

2020 Fall Semester

**3rd / 4th Year Seminar
Guidance Session**



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System and Registration Process

Seminar Subjects

◎ Basic Information

(1) Seminar Courses consist of four subjects.

(2) Each subject lasts 1 semester for a total of 2 years' study.

(Please note that, as a rule, Research Seminar/Graduation Thesis I and Undergraduate Thesis/Graduation Thesis II are packaged as a 1-year course)

(3) Students can earn a maximum of 10 credits.

(14 Credits if the student took a sub-seminar within the same college)

Subject Name	Eligibility	Period	Semester offered	Credits	Symbol
Major Seminar I	5 th or 6 th semester students	1 Semester	Spring	2	MS-I
Major Seminar II		1 Semester	Fall	2	MS-II
Research Seminar/ Graduation Research I*	7 th semester students	1 Year	Every semester	2	RS GR-I
Undergraduate Thesis/ Graduation Research II*	8 th semester students or higher (Requires "P"- grade in RS/GR-I)			4	UT GR-II

Overview of Seminar Subjects

MS-I

MS-II

[3rd year seminars]

In 3rd year seminars, small numbers of students work closely with professors to increase their expertise through researching, presenting and discussing selected topics. Simultaneously, through actual practice students master the research methods and investigative analysis techniques considered necessary for every area of study and which are the fundamental skills required for undergraduate research.



RS/GR-I

UT/GR-II

[4th year seminars]

4th year seminars are the culmination of a students' four years of study at APU. These highly specialized subjects allow students to research a topic of interest and write a thesis or produce the required research output over a period of one year.

Basic Rules Registration Process

©Basic Rules

(1) Students are required to **apply one semester before they intend to take the seminar.**

Application Period for AY2020 Fall Seminars:

June 17–July 1, 2020

(2) Once you have been registered, you will automatically be registered for a seminar subject each semester until you reach Undergraduate Thesis (UT)/Graduation Research II (GR-II).

※2 years of continuous registration is recommended.

