

## AY2020 Fall Semester 3rd-Year Seminar (Major Seminar I) Application Guidelines

Students interested in advancing to graduate study or finding employment in Japan are strongly encouraged to begin their intensive specialized study in a 3<sup>rd</sup>-year seminar. Although the contents of each individual seminar vary greatly, the main aim of all 3<sup>rd</sup>-year seminars is the same: Deepen your understanding of a specific field through case studies and debate, and acquire the specialized knowledge and skills necessary to write an undergraduate thesis. The 4<sup>th</sup>-year seminar forms the culmination of a student's four years of study at APU. This highly specialized subject allows students to select a topic of interest and conduct focused research over a one-year period, and write a thesis in the latter semester.

### 1. Schedule

In order to register for a seminar (Major Seminar I), students must apply one semester in advance.

Overview	Timeframe
Seminar Information Session / Release of Seminar Class List & Syllabus	14:00 ~, Wed, May 20, 2020 *It is highly recommended, although not mandatory, to attend the seminar information session.
Period for Consultation with Seminar Instructors	Thu, May 21 ~ Tue, June 16, 2020 *Please refer to the schedule indicated by the instructors on their syllabus.
Application Period Seminar Cancellation Period	Wed, June 17 – Wed, July 1, 2020 *will close at exactly 16:30:00 (JST) *Applications must be submitted via manaba. *STRICTLY NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.
Announcement of Successful Applicants	15:00, Wed, July 22, 2020
Start of Seminars	2020 Fall Semester

### 2. Eligible Students

Students falling into one of the following categories are eligible to submit a new application for a 3<sup>rd</sup>-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  
→Make sure to cancel your current seminar during the “New Student Application Period/Seminar Cancellation Period” before applying for a new seminar. For details on how to cancel and change your seminar.
- (3) Currently on exchange, 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 3<sup>rd</sup>- and 4<sup>th</sup>-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.

Note that there will be a separate application period (**Wed, July 22 – Wed, August 5, 2020**) for students who fall into one of the following criteria:

- (1) Students re-enrolling next semester
- (2) Students transferring to APU next semester
- (3) Students from RU and from overseas coming to APU for exchange next semester

### **3. Sub-seminars**

In general, students only take one seminar subject per semester. However, under certain conditions which are listed below, students are allowed to attend two seminar classes per semester in order to broaden their knowledge in their field of study.

#### **<Conditions for Sub-seminar Registration>**

- (1) Student must apply for both a first seminar (main seminar) and a second seminar (sub-seminar) and be accepted into both seminars by the instructors. (If the student does not apply for a main seminar or is not accepted for a main seminar, then he/she will not be permitted to register for a sub-seminar.)
- (2) There is space in the sub-seminar class
- (3) The main seminar class and sub-seminar classes do not meet at the same time.

\*If it becomes apparent that a student's main seminar class timetable overlaps with their sub-seminar class timetable after application, the sub-seminar subject will be automatically deleted.

#### **<Application Method>**

Please see No. 5 below, "Application Procedures", for information on how to apply.

### **4. Important Notes**

#### **(1) Classes Available for Application**

For their main seminar, students can register only for 3rd-year Seminars offered by their own College. To register for a 3rd-year Seminars offered by the other College, you can apply to register for it as a sub-seminar. Additionally, please note that there are some classes for which only students who are in their 6th semester at the time of registration can apply. Please review the List of Seminars provided online carefully before submitting your application.

#### **(2) Grades and Credits**

##### **(a) Number of Credits and Subject Fields for 3<sup>rd</sup>- and 4<sup>th</sup>-year Seminars**

3<sup>rd</sup>- and 4<sup>th</sup>-year Seminar subjects are graded each semester.

\*Completed credits for 3<sup>rd</sup>- and 4<sup>th</sup>-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**

<For AY2017 Curriculum Students>

To have their Area of Study listed on their diploma, students in the College of International Management must complete 12 or more credits of the designated subjects for the Area of Study. Up to 4 credits earned from seminar

subjects can be included in this requirement.

Students in the College of Asia Pacific Studies must complete 2 credits from the required subjects (Common Liberal Arts Subjects) from the Area of Study they have registered for, and 28 credits from the Major Education Subjects for the Area of Study. Not only are these necessary for APS students to have their Area of Study listed on their diploma, these are also included in the graduation requirements. All credits earned from seminar subjects will count toward the required 28 credits.

