	Completed
Analytical Foundation Subjects	4			4		4
Core Subjects on the Asia Pacific Region	4			4		4
Seminars	2			2		2
Seminars (Final Research Project)	2			2		2
Major Subjects 1	10			10		10
Major Subjects 2						
Core Related Subjects						
Total	32			32		28
Optional Subjects						

FIRST SEMINAR MEETING (Weds. April 10)

When is it?

The first Wednesday of the semester.

The venue and time will be provided via Campus Terminal.

Download the schedule and find your student ID number.



What is it?

The First Seminar Meeting is where you will meet your division's faculty and introduce yourself.

Your Division Head will use this time to learn about you to match you with your Research Supervisor who will supervise you for the duration of the program.

What is a "Seminar?"

A seminar is a regular meeting you have with your Research Supervisor.

It will usually be on Wednesdays as there are no classes this day, but that is not always true.

The meetings are held in person and/or online.

What happens in a Seminar?

Your supervisor will help you with researching and writing your thesis/report.

This can include working on writing skills, helping with interpreting data, editing drafts, or preparing you for presenting at a Joint Research Presentation, etc.

THESES/REPORTS



All students must complete an extensive [Master's Thesis or Research Report](#) that is the culmination of their research efforts during the entirety of their master's program studies. GSAM has two types, as detailed below:

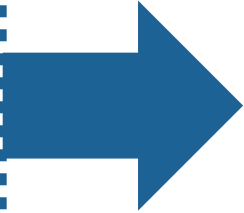
- **Master's Thesis:** a Master's Thesis contributes new ideas to the research done by others.
- **Research Report:** a Research Report provides a summary or report of the research done by others.

- *In general:*
 - If you want to pursue a doctoral degree/career in academia >> **Master's Thesis**
 - If you want to pursue a non-academic career path >> **Research Report**

Every student must submit a Master's Thesis or Research Report in their final semester at APU for Examination. Passing this examination is the final graduation requirement, but you should prepare for it throughout your time at APU.

PLAN FOR RESEARCH SUPERVISION

Download
the form
[HERE](#)



The [Plan for Research Supervision](#) is filled out every year you study at APU. Your portion is a brief outline of what you hope to do research-wise for the year. Once you have a solid outline, bring it to your supervisor who will add their portion and then, upon agreement, you both sign. Once you are done you turn the form into the Academic Office in-person.

For 1st semester students, the [Plan for Research Supervision](#) is due on: **Friday, May 31.**

Outlining your research:

You can find many example formats online. There are no specific formatting rules so consult with your Supervisor to create a general outline of what your research process will look like for the year.

JOINT RESEARCH PRESENTATIONS

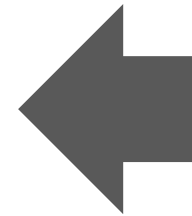


Joint Research Presentations (JRPs) are

held at least once every semester in either the 1st or 2nd quarters (or both).

You must present at least once during your Master's program in order to graduate, but you can participate as many times as you want for extra feedback/experience. Even if you are not presenting, it is good to go to JRPs when possible to see what your fellow GSAM students are researching and give them feedback.

Reach out to your Supervisor early in the semester if you are interested in presenting at a JRP.



2024 Spring - Joint Research Presentations		
Quarter 1	Wednesday, May 15	Check Campus Terminal/APU emails for more details.
Quarter 2	Wednesday, July 10	

RESEARCH, WRITING, & ACADEMIC MISCONDUCT

◆ Writing Support

Turnitin

All graduate students are provided with access to Turnitin through Moodle in order to aid them in preparing their academic writing 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 credits, 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

Check this database to get familiarized with APU faculty's research activities in Japan and across the world.

Office Hours

All faculty members have office hours to provide consultation and guidance relating to coursework.



ACCELERATED COMPLETION PROGRAMS



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

If you wish to apply for the program, you must do so immediately. Details about assessment criteria and eligibility can be found in the Graduate Academic Handbook and on the Graduate School website.

Accelerated Completion Programs (1 year or 1.5 years)

Application Deadline	15 April 2024, 16:30
How to Apply	Send us an email for more information (ac-grad@apu.ac.jp)
Application Materials	Application Form and Research Plan
Assessment Criteria	At the time of enrollment Research plan that is deemed suitable for completing the program in 1 year / 1.5 years
	While you are enrolled Assessment of your eligibility to stay enrolled in the Accelerated Completion Programs will be carried out.

