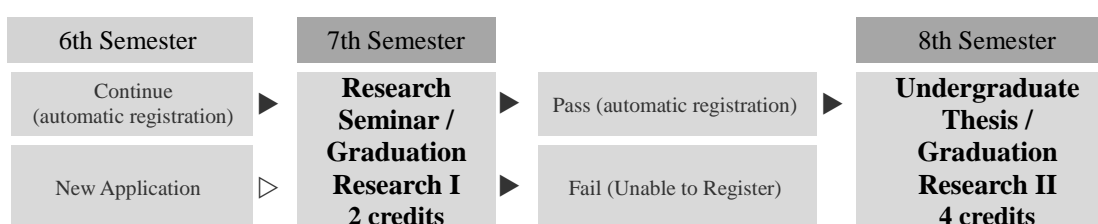


## 4th-Year Seminars, Spring Semester 2020

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 for students to complete an undergraduate thesis or the required research output.

Students take the subject 'Research Seminar' (\*'Graduation Seminar I' for 2017 Curriculum APS Students) in the first half of their fourth year. Students who successfully pass this subject are then able to take 'Undergraduate Thesis' (\*'Graduation Seminar II' for 2017 Curriculum APS Students) the following semester. Only students who complete 'Research Seminar'(/'Graduation Research I') are eligible to register for 'Undergraduate Thesis' (/ 'Graduation Research II').



\*As shown above, students register for 4<sup>th</sup> year seminars in their 7<sup>th</sup> and 8<sup>th</sup> semesters, respectively; however, students may also choose to defer their seminar registration to their 8<sup>th</sup> and 9<sup>th</sup> semesters, should they decide to extend for an additional semester.

### 1. Schedule

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

Overview	Timeframe
Seminar Information Session / Release of Seminar Class List & Syllabus	14:00 ~, Wed, October 30, 2019 *It is highly recommended, although not mandatory, to attend the seminar information session.
Period for Consultation with Seminar Instructors	October 31~ December 3, 2019 *Please refer to the schedule indicated by the instructors on their syllabus.
Application Period Seminar Cancellation Period	Wed, December 4 – Wed, December 18, 2019 *by 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, January 29, 2020
Start of Seminars	2020 Spring Semester

### 2. Eligible Students

Only Students falling into one of the following categories are eligible to submit a new application for a 4th-year Seminar as outlined in the above schedule:

- (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 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, January 29 – Wed, February 12, 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) RU Students coming to APU for exchange next semester

### **3. Important Notes**

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

Students can register only for 4<sup>th</sup>-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 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 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 College of Asia Pacific Studies students, credits earned from seminar subjects do not count towards any Area of Study.**

<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. (See the *Undergraduate Academic Handbook: Page 55* for details)

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. (See the *Undergraduate Academic Handbook: Page 37* for details)

Note that regardless of the Area of Study under which the seminar falls, credits earned will count toward all

Areas of Study. (Applies to both APS and APM)

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

Once students get accepted they will be automatically registered for ‘Research Seminar’ (2 credits) or ‘Graduation Research I’ (2 credits) during the first half of their 4<sup>th</sup> 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) or ‘Graduation Research II’ (4 credits). Please be informed that once you have been registered for ‘Research Seminar’ or ‘Graduation Research I’ 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’ or ‘Graduation Research I’ to ‘Graduation Research II’.