Note that regardless of the Area of Study the seminar falls under, credits earned from the subject will count toward all Areas of Study. (Applies to both APM and APS)

<For AY2011 Curriculum Students>

Students in the College of International Management who have completed 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 176* for details). Credits earned for all APM 3<sup>rd</sup> and 4<sup>th</sup> year seminars will count towards this requirement regardless of the Area of Study. **Please note that for APS students, credits earned from seminar subjects do not count towards any Area of Study.**

### **(3) Continuing Registration, Cancelling or Changing a Seminar**

Once accepted into a seminar, students will be automatically registered each semester under the same instructor through to 'Undergraduate Thesis' ('Graduation Research II' for 2017 Curriculum APS students). Students who wish to cancel their registration for a seminar must submit the online 'cancellation request form' during the designated "Seminar Application/Cancellation Period" **(Note that seminars, with the exception of 'Undergraduate Thesis' (\*), cannot be cancelled during the regular Course Registration and Correction Periods).** This also applies to students who wish to cancel their seminar to participate in a study abroad or take a leave of absence (They will no longer be automatically registered.) Similarly, if you would like to change to a different instructor's seminar, you may do so by submitting a new seminar application. For more details, please check the Academic Office website "[3<sup>rd</sup> / 4<sup>th</sup> year Seminars](#)" page under the "Seminar Subjects" tab. **(\*'Undergraduate Thesis' and 'Graduation Research II' can only be cancelled via the course registration page on Campusmate during Course Registration Periods A, B, or Course Registration Correction Period I. Note, however, that even after cancelling the course, 'Undergraduate Thesis' will automatically be registered again every semester the student remains enrolled at APU.)**

### **(4) Schedule Conflicts with Required Subjects**

If a student's major seminar class schedule overlaps with that of their college's required subjects or their required language subjects, the required subjects will take priority and their major seminar registration will be cancelled.

## **5. Application Procedures**

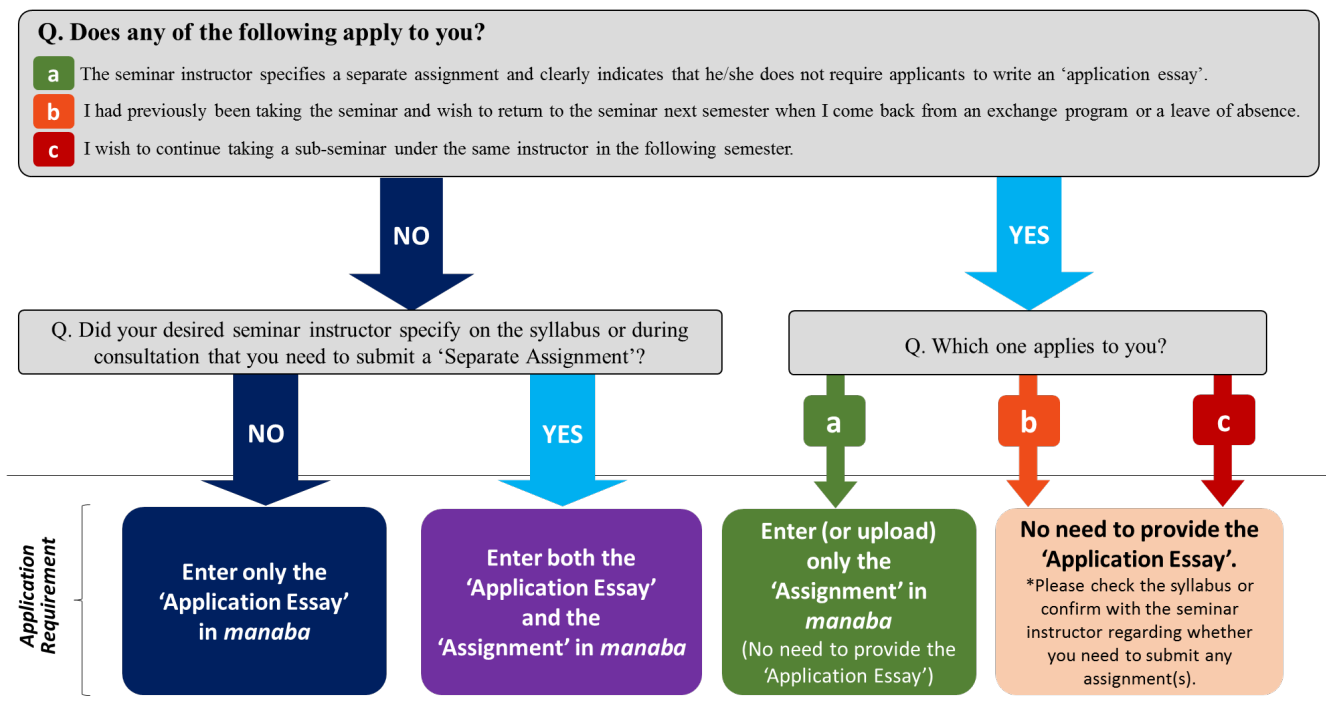
Students must undertake the below procedures to apply for a 3<sup>rd</sup>-year seminar.