Note:

If you are applying for / studying in the Accelerated Completion Program but do not meet any of the criteria, you will automatically be re-enrolled in the 2-year Standard Completion Program.



The tuition schedule for students studying in the Accelerated Completion Program is different from the schedule for regular students. Please carefully check the information on [graduate tuition page](#) before you apply for the Accelerated Completion Program.

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 their program.

Also, check the FAQ section on the Graduate School website for more information about the program.



◆ [FAQ about GSAM](#)

This page provides information regarding the degree requirements, seminars, Joint Research Presentations, Research proposals, and Master's Thesis/Research Report examinations.



◆ [FAQ about General Information](#)

This page provides information about changing student status, common rooms, lockers, Japanese language classes, traveling, Leave of Absence, courses, grades, etc.

NOTE: Whenever you email APU faculty or staff/offices you **MUST** use your APU email.

IMPORTANT DATES TO REMEMBER

Course Registration Period

Thursday, 4 April 2024 // 9:30 – 17:00 CAI6 available

Academic Writing Workshop (mandatory)

Session 1: Tuesday, 2 April 2024 // 14:00 - 16:00 // J203

Session 2: Wednesday, 3 April 2024 // 14:00 - 16:00 // J203

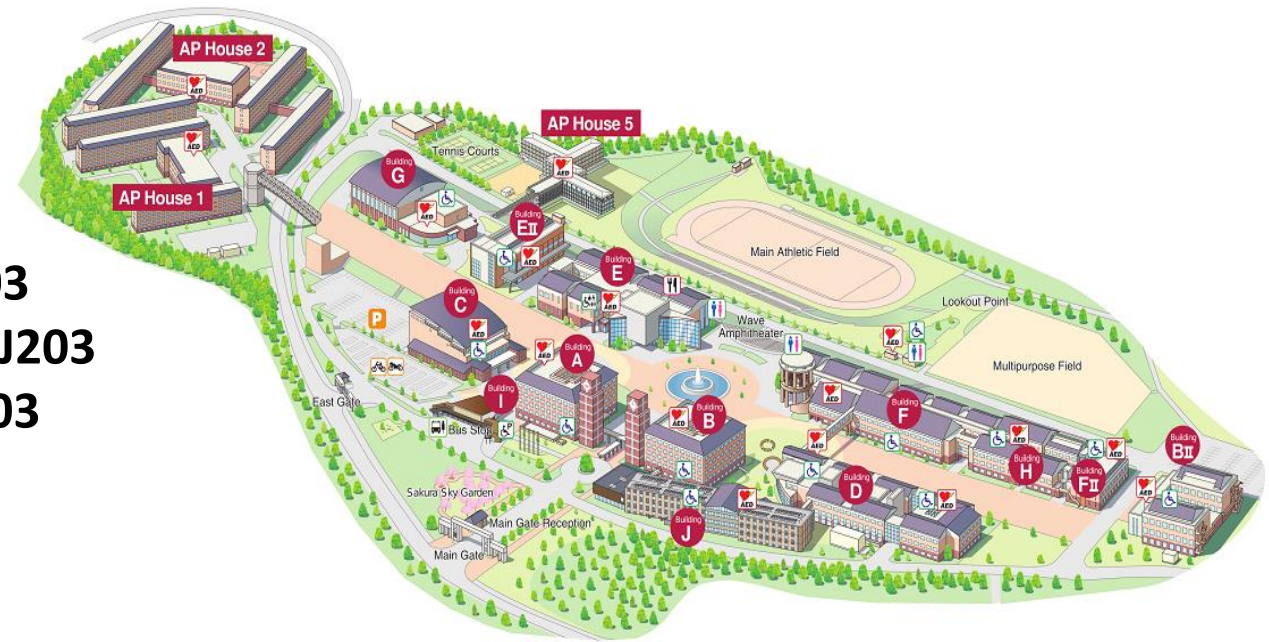
Session 3: Thursday, 4 April 2024 // 14:00 - 16:00 // J203

Session 4: Friday, 5 April 2024 // 14:00 - 16:00 // IPS2

First Seminar Meeting

Wednesday, 10 April 2024

Details will be announced in advance via Campus Terminal.



Campus map



USEFUL WEBSITES



[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

USEFUL WEBSITES



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"



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! Alumni who can change the world

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.



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)

Email: ac-grad@apu.ac.jp



Website

[Academic Information for Graduate Students](#)

Handbook

[2023 Graduate Academic Handbook](#)



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