

## Section 4

# Information Common To All Graduate Schools

4-1 Japanese Language Subjects .....	73
4-2 Syllabus .....	74
4-3 Research and Writing .....	76
4-4 Academic Misconduct .....	77
4-5 Faculty Database and Office Hours .....	78
4-6 Length of Study: Standard Enrollment and Accelerated Completion .....	79
4-7 Accelerated Completion Programs.....	81
4-8 Change in Major (Transfer) .....	83
4-9 Change in Division / Specialization .....	83
4-10 Change in Supervisor .....	84
4-11 Change in Student Status .....	84
4-12 Tuition .....	86
4-13 Graduate School Facilities .....	88
4-14 APU Library and Other Facilities .....	89
4-15 Certificate Requests and Career Information .....	90
4-16 Scholarships for Graduate Students .....	92
4-17 Others .....	94

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## 4-1. 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 leaning 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.

## 4-2. Syllabus

### Viewing the Syllabus Online

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

<https://portal2.apu.ac.jp/campus/slbsskgr.do>



- 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 hold of materials listed in the syllabus are given below.

Textbooks (books that students taking a class are required to purchase) / Further Reading (Books) (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.

Further Reading (Journal, Articles, etc.) (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.

#### 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

After clicking on the selected link, the screen will change to the RUNNERS Library System.

## A - Materials Available in the APU Library

Search > Results List  
Results: 1 items (0001437482)

Sort: Year(Descending order) | Display: 20

Material Type: Books (1)  
Year: 2000 (1)  
Publisher: Cornell University Press (1)  
Author: Krauss, Ellis S. (1)  
Language: English (1)  
Subject / Keyword: 20th century (1), Government and the press

Volume	Location	Call No.	Bookid	Status	ISBN	Comments
	KINUGASA Shugakukan Stacks	699.1 /K/R 2	05110627654		0601437482	
	KINUGASA Shugakukan Stacks	699.1 /K/R 2	06010005745		0601437482	
	APU Library Reserve	699.1 /K/R 2	06310390937	Non-circulating	0601437482	
	APU Library Reserve	699.1 /K/R 2	06310478809	Use restricted	0601437482	

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 books to access)

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: Bibliography: p. 115-117  
Includes online edition.  
Author: Liu, Carol Yeh-Yun  
Language: English  
Codes: ID-PT4001339 ISBN-21911554 NCD-88(1414056)  
Index: 国文・あらすじの電子書籍はありません。

Search Sites: C/NiBooks, WorldCat, 国立国会図書館サーチ

Reserve

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve	ADDS	Designated Book
	RUC Media Library Research Books	118.1 P. 43	1160282278		9781461481174		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

Shape your world  
APU  
Ritsumeikan  
Asia Pacific University

Search

Online Library Catalogues | Digital Library | Service | General Public Users/Alumni | Contact Us

HOME > Contact Us > Book Requests

Contact Us

- 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.

## 4-3. 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.vii-ix 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 online 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 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](https://www.jsps.go.jp/j-kousei/data/rinri_e.pdf)

Graduate students are advised to visit the Research Office website for further information regarding research ethics-related matters or contact the Research Office ([reo@apu.ac.jp](mailto:reo@apu.ac.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. 29 for details.

## 4-4. 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

Cheating 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. Acts regarded as cheating that will be strictly punished and other strictly enforced rules for examinations are listed on the Academic Office website.

<http://en.apu.ac.jp/academic/page/content0022.html/?c=17>



### 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

### 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.

## 4-5. Faculty Database and Office Hours

### Faculty Database

APU has developed a faculty database that allows our faculty (APU faculty) to publicize their research activities within Japan and across the world. Making our latest research results and research projects public is useful for developing partnerships with industry, promoting human resource exchange, and advancing collaborative research projects.

The contents of the Faculty Database are not only displayed on APU's homepage, but also made available to the Japan Science and Technology Agency's (JST) researchmap. Detailed information can be found on the Research Office website.

