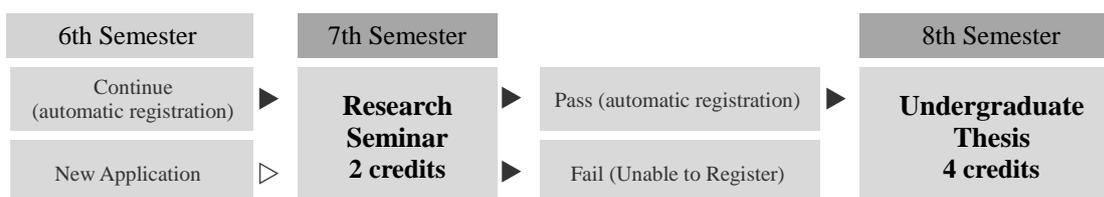


4th-Year Seminars, Spring Semester 2018

4th year seminars form the culmination of students' four years of study at APU. This highly specialized subject allows students to select a topic of interest and conduct focused research over a 1-year period. The ultimate aim of 4th -year seminars is to complete an undergraduate thesis for students.

Students take the subject 'Research Seminar' (2 credits) in the first half of their fourth year. Students who successfully pass this subject are then able to take 'Undergraduate Thesis' (4 credits) the following semester. Only students who pass 'Research Seminar' are able to register for 'Undergraduate Thesis.'



*Ordinarily, students register for these in their 7th and 8th semesters; however, students may choose to take their seminar during their 8th and 9th semesters.

1. Schedule

In order to register for seminar subjects, students must apply one semester in advance.

Overview	Timeframe
Seminar Information Session / Seminar Class & Syllabus Presentations	Wed, November 1, 13:00 ~ *It is highly recommended, although not mandatory, to attend the seminar information session.
Period for Consultation with Seminar Instructors	November 2 ~ December 12 *Please refer to the schedule indicated by the instructors on their syllabus.
New Student Application Period Seminar Cancellation Period	Wed, December 13 – Wed, December 20 by 16:30:00 (JST) *Applications must be submitted via manaba. *No applications will be accepted after the deadline.
New Student Application Results Announced	Wed, January 31 15:00
Seminars begin	2018 Spring Semester

*Applications that are submitted after the application deadline will not be accepted under any circumstances.

2. Eligible Students

Students falling into one of the following categories are eligible to submit a new application for a 4th-year Seminar.

- (1) Not currently taking a seminar
- (2) Currently taking a seminar, but wish to change to a different instructor's seminar in the next semester
- (3) Currently studying abroad, but will be resuming studies at APU next semester
- (4) Currently taking a leave of absence, but will be resuming studies at APU next semester

Japanese-basis students on the Standard Track are required to complete "Intermediate English A/B" in order to apply for 3rd- and 4th-year seminar subjects offered in English. Students taking seminars held in both English and Japanese and students changing to the 2011 Curriculum due to reinstatement or readmission are not subject to this requirement.

3. Important Notes

(1) Classes Available for Application

Students can register only for 4th-year Seminar classes offered by their own college. Note that if you apply for a seminar class offered by the other college as your main seminar, your application will be denied. Review the syllabus information provided by online carefully before submitting your application.

(2) Grades and Credits

(a) Number of Credits and Subject Fields for 3rd- and 4th-year Seminars

3rd- and 4th-year Seminar subjects are graded each semester. Completed credits for 3rd- and 4th-year seminar subjects taken from one's own college will count towards the Major Education Subject field. Sub-seminar subjects taken from the other college will count towards the General Elective field.

(b) Japanese-basis Domestic Student Graduation Requirements

Japanese-basis domestic students must complete at least 20 credits of subjects held in English (excluding Language Subjects). Please note that seminar subjects held in both English and Japanese (E/J) will not be counted towards this total.

