

## Frequently Asked Questions, FAQ

### [Seminar Subjects: 3rd and 4th Year Seminar]

#### **Q. 1. What if I do not want to take a 3rd year seminar class?**

A. APU places great emphasis on the 3rd year seminar classes as they are a vital preparatory element for 4th year research seminar. Although there is no specific credit requirement for seminar subjects in order to graduate, APU stresses the benefits of taking seminar subjects.

You may also be interested to note that students who take seminar subjects are more likely to receive offers of employment.

#### **Q. 2. Can an APS student take a seminar class with an APM instructor or vice versa?**

A. You may only select a main seminar class from within your own college. However, you may take a sub-seminar class with an instructor from either college.

#### **Q. 3. What is a sub seminar? When and how can I apply?**

A. Students taking 3rd year seminars may choose to take an extra seminar class during their third year (from either college). This second seminar is called a "sub seminar". Students are able to apply for a sub seminar only after they have been accepted for their main seminar. The application schedule and other details are shown in the How to Apply section. Please note that if your main and sub seminar times clash, your main seminar will be given priority.

In order to apply for a sub seminar,

there must be vacancies in the sub seminar class,

both your main and sub seminar instructors must give their permission, and

the timetables must not clash.

#### **Q. 4. I am currently taking Prof. \*\*'s seminar and I wish to continue under this seminar next semester. Do I need to submit any application forms?**

A. No. The University recommends students take seminar courses continuously during the 2 years they are offered. Therefore, after applying for and being accepted to a seminar, that instructor's seminars will continue to be automatically registered each semester through "Undergraduate Thesis" in your final semester.

In the case a seminar is cancelled due to a study abroad or leave of absence, it will not be automatically registered.

Also, please note that sub-seminars must be applied for each semester, and are not automatically registered.

#### **Q.5. I am thinking of changing my seminar. What do I need to do?**

A. First, cancel your current seminar course, then submit a "new seminar application." A list of available courses is available from the Academic Office website.

#### **Q. 6. Will sub-seminar courses be automatically registered as well?**

A. No. Sub-seminars will not be registered automatically. An application must be submitted each semester to register for sub-seminar courses (3rd year only).

### [Leave of Absence]

**Q. 7. I took leave of absence after completing my fourth (or fifth) semester. I want to take a third-year seminar subject. When should I apply?**

A. Firstly, inform the Student Office that you want to be reinstated at APU and submit your "Request for Reinstatement". You may submit your seminar application during the regular application period, in the semester prior to your return to APU.

**Q. 8 I took leave of absence after completing my sixth semester. I want to take a fourth-year seminar subject. When should I apply?**

A. Firstly, inform the Student Office that you want to be reinstated at APU and submit your "Request for Reinstatement". You may submit your seminar application during the regular application period, in the semester prior to your return to APU.

**Q. 9. I took leave of absence after completing my seventh semester. I want to continue the seminar subject I was taking in my seventh semester. Is this possible?**

A. Yes. It is possible as long as the seminar is available and the instructor gives his/her permission. But please note that you must apply to Academic Office.

### [Student Exchange]

**Q. 10. I will be going on exchange during my fifth and sixth semesters. Can I take a third-year seminar in my seventh semester, when I return from my exchange?**

A. No. Third-year seminar subjects are only available to third-year students. Unfortunately, you will not be able to take classes 'long-distance' either.

**Q. 11. In the above case, when should I apply for a fourth-year research seminar?**

A. Please register a research seminar during your sixth semester, before you come back to Japan. Application dates will be posted on this site. Check it regularly for details.

**Q. 12. I am going on exchange during my sixth and seventh semesters. Can I take a fourth-year research seminar after I return from my exchange?**

A. Yes, if the instructor gives his/her permission. In that case, please submit the Provision of Remote Instruction Form by the final date of the Session Period during the 6<sup>th</sup> semester.