<http://en.apu.ac.jp/researchsupport/page/content0035.html/>



### Office Hours

Each faculty member has allocated office hour in order to facilitate consultation and guidance relating to coursework. Please refer to the Academic Office webpage for office hours information of our faculty members.

<http://en.apu.ac.jp/academic/page/content0219.html/?c=17/>





## 4-6. Length of Study: Standard Enrollment and Accelerated Completion

### Length of Study (standard or accelerated completion, changes to program length, etc.)

Upon enrollment at APU students are required to submit a Program Registration Form indicating the intended length of study (2 years, 1.5 years or 1 year) at APU and their tuition will be billed according to the registered program length (see p. 86-87 for tuition schedule). Students who wish to complete the Master's Program in less than 2 years will be required to submit an application including a research plan shortly after enrollment, in addition to the Program Registration Form. All students accepted into the accelerated completion programs will be subject to further assessment.

Application for study in the Accelerated Completion Programs will be allowed only within 2 weeks of the commencement of the first semester of enrollment; reducing the program completion length will no longer be possible after this period. An additional application will be required if a student wishes to extend the program completion length.

Students should carefully consider the tuition billing schedule and consult with their supervisor regarding seminar subjects prior to applying for any change in program length.

### Length of Study

All graduate students must declare their intended length of study at APU upon enrollment to the University by submitting a Program Registration Form indicating their intent. Their tuition will be billed according to the predetermined payment schedule for each completion program length (see p. 86-87 for tuition fee schedules).

Program	Standard Completion	Accelerated Completion	
GSAM	2 years	1.5 years	1 year
GSM	2 years	1.5 years	--
GSAD	3 years	2 years	

Application requirements and deadlines for enrollment into the Accelerated Completion Programs differ depending on the graduate school and program. Please carefully check the application requirements for your program in Section "4-7 Accelerated Completion Programs".

### Accelerated Completion

Students who wish to complete their program in less than the standard completion time will be required to submit an application form that includes a research plan in addition to the Program Registration Form according to the deadlines below. Reduction to the program length will no longer be possible once the below deadlines have passed.

Accelerated completion tuition schedule will apply. See p. 86-87 for details.

Program	Program Length	Application Deadline
GSAM*	1.5 or 2 years → 1 or 1.5 years	Within 2 weeks of the commencement of the first semester
GSM	2 years → 1.5 years	
GSAD**	3 years → 2 years	

\*IMAT students cannot apply for accelerated completion.

\*\*Limits to credits that may be registered for are based on the registered length of study (see the chart "Credit Limits" in the relevant section for your program).

### Extension of Period of Enrollment (within the standard program length)

Students enrolled in the Accelerated Completion Programs who will not be able to complete all requirements within the planned program length, can extend their enrollment by submitting an extension application by the following deadlines.

Program	Program Length	Application Deadline
GSAM	1 Year → 1.5 or 2 Years	By the end of the 1st Semester
GSAM	1.5 Years → 2 Years	By the end of the 2nd Semester
GSM	1.5 Years → 2 Years	By the end of the 2nd Semester
GSAD	2 Years → 2.5 or 3 Years	By the end of the 4th Semester

**Note:** Students may remain enrolled for the entire program length even without submission of an Extension Application; however, in this case the tuition payment schedule will not be altered and students will be billed according to the schedule registered upon enrollment to APU. After all program fees have been collected, tuition invoices will not be generated (within the standard completion program timeframe).

### **Extension of Period of Enrollment (outside the standard program length)**

If, due to some unavoidable circumstance, the student cannot complete all program requirements within the standard program length, it may be possible to extend enrollment up to twice the length of the program. In this case a Master's student may extend up to 2 years (4 semesters) for a total enrollment period of 4 years (8 semesters). Doctoral students may extend up to 3 years (6 semesters) for a total enrollment period of 6 years (12 semesters).

**Note 1:** Those who must extend beyond the standard program length should carefully consider any extra procedures required for student visas, semester tuition, etc., review carefully the Tuition Section and consult with their seminar supervisors, the Academic Office and the Student Office.

