

Section 1

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1-1. Student ID Card and Student ID Number

Student ID Card

Your student ID card is an important document that identifies you as a student. Be sure to carry it with you at all times.

Student ID Number

The student ID number is the eight-digit number that is printed on the front of your student ID card. The correct student ID number must be entered on attendance sheets, examination answer sheets, reports, and other forms.

How to read student ID numbers:

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

1st digit	5	Master's Student
	6	Doctoral Student
	7	Irregular Student
2nd digit	1	Graduate School of Asia Pacific Studies
	2	Graduate School of Management
3rd digit	1	Major in Asia Pacific Studies / Major in Management / Part-Time Graduate Student
	2	Major in International Cooperation Policy
4th and 5th digits	Last 2 digits of the enrollment year	
6th, 7th and 8th digits	000 – 599 for students enrolled in Spring	
	600 – 999 for students enrolled in Fall	

Updating Your Current Address

Always be sure you have the most up-to-date information registered with the University. If you do not have the correct address registered, your tuition invoice will not be able to reach you, and also the University will be unable to contact you or your family in the case of an emergency.

List of Abbreviations

Abbreviation	Formal Name
GSA	Graduate School of Asia Pacific Studies
GSAM	Graduate School of Asia Pacific Studies Master's Program
APS	Major in Asia Pacific Studies
ICP	Major in International Cooperation Policy
GSAD	Graduate School of Asia Pacific Studies Doctoral Program
GSM	Graduate School of Management

1-2. Notices from APU

General messages to students will be posted on Campus Terminal, the Graduate School website and the bulletin board located in the 1st floor of Building B. Please check daily for important notices.

Campus Terminal

URL: <https://portal2.apu.ac.jp/campusp/login.do>

Information

Messages concerning University events and other general notices will be posted here.

Syllabus

Information on subjects, instructors, course outline and objective, etc.

Academic

The link accesses the Graduate School and Academic Office Websites, manaba, etc.

The screenshot shows the APU Campus Terminal website. The main section, 'Information', displays a list of 10 new messages. The messages include topics such as 'New Wanted! New-student orientation leaders (FLAG) for Spring 2016', '面接対策セミナー (基礎編)の開催 / A Useful Guide to Interviews', 'NEW Japanese Only あいざいニッセイ同和損害保険インターンシップ', '撮影のご協力をお願い / Request for your cooperation for TV filming', 'NEW 業界別ガイダンス開催のお知らせ Deeper Look into the Industries', 'NEW Japanese Only 【水産株式会社】校内1DAYインターンシップ', 'NEW APU学生制作の大部分CMが本日より放映中！ Promotion Videos of Oita prefecture made by APU students are now a', 'NEW Career Seminar for International Students / 国際就職ガイダンス', 'NEW [Cancelled] 撮影のご協力をお願い / Request for your cooperation for shooting', and 'NEW 2016/1/13実施 TOEFL ITP / TOEFL ITP on Jan.13,2016'. Below the list are sections for 'Course Messages' and 'Action Required'. The sidebar on the right provides various links for students, including 'Messages', 'U/Gmail', 'Mailing List', 'Change Password', 'Bookmark', 'Link', 'Campus Terminal Manual', 'Campusmate Web (APU)', 'Library', 'Academic', 'Research', 'Student Services', 'Career', and 'Others (Student)'.

Course Messages

Notices of class cancellation, make-up classes, and classroom changes will be posted here.

Action Required

Individual messages from the University will be posted here. Important messages may also be sent by e-mail. Please check these regularly.

Graduate School Website

URL: <http://www.apu.ac.jp/gradinfo/>

Graduate School webpage which offers up-to-date information and important announcements for graduate students. Details on thesis / report examination regulations, graduate class schedules, and other important information can also be found here.

1-3. Operation of Classes

The Academic Year and Class Schedules

The APU academic year begins in April. Each year is divided into two semesters, and each semester is comprised of two quarters and a session. Lecture subjects are generally held over the span of a quarter, or on a 1-2 week basis during session periods. Seminar and language subjects are held for the duration of the semester. Irregular class schedules (see below) will be displayed on the Campus Terminal and bulletin board. For other events and deadlines, refer to the Academic Calendar on p. xi-xii and the Graduate School website.