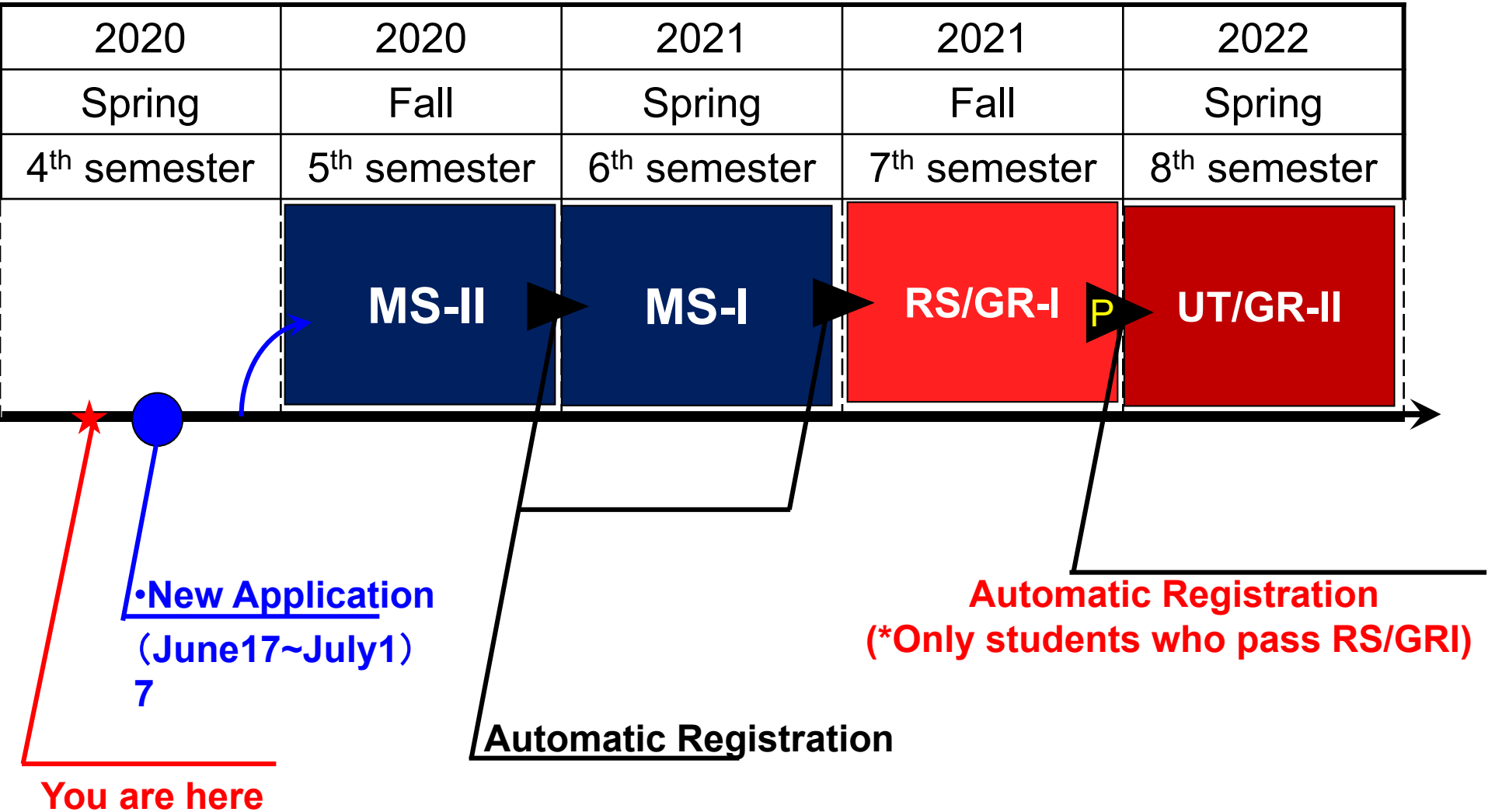
(3) In order to cancel a seminar, you must **submit a cancellation request one semester before** you intend to drop it.

(Same period as seminar applications: June 17–July 1, 2020)

***Note that Undergraduate Thesis/Graduation Research II can only be cancelled during Course Registration Period (until Correction Period 1) on Campusmate.**