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

Order	Item	Schedule
1	Check which seminar classes are available. (Information available on the <i>Academic Office Website</i> ) <b>*You can apply for up to 2 main seminars (1<sup>st</sup> choice and 2<sup>nd</sup> choice)</b>	May 20~
2	Check the details of your desired seminars provided in the respective syllabi. <b>*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)).</b>	

3	Consult with desired seminar instructor. *Sub-seminar applications also require a consultation with the instructor.	
4	Prepare your 'Application Essay' and/or 'Assignment(s)'. *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. Make sure to prepare the above requirement(s) using a word processor (MS Word, etc) or a text editor (notepad, etc.) beforehand. *The same apply to students applying for a sub-seminar. *Please refer to " <a href="#">Figure 1. Requirement for Seminar Application</a> " for details on the submission of the above requirements.	May 21~ June 16
5	Complete the Seminar application form (survey) on <i>manaba</i> *For details on the application procedures, check the " <a href="#">Undergraduate seminar (3rd/4th-year)</a> " page on the Academic Office Website. *Applicants are required to enter the 'Application Essay' and/or 'Assignment(s)' in the application form. *The same apply to students applying for a sub-seminar.	June 17~ July 1

**Figure 1. Requirement for Seminar Application**



**\*Students Currently on Exchange or on a Leave of Absence**

For students currently on exchange 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 procedures shown above. However, as it may be difficult for these students to have a face-to-face consultation with seminar instructors (item (3)), students may contact the instructors and request for a consultation via email or Skype<sup>®</sup>. For more details, please check the Academic Office website "[Undergraduate seminar \(3rd/4th-year\)](#)" page under the "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 website "[Undergraduate seminar \(3rd/4th-year\)](#)" page under the "Seminar Subjects" tab.

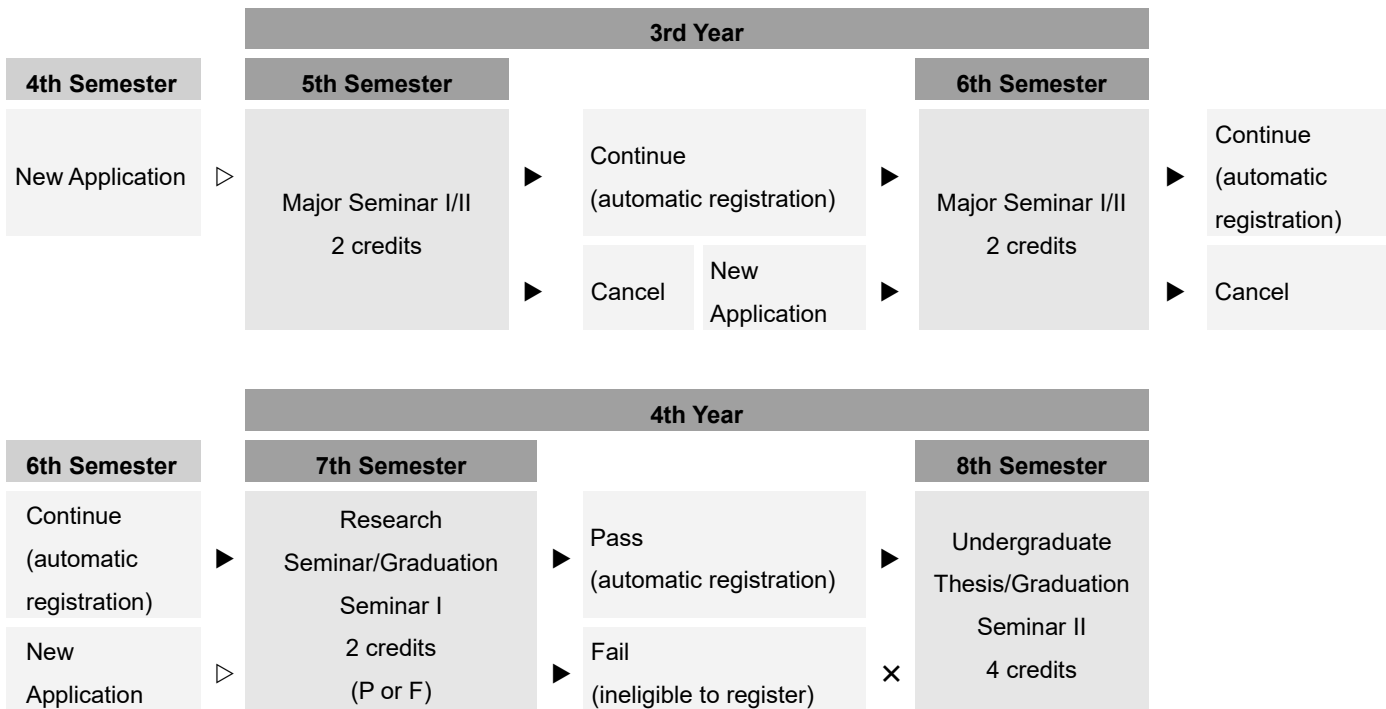
**\*Students who Plan on Applying to Transfer Colleges within APU**

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 website "[Undergraduate seminar \(3rd/4th-year\)](#)" page under the "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 169) or the Academic Office website for details on the seminar enrollment application period. For more details, please check the Academic Office website "[Undergraduate seminar \(3rd/4th-year\)](#)" page under the "Seminar Subjects" tab.

**Reference: 3<sup>rd</sup>- and 4<sup>th</sup>-year Seminar Application Process**(See the *Undergraduate Academic Handbook* for details)



(Source: Undergraduate Academic Handbook)