Academic Year					
Spring Semester			Fall Semester		
1st Quarter	2nd Quarter	Summer Session	1st Quarter	2nd Quarter	Winter Session
April - May	June - July	Aug - Sept	Oct - Nov	Dec - Jan	Feb - Mar

- Each lecture subject consists of 15 classes, including a final examination. Therefore, a subject held over a 2-month quarter will consist of approximately 2 classes per week.
- Classes may also be scheduled on Saturdays and holidays.
- Registration and grade announcements are semester-based, with grades for all subjects, including 1st Quarter, released at the end of the semester.

Class Timetable

Regular Class Timetable

Period	Quarter / Semester	Mon	Tue	Wed	Thu	Fri
1	8:45 – 10:20	A (1)	F (1)		L (1)	F (2)
2	10:35 – 12:10	A (2)	G (1)		L (2)	G (2)
3	12:25 – 14:00	B (1)	H (1)		B (2)	H (2)
4	14:15 – 15:50	C (1)	I (1)		C (2)	M (1)
5	16:05 – 17:40	D (1)	I (2)		D (2)	M (2)
6	17:55 – 19:30	E (1)	J (1)		E (2)	J (2)

- Classes are scheduled from Monday to Friday. Each class is 95 minutes in length.
- Classes that are held twice a week: either 1) during consecutive periods on the same day; or 2) on different days during the same period.
Example A: 1) Mondays, 1st and 2nd periods
Example B: 2) Mondays and Thursdays, 3rd period
- Class schedules will be available on the Graduate School website and outside the Academic Office at the start of the semester. Class schedules and curricula are subject to change. Refer to the Graduate School website for the latest information.

Make-up Day and Winter / Summer Session Timetable

Period	Make-up Day Classes (Saturday)	Session
1	8:45 – 10:20	9:00 – 10:35
2	10:35 – 12:10	10:50 – 12:25
3	13:00 – 14:35	13:15 – 14:50
4	14:50 – 16:25	15:05 – 16:40
5	16:40 – 18:15	16:55 – 18:30
6	18:30 – 20:05	—

1-4. Class Cancellations, Changes, and Emergency Contact Information

Information regarding class cancellations, make-up classes, and classroom changes will be made available on Campus Terminal. Please be sure to check these announcements before attending classes.

Class Cancellation

If an instructor does not appear after the class starts, please promptly inform the Academic Office. A class will be cancelled if the instructor does not arrive at the classroom within 20 minutes of the beginning of class. Classes will also be cancelled if public transportation stops due to typhoon, snow, or a strike.

Procedures for Classes during Severe Weather and / or Suspension of Public Transportation

Classes may be cancelled in either one of the following circumstances. These measures will also apply during the final examination period. Please check the announcements on Campus Terminal frequently during such times as the Division of Academic Affairs will make decisions in response to changing circumstances.

1. When a storm alert (*boufu keiho*) or other weather-related emergency warning is issued for Beppu.
2. When both Oita Kotsu Bus and Kamenoi Bus completely stop their service to and from APU.

Class cancellation announcements will be made as follows:

Time of Decision	Time of Announcement	Action
6:30 a.m.	approx. 6:45 a.m.	Periods 1 and 2 will be cancelled
10:30 a.m.	approx. 10:45 a.m.	Classes from Period 3 onward will be cancelled
After 10:30 a.m.	As decided	Decisions will be made as appropriate

Class Cancellation Information

Information regarding the cancellation of classes may be accessed on Campus Terminal.

Campus Terminal may also be accessed by mobile phone.

- **Campus Terminal** (PC): <https://portal2.apu.ac.jp/campusp/top.do>
- **Campus Terminal** (Mobile): <https://portal2.apu.ac.jp/campusp/sptop.do>



Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In certain circumstances, make-up classes may be held before the actual cancelled class. Make-up classes are usually scheduled on a Saturday. Make-up class timetables will be posted on Campus Terminal on the Tuesday prior to the make-up day. As classrooms and class times for make-up classes may differ from those of the regular class, be sure to check the latest posted information on Campus Terminal.

Classroom Changes

Information on temporary or permanent classroom changes will be posted on Campus Terminal.

Emergency Contact Information While on Campus

For emergencies or to report lost or stolen items, etc., please visit the **Central Security Office** located in the 1st floor of Building A.

1-5. Absence from Class Due to Illness or Bereavement / Tardiness

APU does not have a system of officially recognized absences. In the event that you are unable to attend classes due to unavoidable circumstances such as illness or the death of a family member, please inform your instructors of your absence from classes. Each instructor will determine how to handle your absence in these cases. However, these procedures will differ depending on the length of the period absent. Please read the following information for details and application instructions.