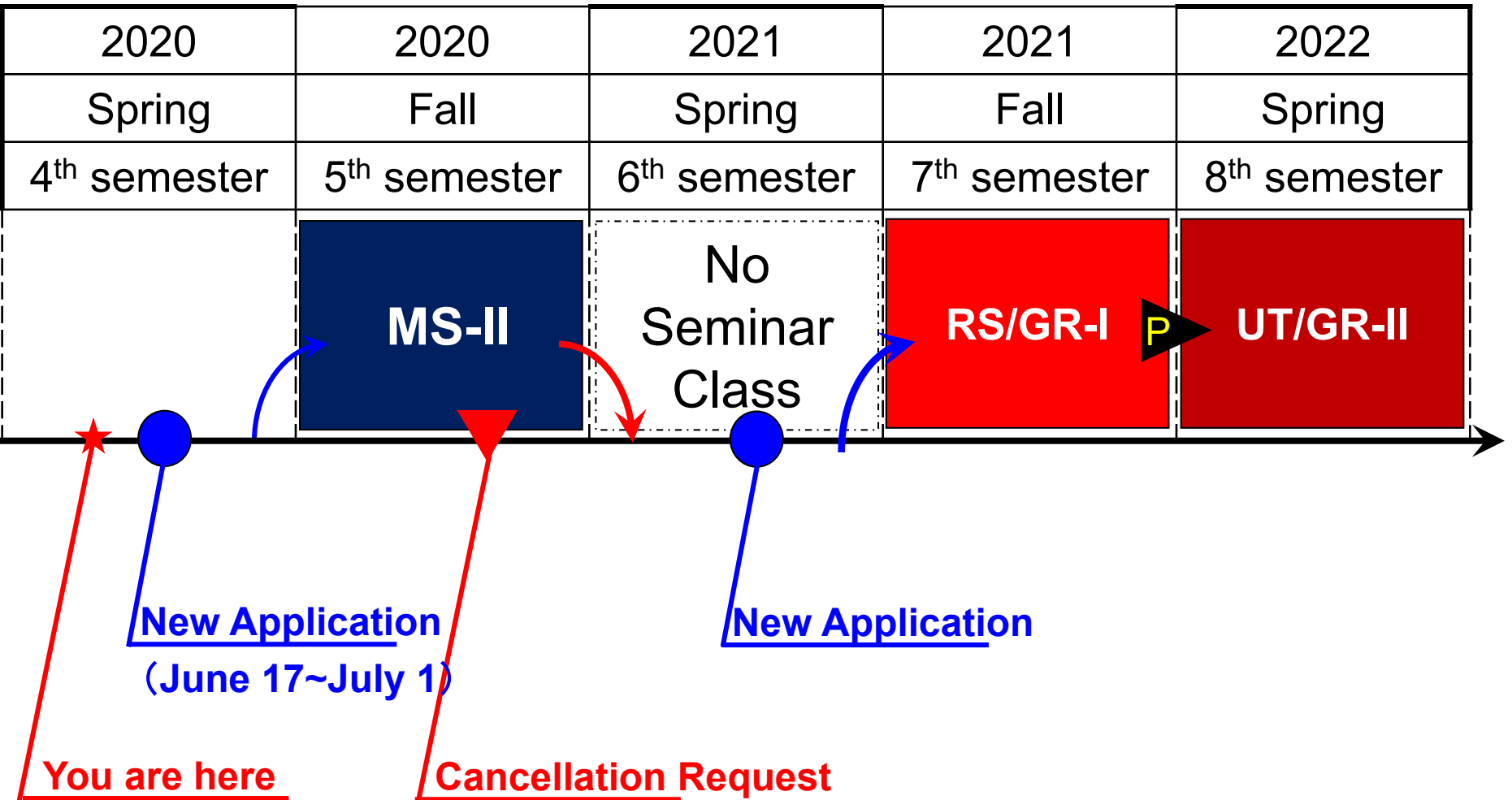
Registration Process

Current 4th semester students



Registration Process

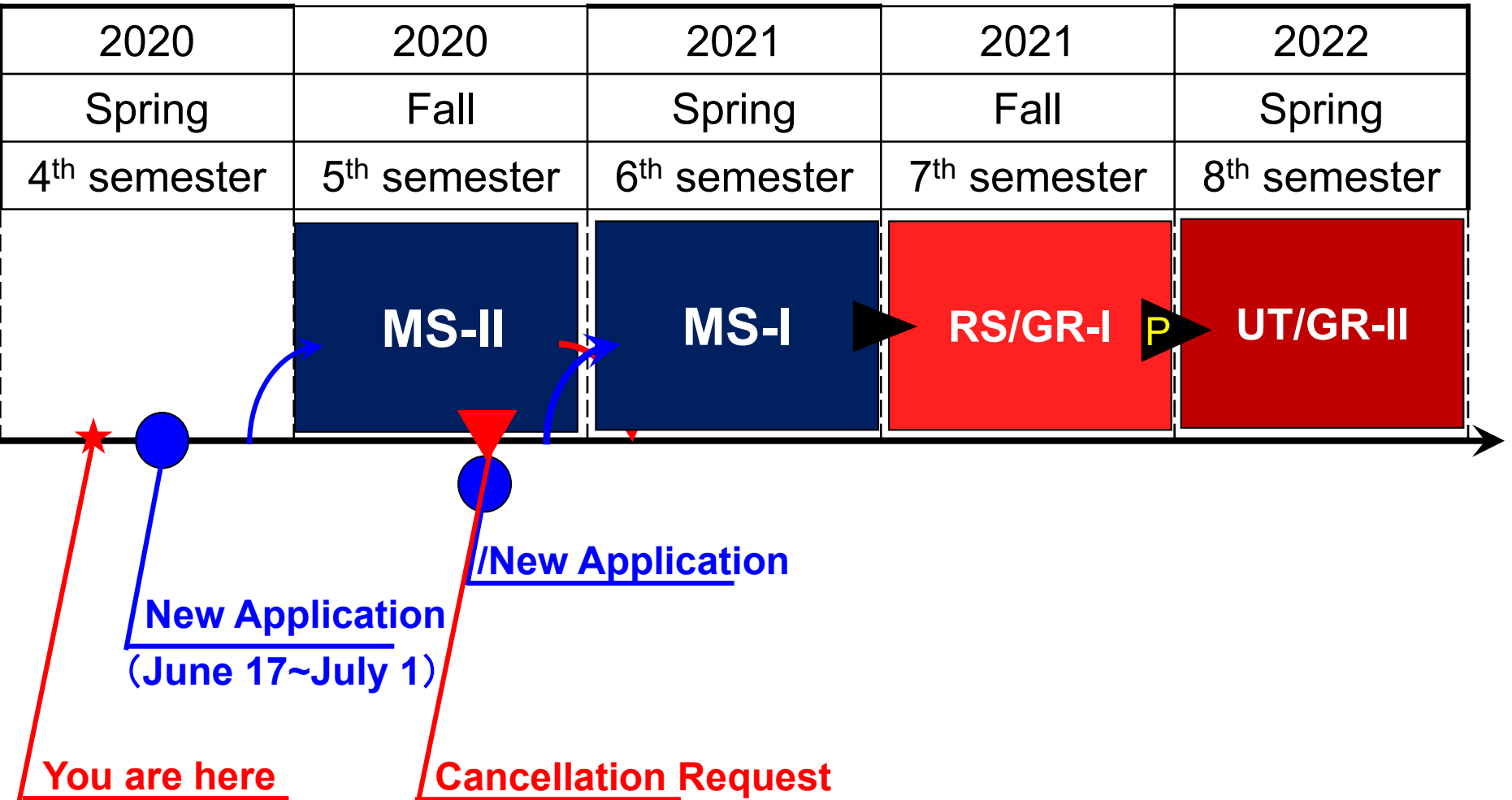
Current 4th semester students



For students who plan to cancel their seminar or go on exchange.

Registration Process

Current 4th semester students



For students who wish to change seminar instructors.

Registration Process

Current **4th** semester students

● New Application

▼ Cancellation Request

▶ Automatic Registration

Starting Period		2020	2020	2021	2021	2022
		SP (NOW)	Fall	Spring	Fall	Spring
	ㄗㄨ Semester	4	5	6	7	8
5 th semester	Subject		MS-II ▶	MS-I ▶	RS/GR-I ▶	UT/GR-II
	Application	●				
6 th semester	Subject			MS-I ▶	RS/GR-I ▶	UT/GR-II
	Application		●			
7 th semester	Subject				RS/GR-I ▶	UT/GR-II
	Application			●		

Registration Process

Current **5th** semester students

● New Application

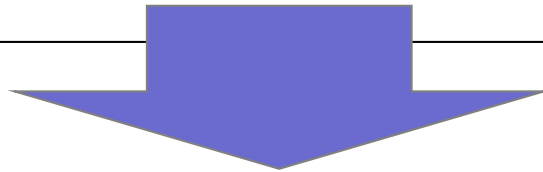
▼ Cancellation Request

▶ Automatic Registration

Starting Period		2019	2020	2020	2021
		FA (NOW)	Spring	Fall	Spring
	Semester	5	6	7	8
6 th semester	Subject		MS-I ▶	RS/GR-I ▶	UT/GR-II
	Application	●			
7 th semester	Subject			RS/GR-I ▶	UT/GR-II
	Application		●		

Irregular Cases

- **Students planning to go on an Exchange Program**
- **Students planning to take a leave of absence**
- **Accelerated Graduation Program Students**
- **Students planning to transfer colleges**



For details, check the [Undergraduate seminar \(3rd/4th\)](#) page on the Academic Office Website for details.