**Note 2:** GSAD students unable to complete their program within 3 years should carefully read the information on p. 31-32 regarding options available to them.

**Note 3:** Relevant application forms are available on the Graduate School website and must be submitted to the Academic Office by the set deadlines.

## 4-7. Accelerated Completion Programs

### Graduate School of Asia Pacific Studies, Master's Program

GSAM students accepted into the accelerated completion programs will be subject to further assessment. Application and assessment criteria are explained in more detail below.

The accelerated completion criteria are as follows:

■ At the time of enrollment:

1. Submission of a research plan which includes the theme of the study, the research schedule and also any record of published papers, conference presentations or future presentation plans.

Approval for accelerated completion is decided by the supervisor and the Dean and will depend on whether the research plan is deemed suitable for completion within 1 or 1.5 years.

**Note:** IMAT students cannot apply for accelerated completion.

■ While enrolled:

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Programs will be carried out at the end of the 1st semester for 1-year completion program students and at the end of the 2nd semester for 1.5-year completion program students according to the following criteria:

1. Submission of the research topic, research objective, expected outcome and the research plan that meets the Accelerated Completion Program standards;
2. Completion of 16 credits or more from the credits required for program completion for students studying under the 1-year completion program or completion of 22 credits or more from the credits required for program completion for those studying under the 1.5-year completion program.

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet the above criteria, he / she will be automatically re-enrolled in the Standard Completion Program of 2 years.

	Accelerated Completion Programs (1 year, 1.5 years)
Application Period	Within 2 weeks of the commencement of the first semester
Application Materials	<ul style="list-style-type: none"> <li>● <u>At the time of enrollment:</u> Application form and submission of a research plan</li> <li>● <u>While enrolled:</u> Submission of a research proposal</li> </ul>
Assessment Criteria	<p><b><u>1 year Completion Program</u></b></p> <ul style="list-style-type: none"> <li>● <u>At the time of enrollment:</u> <ul style="list-style-type: none"> <li>- Whether the research plan is deemed suitable for completion in 1 year</li> </ul> </li> <li>● <u>At the end of the 1st semester:</u> <ul style="list-style-type: none"> <li>- Whether the research proposal meets the standards for accelerated completion</li> <li>- Completion of 16 credits or more required for program completion</li> </ul> </li> </ul> <p><b><u>1.5 years Completion Program</u></b></p> <ul style="list-style-type: none"> <li>● <u>At the time of enrollment:</u> <ul style="list-style-type: none"> <li>- Whether the research plan is deemed suitable for completion in 1.5 years</li> </ul> </li> <li>● <u>At the end of the 2nd semester:</u> <ul style="list-style-type: none"> <li>- Whether the research proposal meets the standards for accelerated completion</li> <li>- Completion of 22 credits or more required for program completion</li> </ul> </li> </ul>

## Graduate School of Asia Pacific Studies, Doctoral Program

	2 years Accelerated Completion Program
Application Period	Within 2 weeks of the commencement of the first semester
Application Materials	<ul style="list-style-type: none"> <li>● <u>At the time of enrollment</u>: Application form and submission of a research plan</li> </ul>
Recommendations	<ul style="list-style-type: none"> <li>● Students accepted into the accelerated completion program should aim to:               <ul style="list-style-type: none"> <li>- give their two Research in Progress Seminar presentations early in their program</li> <li>- apply for Candidacy after their second semester of enrollment</li> <li>- submit their dissertation by their final semester</li> </ul> </li> </ul>

Students accepted into the accelerated completion program, but who are unable to complete within 2 years, should refer to the previous section on “Extension of Period on Enrollment (within the standard program length)”.

## Graduate School of Management

GSM students accepted into the accelerated completion programs will be subject to further assessment. Application and assessment criteria are explained in more detail below.