(c) Listing of Areas of Study on Diplomas

Students in the College of International Management who complete at least 30 credits of Course Subjects, Core Subjects and Seminar Subjects will have their Area of Study listed on their diploma (See the *Undergraduate Academic Handbook: Page 148* for details). Credits earned for all APM 3rd- and 4th-year seminars will count towards this requirement regardless of the Area of Study. Please note that for College of Asia Pacific Studies students, credits earned from seminar subjects do not count towards any Area of Study.

(3) Continuing Registration, Cancelling or Changing a Seminar

Once students get accepted they will be automatically registered for 'Research Seminar' (2 credits) during the first half of their 4th year. At the end of the course, they will be graded with either a "P" (Pass) or an "F" (Fail). Only students who pass the course will be automatically registered for 'Undergraduate Thesis' (4 credits). Please be informed that once you have been registered for "Research Seminar" you will no longer be able to cancel or make any changes to your registration during Course Registration Periods A and B, and Correction Periods I and II. Furthermore, note that students cannot change seminar instructors when advancing from 'Research Seminar' to 'Undergraduate Thesis'.

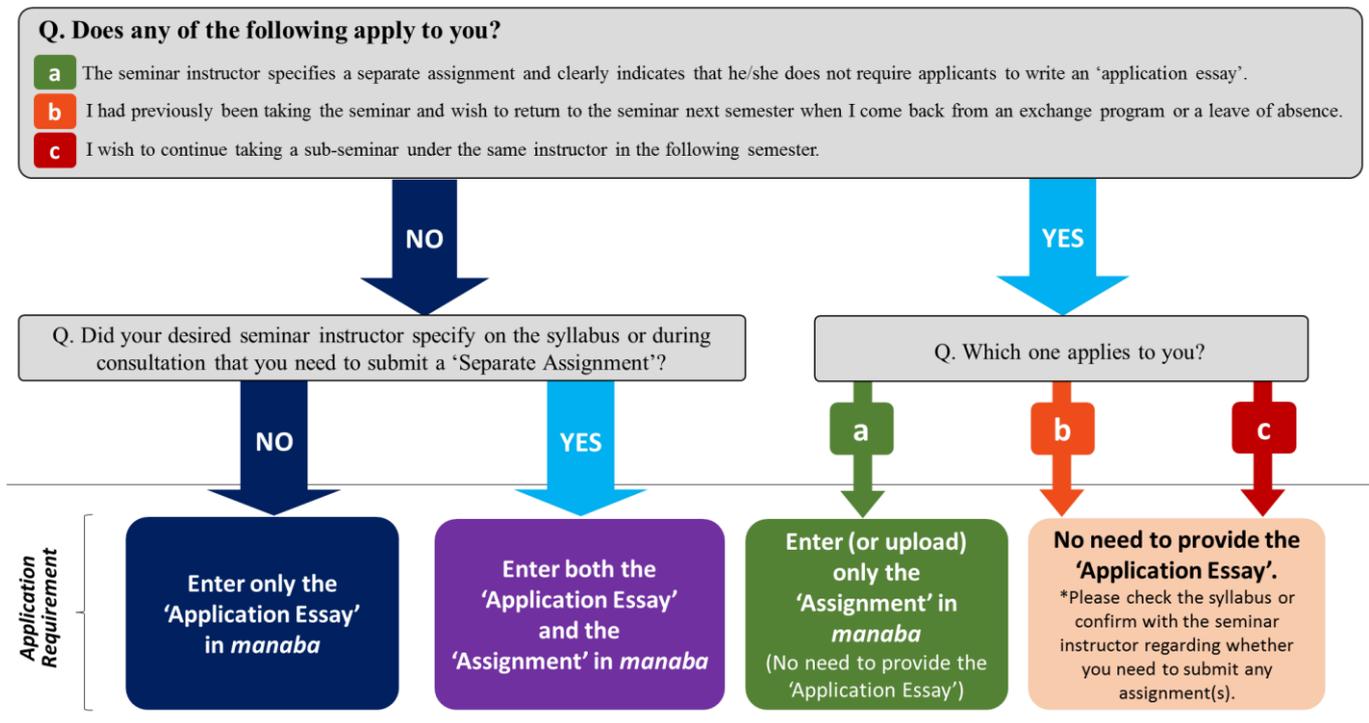
4. Application Procedure

Students must follow the below procedure to apply for 4th-year seminar.