Sub-seminars

©Basic Rules

- (1) Students may take two 3rd year seminars (Major Seminar I/II) in a semester (as a main seminar and a sub-seminar)**
- (2) You can register for a seminar from the other college as a sub-seminar. (*If you register for a sub-seminar from the other college, the credits will be counted in your general electives/ “other college”)**
- (3) (Unlike your main seminar) you must apply every semester to take a sub-seminar.**
- (4) You can only take a sub-seminar if you meet all of the following criteria:**
 - Your main seminar application has been accepted.**
 - You have received permission from your main seminar instructor**
 - Your application has been approved by the sub-seminar instructor.**
 - The schedules for both seminars do not overlap with each other.**

Sub-seminar

Current 4th semester students

● New Application

◆ Sub-seminar App

▶ Automatic Registration

Sub-seminar		2020	2020	2021	2021	2022
		SP (NOW)	Fall	Spring	Fall	Spring
	Semester	4	5	6	7	8
5 th & 6 th semester	Main seminar		MS-II ▶	MS-I ▶	RS/GR-I ▶	UT/GR-II
	Sub-seminar		MS-II _{Sub}	MS-I _{Sub}		
	Application	● ◆	◆			
6 th semester	Subject			MS-I ▶	RS/GR-I ▶	UT/GR-II
	Sub-seminar			MS-I _{Sub}		
	Application		● ◆			

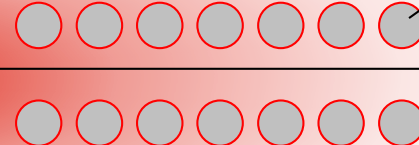
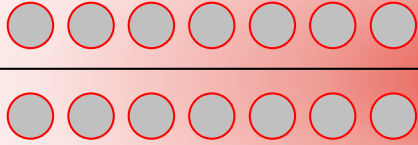
MAIN SEMINAR

Seminar Classes You Can Apply For

Seminar class

Environment & Development

Hospitality & Tourism



APS

Culture, Society & Media

International Relations & Peace Studies

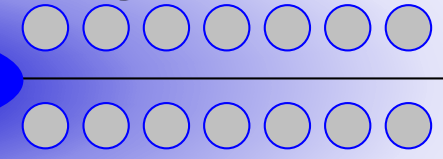
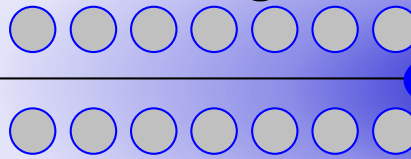
Joint



Accounting & Finance

Marketing

APM

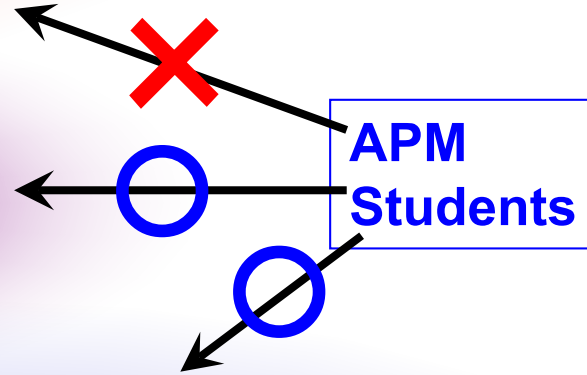
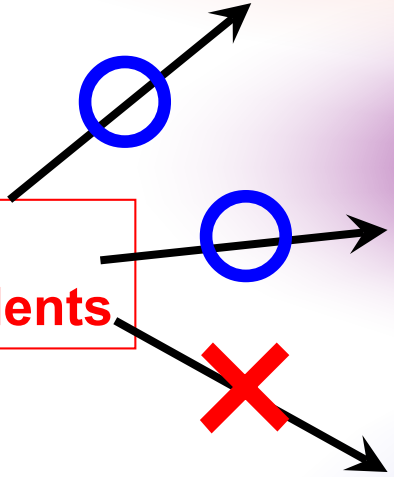