Short-term Absences

In the event a student is absent for 1 (5 class days in a row) - 3 weeks due to personal illness or injury, or due to bereavement leave of up to 7 days due to the death of parent, spouse or child, or up to 5 days from the death of a grandparent or brother / sister, the University may issue a "Report of Absence from Class". If a student is absent for less than one week due to personal illness or injury, a "Report of Absence from Class" cannot be issued. Please explain your circumstances to your instructors directly.

Please note that this "Report of Absence from Class" does not automatically guarantee approval of the absence. All decisions regarding absence from class are the prerogative of individual instructors. A "Report of Absence from Class" cannot be issued for personal or family issues. If you will be absent for reasons other than those listed below, please consult directly with your instructor.

Application Criteria

Reason for Absence	Application Criteria	Official Certificates Required*
Illness/Injury	Absent for 1 (5 class days in a row) - 3 weeks due to personal illness or injury. This report does not apply to illnesses or injuries of a family member or friend.	Medical certificate (Shindan-sho) or a "Certificate Proving Hospital Visit" which includes the period of hospitalization or treatment and the reason for his/her class absence plus the receipt for medical expenses.
Bereavement	Applicable for 7 days including public holidays due to the death of parent, spouse or child, or 5 days including public holidays from the date of death due to the death of grandparent or brother/sister. If a student is absent longer than the applicable period for attending a funeral, whether inside Japan or overseas, then the student should consult with the Academic Office in advance. In such cases, any public transportation ticket(s) used showing the boarding date and the boarding section need to be submitted when applying.	Funeral attendance letter (original) or official death certificate showing the date of death (copy)

*As a rule, official certificates should be written in either English or Japanese. However, if you cannot secure a certificates in English or Japanese, please submit the original official certificates along with a brief translation in English or Japanese.

**A "Certificate Proving Hospital Visit" may be downloaded from the Class Absences page of the Academic office website.

Application Method

1. Download the application from the Academic Office website and fill in one form per subject.
2. Attach an official original document that clearly states the reason for and duration of absence, as well as an original receipt for medical services. Submit these along with the application forms to the Academic Office.
3. The Academic Office will check students' documents and course registration status. If there are no mistakes, applications will be approved.
4. Approved applications will be stamped and returned to the student for submission to relevant instructors.

Application Deadline

Applications must apply by 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. For session courses, by 16:30 on the last day of the registered session class. Late applications cannot be accepted.

Long-term Absences

In the event a student is absent for more than half the term of a course due to illness or personal injury, for those students who meet the following conditions for a Long-Term Absence and submit an application by the deadline, course registration for the period of absence will be cancelled. Please note that if cancellation is approved, all courses in the affected semester or quarter will be cancelled. You may not cancel only specific subjects.

Application Criteria

1. If a student is absent for more than half the term of a course due to illness or injury, etc., the student must prove his / her absence with an objective document. For session courses, the absence must be due to illness, injury (only in the case of hospitalization), infectious disease or bereavement (application criteria for an absence due to bereavement are the same as the short term absence criteria due to bereavement), and the absence must be proven by official documents.
2. The absence must have been unforeseen during the registration correction period.
3. The reason for the absence cannot be the result of actions willfully taken by the student.

Note: Only students who meet the conditions above are eligible to apply for the cancellation of a course.

Additional Notes

1. The student's attendance record until the absence must have been good.
2. Must be a student's own illness or injury. Absences resulting from the illness or injury of a family member or friend are not eligible.
3. If the student will be absent from the course due to reasons other than the above, such as extracurricular activities or job-hunting for more than half the term of the session course, and he / she wishes to cancel the session course, the student must visit the Academic Office no later than the day before the session course starts.

If the student will be absent from the course due to reasons other than the above, such as extracurricular activities or job-hunting for more

Application Method

Students must notify the Academic Office as soon as a situation requiring a long-term absence arises. Students must file an application along with any official documentation (certificates, medical expense receipts, etc.) during the appropriate application period as shown below.

Reason	Original Official Certificate(s) Required
Illness / injury	Medical certificate which includes the period of hospitalization or treatment and the reason for his / her class absence plus the receipt for medical expenses (original)
Bereavement	Funeral attendance letter (original) or official death certificate showing the day of death (copy)

Application Deadlines

The following are submission deadlines for each subject type. Applications submitted after the respective deadline will not be accepted.

