

Section 2

Information Common To All Curricula

2-1 Class Information	17
2-2 Syllabus	19
2-3 Research and Writing	22

2-1. Class Information

The Credit System

Each subject is assigned a credit value based on study hours necessary for completion. Credits are only awarded if a student receives a passing grade for the course.

Subject Type	Total Number of Classes per Subject		Credits Awarded upon Completion
All Lecture Subjects	15 classes	Per Quarter / Session	2
Seminar Subjects	15 (including individual supervision)	Per Semester	2
Presentations: Research Presentation*	15 classes	Per Semester	2
Research Papers: Research Paper*	15 classes	Per Semester	4
Tutorials*	15 classes	Per Semester	2
Japanese Language Subjects**	30 classes	Per Semester	2

*Refer to subjects in the Doctoral program.

**Japanese Language classes are counted towards the completion requirements differently depending on the program. Please refer to the information below for details.

Class Lettering

Each subject is followed by lettering, indicating the semester it is offered and the school to which the subject belongs. For example, a subject labeled with "SA" indicates that the subject is offered in the Spring Semester and is a GSAM subject, while a subject labeled with "SM" indicates that the subject is a GSM subject offered in the Spring Semester.

S: Spring	A: GSAM Subject
F: Fall	M: GSM Subject

Note: Seminars are lettered differently. While the first letter refers to the semester, the second letter refers to an associated supervisor.

For example, seminars offered in the Spring Semester may be lettered SB, SC, SD and so forth, indicating different supervisors.

Japanese Language Subjects

Six Japanese language subjects for different skill levels will be offered for graduate students. These are not required subjects. Students should keep the following in mind when registering for any of these subjects.

Subject Name	Number of Credits	Counted toward the Credits Required for Completion / Calculated in the GPA			Grades
		GSAM	GSM	GSAD	
1 Survival Japanese I	2	No	No	No	Pass or Fail (P / F)
2 Survival Japanese II	2				
3 Japanese for Communication I	2	No	Yes	No	Letter grade (A+ to C, F)
4 Japanese for Communication II	2				
5 Japanese for Communication III	2				
6 Japanese for Communication IV	2				

1. Students who want to take Japanese language subjects must sit a placement test to determine the subject level they can start at.
2. Students may register up to 1 subject per semester.
3. Each class is held for the duration of the semester.
4. Class capacity is set for all Japanese language classes. Students cannot register for classes with fulfilled class capacity.
5. Credits earned from Japanese language subjects are counted towards the completion requirements differently depending on the graduate

school / program and details are outlined in the table on the previous page; however, these credits count as part of the maximum credit limit set for each semester.

6. Japanese language subjects for which a passing grade has been received will be listed on the Transcript of Academic Record.
7. Students who passed the preceding subject level do not have to sit a placement test again to register for the next subject level.
8. Japanese for Communication I to IV are letter graded. However, grades from these subjects are calculated differently in the semester or cumulative GPAs depending on the graduate school / program. Details are outlined in the table on the previous page.
9. Further details and class syllabi for Graduate School Japanese language subjects can be found in the syllabus system.

Note: Students who sat the placement test, were placed at a particular Japanese language class and took that class, are not allowed to take the placement test again in the following semesters.

Subject Name	Subject Overview
Survival Japanese I	This subject is geared toward first-time learners of Japanese. Students will learn basic <i>hiragana</i> , <i>katakana</i> and some simple <i>kanji</i> . Basic grammar and vocabulary for everyday situations will be covered. Students will be able to obtain a good grasp of what kind of language Japanese is while learning the basic conversation patterns.
Survival Japanese II	This subject is offered to students who have completed Survival Japanese I or have an equivalent level. Students will continue to develop introductory level of reading and writing <i>kanji</i> , and will expand the basic grammar. Students will be able to use more Japanese vocabulary, expressions and simple sentences in dialogue. They will be introduced to the written form of <i>kanji</i> through reading and writing exercises.
Japanese for Communication I	This subject is offered to students who have completed Survival Japanese II or have an equivalent level. Students will acquire a solid foundation of Japanese language. They will be able to engage in simple conversations and experience reading and writing short passages (with <i>kanji</i> they have learned) about familiar topics.
Japanese for Communication II	This subject is offered to students who have completed Japanese for Communication I or have an equivalent level. Students will be able to converse more fluently and confidently using more complex grammatical structures and vocabulary, and continue to increase their knowledge and recognition of <i>kanji</i> .
Japanese for Communication III	This subject is offered to students who have completed Japanese for Communication II or have an equivalent level. Students will continue to engage in more complex daily conversation and will read and write more <i>kanji</i> . Students will be able to use various types of Japanese including polite Japanese and informal conversation styles.
Japanese for Communication IV	This subject is offered to students who have completed Japanese for Communication III or have an equivalent level. Students will be able to engage in conversations in various situations and make short presentations on familiar topics in Japanese. Students will also be able to read and write short paragraphs on familiar topics relating to personal interests and practical needs.