Strategic Management and Organization

Innovation & Economics

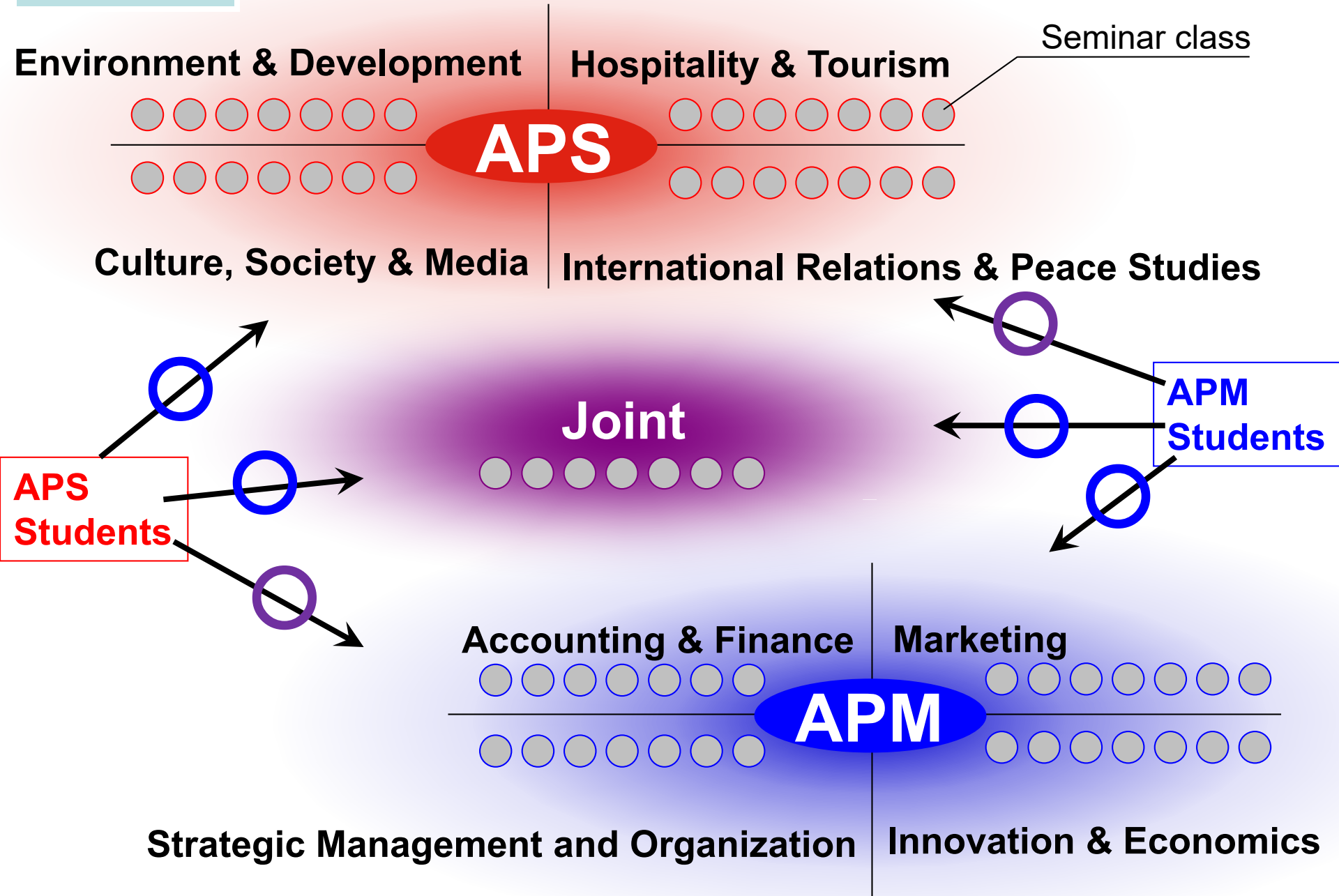
APS Students

APM Students



**SUB
SEMINAR**

Seminar Classes You Can Apply



Seminar Credits Fields

College Student		Main Seminar			Sub-seminar		
		APS	APM	Joint	APS	APM	Joint
APS	Registration	Yes	No	Yes	Yes	Yes	Yes
	Credit Field	Major	—	Major	Major	Other College (General Electives)	Major
APM	Registration	No	Yes	Yes	Yes	Yes	Yes
	Credit Field	—	Major	Major	Other College (General Electives)	Major	Major

Listing of Area of Study on the Diploma

To have their Area of Study listed on the diploma, students need to complete the required number of credits (set by each college) of subjects from their selected Area of Study. Note that credits earned from Seminar Subjects regardless which area of study it falls under, will be tallied in all areas of study. (~~✖~~Does not apply to AY2011 APS Students)

Maximum no. of credits earned from seminar subjects which can be counted toward the required credits for listing the Area of Study on the diploma (by college and curriculum).

College	Curriculum	Minimum required credits for listing the Area of Study on Diploma	No. of credits from seminar which can be counted
APS	2011	20~	0 (✖)
	2017	28~	All
APM	2011	30~	All
	2017	12~	4

~~✖~~For AY2011 Curriculum APS students, credits earned from seminar subjects do NOT count towards any Area of Study.

Application Procedures

**Main seminars and sub-seminars have the same application period.
Be sure to apply for both at the same time!**

Application Procedures

***You may apply for up to 2 seminars as your 1st and 2nd-choice main seminar.**

***Students wishing to apply for a sub-seminar, must apply using the same application procedures as outlined in the chart below.**

Order	What	When	Where
1	Check which seminars are available	May 20~	Academic Office Website (AC-Web)
2	Check the details of your desired seminar(s) provided in the syllabus.		
3	Consult with desired seminar instructor(s) <i>*Sub-seminar applications also require a meeting with the instructor</i>	Follow the instructions given in the syllabus	