Term	Application Deadline
1st Quarter Subjects	By 16:30 on the last day that 1st Quarter classes are being held (excluding final examinations and make-up classes)
Semester / 2nd Quarter Subjects	By 16:30 on the last day that 2nd Quarter classes are being held (excluding final examinations and make-up classes)
Session subjects	By 16:30 on the last day of the registered session class

Class Absence due to Infectious Disease

Application Criteria

In the case of absence due to an Infectious Disease as defined by the Japanese School Health and Safety Act, it will be treated as a recognized absence if a "Certificate of Recovery from Infectious Disease" (available for download from the Class Absence page of the Academic Office website) completed by a medical institution accompanied with a medical expenses receipt is submitted to the University. Only students who have contracted one of these recognized diseases are eligible to apply. Students with other illnesses such as the common cold are NOT eligible.

Details on application procedures can be viewed on the Academic Office webpage:

<http://www.apu.ac.jp/academic/page/content0016.html>

Note: Please note that if the Certificate of Recovery from Infectious Disease does not indicate that the absence was by doctor's order, then the illness will not be considered an infectious disease even if it is included on the list of recognized Infectious Diseases.

Infectious Diseases Recognized by the Japanese School Health and Safety Act

Category 1	Avian influenza (H5N1), etc.
Category 2	Influenza (excluding avian influenza (H5N1)), whooping cough, measles, mumps, rubella, chicken pox, pharyngoconjunctival fever, tuberculosis, and meningococcal meningitis
Category 3	Cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, paratyphoid fever, EKC: epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, infectious gastroenteritis, mycoplasma pneumonia, and other infectious diseases

Application Method

Students who have contracted one of the diseases listed above should notify the Student Office by email immediately (apustu1@apu.ac.jp), after which they should confirm the application procedures on the Class Absence page of the Academic Office website and submit an original “Certificate of Recovery from Infectious Disease” and original medical expenses receipt to the Academic Office by the application deadline for the subjects in question.

Application Deadline

Applications must be submitted by 16:30 on the last class day of the term in which relevant subjects are held (excluding final examinations and make-up class days). Applications will not be accepted after the deadline.

Other Reasons for Absence

- Absence due to job-hunting activities: consult with the Career Office.
- Absence due to extracurricular activities: consult with the Student Office.
- Absence due to Japan’s lay judge system or other trial-related reasons: consult in advance with the Academic Office.

Tardiness

In the event that you experience a public transportation scheduling delay or disruption, the relevant transportation company will issue a “delay certificate” if requested. Show this certificate to your instructor and they will determine how to handle your tardiness.

1-6. Course Selection and Registration

Syllabus

The syllabus system can be accessed from the Campus Terminal. Please see p. 2 for details.

Course Registration Overview

In order to take classes, students register for courses during “Course Registration Periods” held before each semester begins. After classes begin, there are additional “Correction Periods” in which current classes may be dropped, and classes which have not yet started may be added or dropped. Please review the course syllabus and consider carefully before registering for courses.

Period	Available Subjects	Target Students	Registration Changes Possible			
			Semester Courses	1 st Quarter Courses	2 nd Quarter Courses	Session Courses
Registration Period A	All subjects	Current students ONLY	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects	Newly enrolled, re-enrolled, reinstated students, and Current students	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Correction Period 1	All subjects	All students	Drop	Drop	Add / Drop	Add / Drop
2nd Quarter Classes Begin						
Correction Period 2	All subjects	All students	--	--	Drop	Add / Drop
Session Classes Begin						

*Please refer to the orientation handouts or the Graduate School website for the registration schedule of the semester.

Course Registration System

Students are able to register online via the “Campusmate” system, accessible through Campus Terminal. Every morning, between the hours of 03:00 am and 05:00 am (Japan Standard Time), Campusmate will be offline for maintenance.



IMPORTANT REGISTRATION NOTES:

Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.

1. Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
2. When you register or cancel subjects online, please be sure to click the Apply button to register your changes.
3. Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No". Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors. Be sure to record the date the Course Registration Confirmation Sheet was printed / saved.

Course Registration Confirmation

2011 Academic Year Fall Semester College of Asia Pacific Studies Department of Asia Pacific Studies Semester Studies Third Semester Studies

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	006061A Organizational Behavior IA	J	LIT Jung-Chang	2
FA1	Friday	1	006061A Organizational Behavior IA	J	LIT Jung-Chang	2
Total Required Credits						2

Click "Print" to print a copy of this screen for your records.