For Students who did not take the Placement Test at the time of enrollment:

1. Students must take a placement test prior to the beginning of the semester they intend to take a Japanese language subject.
2. Placement tests are conducted twice per Academic Year: in late March and mid-September.
3. Students who want to take the placement test must apply in advance.
4. Students who will be taking the placement test must register for the subject level in which they are placed in during **Course Registration Period B** for that semester.

Please check the Graduate School website regularly for details on schedules, application periods, etc.

2-2. Syllabus

Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

- Subject / Class Name; Semester offered (Fall / Spring)
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings

Finding Textbooks and Reading Materials at the Library

Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations and ordering of materials from Ritsumeikan University Library. Additionally, some reference materials may be viewed as E-books.

Searching for and Acquiring Materials

Methods for searching for and getting ahold of materials listed in the syllabus are given below.

	Textbook Notes																																	
1)	Textbook (Students will need to purchase these textbooks when registering for this course.)	<table border="1"> <tr> <td>Title*</td> <td>Japan in a Dynamic Asia : coping with the new security challenges</td> <td>ISBN 13 digits*</td> <td>9780739110218</td> </tr> <tr> <td>1. Author*</td> <td>edited by Yoichiro Sato and Sato [ie. Sato] Limaye</td> <td>Publisher</td> <td>Lexington Books</td> </tr> <tr> <td></td> <td></td> <td>Published year</td> <td></td> </tr> <tr> <td>Comments</td> <td></td> <td>Edition-series-volume</td> <td></td> </tr> </table>	Title*	Japan in a Dynamic Asia : coping with the new security challenges	ISBN 13 digits*	9780739110218	1. Author*	edited by Yoichiro Sato and Sato [ie. Sato] Limaye	Publisher	Lexington Books			Published year		Comments		Edition-series-volume																	
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3)	Further Reading (Journal articles, white papers, year books, audiovisual materials, etc.)																																	
	Misc. Notes	Make sure to regularly check the Blackboard page and your e-mails.																																
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	E-mail Address																																	
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1) Textbooks (books that students taking a class are required to purchase) / 2) Further Reading (in the Reserve Corner): The names of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the “Textbook” and “Further Reading” sections. Names which are linked may be clicked to display the material’s catalogued location and bibliographic information. Please refer to the “Reserve Corner” on the Library website for further information (you may access it using the “Library” link found under “Links” on Campus Terminal). For textbooks and reference materials available in electronic format, “E-Book” will be indicated in the “Comments” section. The E-Book can be accessed from the link shown in the “E-Book & Course-related links” section.

3) Other Materials (not in the Reserve Corner): Reference Materials (magazines, year books / white papers, audiovisual materials, etc.) Other materials introduced by instructors are displayed here. These materials are necessarily available in the library. Please inquire at the Reference Counter concerning availability.

4) E-Book & Course-related links

Materials listed as an “E-book” are not paper books, but rather digital books that may be viewed on a computer or other electronic device. You can open the URL in the browser and view them by clicking the title.

Searching for Materials Listed in the Syllabus

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Will change to the RUNNERS Library System. Please note that the screen may appear differently than those shown here. Please confirm the page online.

A - Materials Available in the APU Library

Search > Results List
Results: 1 items (0001437482)

Sort: Year(Descending order) | Display: 20

Details of Selected Items | Send Mail | Output File | Export RefWorks | Export EndNote Web

1. Broadcasting politics in Japan: NHK and television news / Ellis S. Kraus
Ithaca, N.Y. : Cornell University Press, 2000
Book

Results: 4

Volume	Location	Call No.	Bookid	Status	ISBN	Comments
	KINUGASA Shugakukan Stacks	699.1 /KR 2	0511027654		0001437482	
	KINUGASA Shugakukan Stacks	699.1 /KR 2	06010005745		0001437482	
	APU Library Reserve	699.1 /KR 2	06310390937	Non-circulating	0001437482	
	APU Library Reserve	699.1 /KR 2	06310478809	Use restricted	0001437482	

Details of Selected Items | Send Mail | Output File | Export RefWorks | Export EndNote Web

The “Location” column shows where the book is currently catalogued. Materials located in “APU Reserve (On-Site Use)” may be found in the Reserve Corner. These materials may only be used inside the Library. Those located in “APU Reserve” may be checked out for up to three days.