Order	Item	Schedule
1	Check which seminar classes are available. (Information available on the <i>Academic Office Website</i>) <i>*You can apply for up to 2 main seminars (1st choice and 2nd choice)</i>	11/1~
2	Check the details of your desired seminars provided in the respective syllabi. <i>*Be sure to check the details provided in the syllabus on individual consultations (venue, schedule, etc) as well as the requirements for application (Application Essay, Assignment(s)).</i>	
3	Consult with desired seminar instructor.	11/2~
4	Prepare your 'Application Essay' and/or 'Assignment(s)'.	12/12

	<p>*Applicants will be required to enter the 'Application Essay' and/or 'Assignment(s)' in the application form on <i>manaba</i> during the Seminar Application Period (12/13 – 12/20). Make sure to prepare the above requirement(s) using a word processor (MS Word, etc) or a text editor (MS notepad, etc.) beforehand.</p> <p>*Please refer to "Figure 1. Requirement for Seminar Application" for details on the submission of the above requirements.</p>	
5	<p>Complete the Seminar application form (survey) on <i>manaba</i></p> <p>*For details on the application procedures, check the "Undergraduate seminar (3rd/4th-year)" page on the Academic Office Website.</p> <p>*Applicants are required to enter the 'Application Essay' and/or 'Assignment(s)' in the application form.</p>	12/13~ 12/20

Figure 1. Requirement for Seminar Application



***Students Currently Studying Abroad or on a Leave of Absence**

For students currently studying abroad or on a leave of absence who wish to register for a seminar upon their return to APU, please be sure to submit a new application in accordance with the schedule shown above. However, as it may be difficult for these students to participate in a face-to-face consultation (item (3)), please hold a registration consultation via email or Skype^R. For more details, please check the Academic Office homepage, "[Undergraduate seminar \(3rd/4th-year\)](#)" page under "Seminar Subjects" tab.

***Students who Plan to Participate in an Exchange Program**

It is not possible to participate in an exchange program and a seminar at the same time. Please choose either one or the other. Students who hope to participate in an exchange program in the following semester, but who think that they would like to take a seminar if they are not accepted into the exchange program after all, should apply for a seminar according to the schedule shown above. However, if after applying for a seminar they receive notification they have been accepted into an exchange program, they should immediately submit a cancellation application to the Academic Office. For more details, please check the Academic Office homepage, "[Undergraduate seminar \(3rd/4th-year\)](#)" page under "Seminar Subjects" tab.

***Students who Plan on Applying to Transfer Colleges within APU**

Students can apply for a seminar offered by the college to which they will belong to after the transfer. The application schedule is the same as the one shown above. However, please be sure to consult with the Academic Office during the application period. Additionally, because the seminar application period occurs before the procedures for transferring colleges, it is recommended that students also apply simultaneously to a seminar offered by their current college in case they do not receive permission to transfer colleges. For more details, please check the Academic Office homepage, "[Undergraduate seminar \(3rd/4th-year\)](#)" page under "Seminar Subjects" tab.

***Students on the Accelerated Graduation Program**

Students on the Accelerated Graduation Program must also apply for 3rd-year seminars according to the schedule above. The students will take 3rd and 4th-year seminars at different times than regular students. Please consult with your desired instructor and ensure you have room for these subjects in your study plan before applying. Please refer to the *Undergraduate Academic Handbook* (Page 151) or the Academic Office homepage for details on seminar enrollment application period. For more details, please check the Academic Office homepage, "[Undergraduate seminar \(3rd/4th-year\)](#)" page under "Seminar Subjects" tab.