Print Registration No. 438811

Please retain a copy of your Course Registration Confirmation with "Registration No". If you encounter any trouble, the University cannot assist you without a copy of this document with "Registration No". Be sure to record the date and time that you saved/printed the Registration Confirmation Sheet.

4. If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
5. Please do not share your password with anyone else. The University recommends regularly changing your password.
6. You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.

Additional Notes

1. Be sure you understand the completion requirements and curriculum for your program.
2. Check the class schedule online to ensure the subjects you wish to take are available and do not overlap. Registration for subjects held during the same time period is not possible.
3. Registration over the maximum credit limit is not allowed; students are encouraged to take required subjects early, to allow more time to focus on the Master's Thesis / Report / Case writing in the final semesters.
4. Registration for semester (seminar) and 1st Quarter subjects can only be conducted during the Course Registration Period. Students CANNOT add semester (seminar) and 1st Quarter subjects after the Course Registration Periods have closed.
5. Subjects for which credits have been received cannot be re-registered; however failed subjects may be retaken.
6. **Master's students in their final semester** should not register for subjects held during the Session Period, as graduation assessment takes place during this time.
7. APU cannot be responsible for any problems resulting from registration negligence on the part of the student. If you experience any registration problems, contact the Academic Office before the end of the registration / correction period. Amendments are not possible outside the designated registration and correction periods.

Cancellation of Subjects

Subjects which no students register for will be cancelled.

Registration Advising

Advising for course registration is always available. When requesting assistance with course registration, please refer to the following guidelines. This will ensure that the Graduate School is able to provide timely and accurate support.

You can visit the Academic Office during office hours or email the Graduate School for registration assistance. Please note that registration assistance is not provided via phone, as we cannot confirm a student's identity. In addition, due to possible delays in a reply to email inquiries, in the case of emergency, it is recommended to come directly to the Academic Office for assistance.

Academic Office Hours	Monday, Wednesday through Friday	10:00 – 16:30
	Tuesday	11:30 – 16:30
Graduate School Email Address	ac-grad@apu.ac.jp	

Required Documents

1. An up-to-date printout / screenshot of your Course Registration Confirmation Screen from Campusmate
2. An up-to-date printout / screenshot of your Grade Confirmation Screen (including subject list and credit completion information)
3. Any other necessary documents for advising

Before you visit the Academic Office or send your inquiry via email, please carefully consider the topics you would like to talk about and read the Graduate Academic Handbook for relevant information and rules. Please also confirm your own credit completion or registration status using Campusmate.

1-7. Examinations, Final Reports and Other Written Assignments

Examinations

In addition to a range of mid-term examinations and reports to assess students' ability, many subjects require students to sit final examinations at the end of each term. The examination period usually lasts for several days, with examinations times released approximately two weeks prior to the examination date. The examination schedule is announced on the bulletin board, as well as on the Academic Office website. The following is the standard timetable for final examinations. The length of examinations is subject to change for some subjects. Please check the bulletin board and specific information from instructors.

Timetable for Final Examinations

Period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:20	8:45	9:00	10:20
2	10:35 - 12:10	10:35	10:50	12:10
3	12:25 - 14:00	12:25	12:40	14:00
4	14:15 - 15:50	14:15	14:30	15:50
5	16:05 - 17:40	16:05	16:20	17:40
6	17:55 - 19:30	17:55	18:10	19:30

Cautionary Notes

1. Students who do not bring their Student ID card will not be authorized to take an examination. Students who forget their ID card must promptly go to the Academic Office and go through the procedure for the issue of "Permissim to Take Examination" slip. Those who do not realize that they have forgotten their ID cards until after the examination has begun are allowed to take the examination only on the condition that they do not leave the examination room during the examination period. They must then go to the Academic Office with a proctor after the examination ends.
2. Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.
3. All information regarding examination schedule and locations will be posted on the bulletin boards and the Academic Office website.
4. Final report topics will be posted on the Academic Office website only.
5. The day, period and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the bulletin boards and the Academic Office website.
6. Students are not allowed to take examinations for subjects and classes for which they are not registered (i.e. auditors, etc.). Please double check your registration in advance.
7. Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.