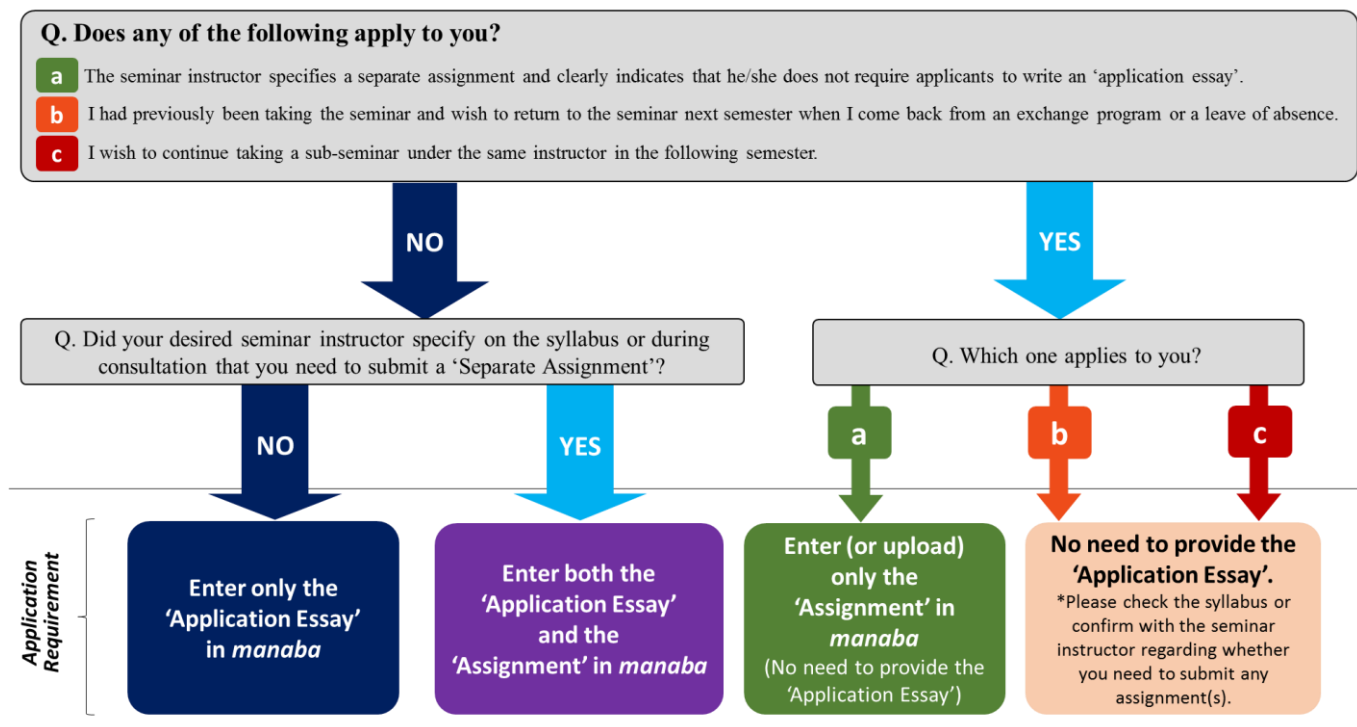
On the other hand, ‘Undergraduate Thesis’ / ‘Graduation Research II’ can be cancelled via the course registration page on Campusmate during Course Registration Periods A, B, or Course Registration Correction Period I. Note, however, that even after cancelling the course, ‘Undergraduate Thesis’ / ‘Graduation Research II’ will be automatically be re-registered each semester the student remains enrolled at APU.

### 4. Application Procedure

Students must follow the below procedure to apply for 4<sup>th</sup>-year seminar.

Order	Item	Schedule
1	Check which seminar classes are available. (Information available on the <i>Academic Office Website</i> ) *You can apply for up to 2 main seminars (1 <sup>st</sup> choice and 2 <sup>nd</sup> choice)	Oct 30~
2	Check the details of your desired seminars provided in the respective syllabi. *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)).	
3	Consult with desired seminar instructor. *Sub-seminar applications also require a consultation with the instructor.	Oct 31~Dec 3
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 (June 19 – 26). 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.	
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.	Dec 4~ Dec 18

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<sup>®</sup>. 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 3<sup>rd</sup>-year seminars according to the schedule above. The students will take 3<sup>rd</sup> and 4<sup>th</sup>-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 167; Page 179) 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.