B - Reservation and ordering of materials from Ritsumeikan University Library

National intellectual capital and the financial crisis in Bulgaria, Czech Republic, Hungary, Romania, and Poland / Carol Yeh-Yun Liu ... [et al.]
(Springer link to accession)

Send Mail | Output File | Export RefWorks | Export EndNote Web

Hide details

Publisher: New York: Springer
Year: c2014
Title: xiv, 113 p. : ill. (some col.) ; 24 cm
Notes: Includes bibliog. p. 115-117
Includes online edition.
Author: Liu, Carol Yeh-Yun
Language: English
Codes: ID-PT4001339 ISBN-21911554 NCD-8814140563
Index: 国次 - あらふしの電子書籍はあひません。

SPALLINK: RUNNERS

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserv	ADDS	Designated Book
	RUC Media Library Research Books	318.1 P. 43	1100282278		9781461480174		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Reserve

Materials that are currently checked out from the APU Library, but which are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately three days (weekdays) to arrive.

C – Requesting purchase of books unavailable in the APU Library

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- MyLibrary
- Book Requests**
- Library Guidance
- Facility Reservation System
- FAQ
- Inquiry

Book Requests

In order to support your studies and research activities, the APU Library selects and adds to the collection in order to provide a rich learning environment and improve your learning experience. Requests can also be made for the purchase of new materials to add to the APU library collection.

Students can request purchase of books that are unavailable at the APU Library. Purchase requests are reviewed and approved in accordance with the APU Library Materials Acquisition Policy and Selection Guidelines. Books and materials purchase of which has been approved take approximately two months to be delivered.

2-3. Research and Writing

Compliance with Research Ethics

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive and socially beneficial research. The Ritsumeikan Asia Pacific University Research Ethics Guidelines and the Ritsumeikan Asia Pacific University Guidelines of Ethical Conduct in Research Involving Human Subjects outline the standards for research ethics at the University. All students conducting research must fully comprehend and comply with these guidelines. Refer to p. iii - v for the complete guidelines.

The Japan Society for the Promotion of Science (JSPS) requires graduate students to receive research ethics training. From AY2018, it is compulsory for PhD students to undergo the on-line Research Ethics Training “eL CoRE”, which is provided by the Japan Society for the Promotion of Science (JSPS) and available at <https://www.netlearning.co.jp/clients/jspst/top.aspx>

All PhD students need to complete the training and submit a Certificate of Completion to the Research Office. The textbook entitled “For the Sound Development of Science - The Attitude of a Conscientious Scientist”, upon which the training contents are based, is available at https://www.jsps.go.jp/j-kousei/data/rinri_e.pdf

Graduate students are advised to visit the following APU website for further information regarding research ethics-related matters.

<http://en.apu.ac.jp/researchsupport/page/content0108.html/>

For further inquiry, please contact the Research Office (reo@apu.ac.jp).

In addition, those who would like to further their knowledge of research ethics are recommended the interactive video learning program *The Lab*. *The Lab* allows users to play as four distinct characters, simulate multiple situations, and test ethical decision-making skills. The Japan Science and Technology Agency hosts a version of the program at <http://lab.jst.go.jp>.

Writing Support for Students

As outlined in Section “1-7. Examinations, Final Reports and Other Written Assignments”, plagiarism is the use of copyrighted work without acknowledgement or proper citation and is an illegal act subject to severe penalties. In order to aid students to prepare their academic written assignments and to check their reports are sufficiently cited, the University will create accounts for all students in a designated online writing support software. All students will be required to submit a soft copy of their thesis / report to this software. Further details will be provided at the beginning of every semester. Additionally, information on proper citation, etc. can be found on the Graduate School website or through class instructors.

Archiving of the Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations

A final soft copy of all Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations that have received a passing grade must be submitted to the Academic Office for storage by the University. Copies of Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations will be archived in the APU Library. Upon permission by the student the final version of the Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertation will be also uploaded onto the APU online repository R-Cube.

The University does not bind Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations for students. Information regarding binding Master’s Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations for personal use is available on the Graduate School website.

Making Doctoral Dissertations Publicly Available Online

Once students have received a passing grade for their Doctoral Dissertation, a final soft copy must be submitted to the Academic Office for preservation. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) requires all Doctoral Dissertations to be made publicly available online (to the National Diet Library). Submission to the National Diet Library is made automatically when the Doctoral Dissertation is uploaded to APU’s online repository R-Cube. Please see p. 50 for details.