Suspension of Public Transportation Services

The following measures will be taken in the case of suspension of public transportation services due to reasons such as typhoon or snow. The circumstances for "suspension of public transportation services" are the same as those outlined on p. 4.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Period 1 and 2 will be cancelled. The cancelled examinations will be held on the examination back-up day.
10:30 a.m.	approx. 10:45 a.m.	Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the examination back-up day.
After 10:30 a.m.	As decided	Decisions regarding make-ups will be made as appropriate

1. Announcements will be made on Campus Terminal. Make sure to check Campus Terminal by yourself.
2. Information about newly scheduled examination dates, make-up reports topics, submission methods, and deadlines will be announced on Campus Terminal after the notice of cancellation.
3. Even if there is no "suspension of public transportation services", important decisions may be made regarding examinations depending on the traffic conditions. In this case, announcements will also be made on Campus Terminal.
4. Please do not plan trips or make plans to return home on the examination back-up day (as shown on the Academic Calendar). You will

not be permitted to take a make-up examination if you miss a final examination for personal reasons.

Final Reports

Some subjects require students to submit a final report at the end of the term instead of sitting an examination. The final reports are usually submitted during strictly fixed periods.

Points to Remember When Submitting Final Reports

The final report submission periods and locations will be announced on the bulletin board, as well as on the Academic Office website. Please make a habit of checking the bulletin board on a regular basis. Since there is a fixed submission period, there are no make-up options for reports. Be sure you submit your report by the stated deadline. If you cannot submit the report in person, a proxy may submit your report on your behalf.

Other Written Assignments

“Other Written Assignments” refers to any items for assessment created by students to be submitted or presented as part of the student’s performance evaluation within APU. This may include final reports, answer sheets, presentation materials, resumes, Master’s Theses, Research and Independent Final Reports, Case Studies and all other media resources.

Academic Misconduct

Academic misconduct refers to any breach of the University regulations including prohibited and / or unethical actions for the purpose of obtaining credit, achieving higher grades or avoiding a fail grade. Examples of academic misconduct include, but are not limited to, cheating and plagiarism.

Cheating

Examinations at APU are conducted in order to assess students' level of achievement in their studies, and as such must be conducted fairly and impartially. Cheating during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. From this standpoint, APU strictly enforces the rules for examinations.

The following acts are regarded as cheating and will be strictly punished:

1. Using a stand-in (another person to take the test for you)
2. Fraud (false statements) on the answer sheet or the attendance sheet
3. Possessing cheat sheets (including leaving them on the lower shelf of the desk)
4. Taking answer sheets out of the examination room
5. Talking or whispering during the examination, as well as looking at other people’s answers
6. Using any materials not permitted for the examination
7. Exchanging answer sheets
8. Lending or borrowing of allowed materials, other items, etc.
9. Sharing answers
10. Failing to follow the proctor’s instructions
11. Writing on the desk
12. Opening any websites other than the ones necessary to take the test (if a test is being held in a PC classroom)
13. Sitting for an examination outside of the designated examination location.
14. Obstructing the examination in any other way

Please note that even in the case of open-book examinations, the use of Internet-enabled devices as mobile phones and notebook computers is not permitted.

Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

1. Revocation of student scholarships
2. Disciplinary measures such as suspension or expulsion

Additional Notes

1. For closed-book examinations, any texts or materials other than those specifically permitted will be regarded as “cheat sheets.”
2. The only items permitted on desks during the examination are a watch, pens, pencils, erasers and your student ID card. All personal items that are not needed for the examination, such as coats, pen cases, bags, etc. must be placed under the seat (not ON the seat).
3. The examination will be considered invalid if taken at different time than the scheduled examination time.
4. Students must bring a pen to the test and write their names in ink.

* In addition, you must follow the instructions of the examination proctor(s) in regards to seating, submitting question and answer sheets, etc. If you fail to follow the proctor's instructions, this may be considered academic misconduct, and treated as a form of cheating. The University will not be responsible for the consequences of failing to follow the instructions during the examination.

Plagiarism

Plagiarism is the use of a copyrighted work without acknowledgement and / or proper citation. Plagiarism is against global academic rules and ethics. Plagiarism is an illegal act and offenders may be fined or imprisoned.