4	Prepare the required 'Application Essay' and/or 'Assignment(s)' <i>*Application requirements may vary depending on the instructor. Be sure to check the syllabus.</i>	~ June 16	
5	Apply via manaba (survey) <i>*Applicants are required to enter the essay/assignment into the survey</i>	June 17~ July 1	manaba
6	Confirm the result(s)	July 22	AC-Web

Class List Key to Symbols

Symbol	Definition
○	Must meet the listed requirements in order to apply.
—	Not offered in 2020 Fall Semester
●	In principle, does not accept new applicants (Only students who have previously taken the 3rd year seminar under the same instructor can apply)
(J)	Class held in Japanese
(E)	Class held in English
(E/J)	Class held in both English and Japanese (Bilingual)

Available

5-10 slots available

Less than 4 slots available

Application Procedures

***You may apply for up to 2 main seminars as your 1st and 2nd-choice.**

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1	Check which seminars are available	May 20	Academic Office Website (AC-Web)
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Class schedules of seminars

Course name	Timetable @Syllabus	Timetable @Campusmate
Major Seminar I/II	3 rd period on Saturday('dummy')	Actual Timetable (Mon – Fri) ※Other courses can not be registered in the slot 'Major Seminar II' is actually scheduled in
Research Seminar/ Graduation Research I	1 st period on Saturday('dummy')	1 st period on Saturday ※please confirm with your instructor regarding the actual class schedule and the classroom before the class starts.
Undergraduate Thesis/ Graduation Research II	2 nd period on Saturday('dummy')	2 nd period on Saturday ※please confirm with your instructor regarding the actual class schedule and the classroom before the class starts.

There have been actual cases in which students failed to confirm the timetable of the 4th year seminar class before the semester begins and later discovered that the seminar class overlapped with another one.

Be sure to check the timetable with your supervisor before registration period A to avoid conflict between classes.