According to the Merriam-Webster Online Dictionary, to “plagiarize” means:

- to use the words or ideas of another person as if they were your own words or ideas
- to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.
- to commit literary theft: present as new and original an idea or product derived from an existing source

Common forms of plagiarism are:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

(extracted from <http://www.plagiarism.org>, Feb. 19th, 2014)

At APU, cases of plagiarism will be handled in the same manner as cheating. Students caught plagiarizing will be disciplined severely. Questions regarding plagiarism or citation of sources may be directed to your course instructor.

Copyrighted Work

“Copyrighted work” refers to all works as defined by the Japanese copyright law. This includes written / verbal works such as dissertations and lectures, and also includes broadcastings, music, performances, works of art, architecture, maps, technical drawings, models, movies, photographs, programs etc. Online documents, data and images are also considered copyrighted works. You must cite all sources and acknowledge any copyrighted work in your reports to avoid plagiarism.

Quotations

“Quoting” is the act of using contents of an existing copyrighted work for your own use in line with the rules below. Although there are a number of ways to quote, students should use the method taught in class or as directed by individual instructors.

1. Quotations should only be used to supplement the main work (your own work) and should not form the bulk of the report.
2. A quote must be considered necessary to the content of the report.
3. The source must be clearly noted.
4. The parameters of the quote must be clear.
5. There must be no changes to the original content of the quote.

1-8. Grading and Assessment

Grading System model for the Graduate School of Asia Pacific Studies and Graduate School of Management:

Evaluation	Grade (%)	Pass / Fail
A+	90% or higher	Pass
A	80 ~ 89%	
B	70 ~ 79%	
C	60 ~ 69%	
F	59% or lower	Fail
T	Transfer	—

Calculating Grade Point Average (GPA)

Semester and cumulative GPA will be available via Campusmate when semester grades are released. Only cumulative GPA will be noted on the Transcript of Academic Record, etc.

Semester GPA: Grade point average for a given semester

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Registered credits for a given semester (excluding P / T)}}$$

Cumulative GPA: The total grade point average from enrollment until graduation

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1)]}{\text{Total completed credits (excluding P / T)}}$$

* **Note:** Credits from letter graded Optional Subjects will NOT be calculated in the semester and cumulative GPAs.

Students Receiving a Failing Grade

An “F” (Fail) grade shall be printed on the student grade report and calculated into the GPA for the semester in question, but will not appear in official transcripts or student grade reports issued in semesters thereafter. “F” grades will not be calculated into the cumulative GPA. Students have the opportunity to retake a failed subject; however, subjects that have received a passing grade cannot be re-registered.

Release of Grades

A grade report for the semester, including the 1st Quarter, 2nd Quarter and Session Period, will be available to those who request one by the application deadline. Check the Academic Office website for distribution dates and information on how to apply for a printed grade report. Students can also view their grades via Campus Terminal.

Student grades are released at the end of each semester. The exact dates are indicated in the Academic Calendar and on the Graduate School website. After grades are released, students may confirm their grades via Campusmate. Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.

Grade Reports

Grade reports will be distributed to students who applied for them beforehand within a three-day period after grades have been announced. Please note that official academic transcripts (which may be purchased from the Automatic Certificate Dispenser) and student grade reports may vary in content. See below for details.

Grade Evaluation	Official Academic Transcript	Student Grade Report
All grades except "F"	Will be printed. *Grades cannot be cancelled once received.	Will be printed. *Grades cannot be cancelled once received.
"F" grade	Will NOT be printed	Will be printed

Grade Report Inquiries and Evaluation Comments

Students may, in the following cases, make inquiries regarding their grade reports within a three-day period from the day students grades are announced until 16:30 of the last day of the three-day period, in the circumstances shown below. Further details are available on the and Academic Office webpage.

1. A grade is not shown for a registered subject.
2. A grade is shown for a subject that the student was not registered for.
3. Errors in the grade report.
4. The grade shown does not match the grade calculated from the actual marks received on examinations and / or reports.

The Academic Office will not respond to inquiries concerning the details of an evaluation. However, students who are able to prove that their grade is clearly incorrect may make a formal inquiry. In such cases, the student must clearly specify their inquiry, based on the information given in the syllabus and grade comments (posted online as shown below). Inquiries that do not provide specific explanations or proof of error will not be accepted. Please do not contact your instructor directly.

The Grade Inquiry Form may be downloaded from the Academic Office website.

Accessing Grade Evaluation Comments

Grade Evaluation Comments may be downloaded from the Academic Office website.

URL: <http://en.apu.ac.jp/academic/page/content0028.html>

For other information regarding examinations and grading, please visit the Academic Office website.