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5	Apply via manaba (survey) <i>*Applicants are required to enter the essay/assignment into the survey</i>	June 17 ~ July 1	manaba
6	Confirm the result(s)	July 22	AC-Web

Writing your seminar application essay

- As a **standard requirement** for both main seminar and sub-seminar applications, applicants are asked to **provide an essay** stating the reason why they wish to apply for the seminar and so on. You are free to write your essay however you wish in approximately 600 words (about 1 A4 size sheet of paper in length)
- In addition to the essay, some instructors **may require a supplementary assignment** so please be sure to **check the syllabus** way in advance or **ask your seminar instructors** directly during individual consultations.
- There are **cases in which applicants are exempted** from providing an essay. Please see the next slide for more details.
- As you are to **enter the essay and/or assignment directly into the application page in manaba (June 17~July1)**, we strongly recommend that you **prepare your essay/assignment beforehand** using MS word(or any equivalent word processing software).
- The box provided in manaba only accepts plain text. Assignments which require the use of objects (images, tables, graphs, etc.) may be uploaded as a separate file using the upload feature found right below the text box for the assignment. (up to 20mb)

Application Requirements

Q. Does any of the following apply to you?

- a** The seminar instructor **specifies a separate assignment** and clearly indicates that he/she **does not require applicants to write an 'application essay'**.
- b** I **had previously been taking the seminar and wish to return** to the seminar next semester when I come back **from an exchange program or a leave of absence**.
- c** I wish to **continue taking a sub-seminar** under the same instructor in the following semester.

NO

YES

Q. Did your desired seminar instructor specify on the syllabus or during consultation that you need to submit a 'Separate Assignment'?

Q. Which one applies to you?

NO

YES

a

b

c

Enter only the
'Application Essay'
in *manaba*

Enter both the
'Application Essay'
and the
'Assignment' in
manaba

Enter (or upload)
only the
'Assignment' in
manaba
(No need to provide the
'Application Essay')

No need to provide the
'Application Essay'.
*Please check the syllabus or
confirm with the seminar
instructor regarding whether
you need to submit any
assignment(s).

Application
Requirement

Application Procedures

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2	Check the details of your desired seminar(s) provided in the syllabus.		
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審査の流れ / Screening Procedures

1st

	Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result		Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result
1st choice	A	○	—	—	A	1st choice	A	×	—	—	—
2nd choice	—	—	—	—	—	2nd choice	—	—	—	—	—
Sub Seminar	—	—	—	—	—	Sub Seminar	—	—	—	—	—

1st + 2nd

	Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result		Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result
1st choice	A	○	—	—	A	1st choice	A	×	—	—	—
2nd choice	B	—	—	—	—	2nd choice	B	—	○	—	B
Sub Seminar	—	—	—	—	—	Sub Seminar	—	—	—	—	—

1st + 2nd + Sub

	Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result
1st choice	A	○	—	—	A
2nd choice	B	—	—	—	—
Sub Seminar	B	—	—	○	B

	Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result		Zemi	1st choice screening	2nd choice screening	Sub-seminar screening	Final Result
1st choice	A	○	—	—	A	1st choice	A	×	—	—	—
2nd choice	B	—	—	—	—	2nd choice	B	—	○	—	B
Sub Seminar	C	—	—	○	C	Sub Seminar	C	—	—	○	C

Sub → 3rd

	Zemi	1st choice screening	2nd choice screening	3rd choice screening	Final Result		Zemi	1st choice screening	2nd choice screening	3rd choice screening	Final Result
1st choice	A	×	—	—	—	1st choice	A	×	—	—	—
2nd choice	—	—	—	—	—	2nd choice	B	—	×	—	—
Sub Seminar	C	—	—	○	C※	Sub Seminar	C	—	—	○	C※

※Please note that this only applies for sub-seminars in your own college or those offered jointly.

Application Procedures

***You may apply for up to 2 main seminars as your 1st and 2nd-choice.**

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6	Confirm the result(s)	July 22	AC-Web

If you have any questions, contact us at:

seminar1@apu.ac.jp