### ■ At the time of enrollment

Approval for accelerated completion is decided by the Dean and will depend on whether the research plan is deemed suitable for completion within 1.5 years and also one of the following conditions:

1. the student received high evaluation for their admissions application
2. the student received work experience in highly specialized employment previous to entering APU

### ■ While enrolled

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Program will be carried out at the end of each semester according to the following criteria:

1. the student has successfully passed the Required Subjects offered each semester
2. the student's GPA is 3.0 or higher
3. the student's supervisor approves accelerated completion

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet any of the above criteria, he / she will be automatically re-enrolled in the Standard Completion Program of 2 years.

	1.5 years Accelerated Completion Program
Application Period	Within 2 weeks of the commencement of the first semester
Application Materials	<ul style="list-style-type: none"> <li>● <u>At the time of enrollment</u>: Application form and submission of a research plan</li> </ul>
Assessment Criteria	<ul style="list-style-type: none"> <li>● <u>At the time of enrollment</u>:               <ul style="list-style-type: none"> <li>- Whether the research plan is deemed suitable for 1.5 year completion</li> <li>And satisfying one of the following conditions:                   <ul style="list-style-type: none"> <li>- the admissions application has received high evaluation</li> <li>- work experience in highly specialized employment</li> </ul> </li> </ul> </li> <li>● <u>At the end of every semester</u>:               <ul style="list-style-type: none"> <li>- Completion of all Required Subjects offered during the semester</li> <li>- 3.0 or higher GPA</li> <li>- Accelerated completion is approved by the supervisor</li> </ul> </li> </ul>

## 4-8. Change in Major (Transfer)

“Change in Major” is a system which allows a GSAM student to transfer from one GSAM Major to another (**APS** ⇔ **ICP**). Applications are only accepted at the end of the first semester.

Transfer between graduate schools (**GSA** ⇔ **GSM**) is not permitted.

1. Requirements	10 or more credits from the subjects required for completion by the end of the first semester
2. Application Deadlines	Fall Semester: <b>the last working day on or before January 10</b> (Spring Transfer) Spring Semester: <b>the last working day on or before July 10</b> (Fall Transfer)
3. Application	“Application for Change in Major” form accompanied by the “Reason for Transfer Form”, are to be submitted to the Academic Office. Students may also be called for an interview
4. Re-examination Fee	10,000 yen. A Certificate Stamp of 10,000 yen should accompany the application
5. Notification of results	The application will be screened and students notified of the result on the day the grades for that semester are released
6. Credit Transfer	All previously earned credits / grades will be transferred on April 1 for the Spring Semester and September 21 for the Fall Semester
7. Contact	<b>Academic Office</b>

## 4-9. Change in Division / Specialization

Division changes within the Asia Pacific Studies major and International Cooperation Policy major in GSAM or Specialization changes within GSM are not treated as transfers.

### Change in Division (GSAM)

Division changes may only be made at the end of the 1st semester.

1. Special Requirements	NONE
2. Application Deadlines	By 16:30 of the final day of classes in the <u>2nd quarter of the 1st semester</u>
3. Application	“Application for Change in Division” form, approved and signed by the current and future supervisors, (where applicable) submitted to the Academic Office
4. Notification of results	mid-March or mid-September
5. Contact	<b>Academic Office</b>

### Change in Specialization (GSM)

Specialization changes may only be made before the beginning of the 2nd semester.

1. Special Requirements	NONE
2. Application Deadlines	By <u>March 20</u> or <u>September 15</u>
3. Application	“Application for Change in Specialization” form, approved and signed by the current and future supervisors, (where applicable) submitted to the Academic Office
4. Notification of results	early April or beginning of October
5. Contact	<b>Academic Office</b>

\* Students may be allowed to apply after the application deadline has passed; however, approval of applications will depend on the merits of students’ reasons for delayed application.

## 4-10. Change in Supervisor

A change in Supervisor may be made before the end of the semester's Course Registration Periods.

1. Requirements	NONE
2. Application Deadlines	Application Periods are at the <u>beginning of April</u> or at the <u>end of September</u>
3. Application	"Application for Change in Supervisor" submitted to the Academic Office
4. Notification of results	late April or early October
5. Contact	<b>Academic Office</b>

## 4-11. Change in Student Status

### Leave of Absence

Students unable to continue their studies at the University due to unavoidable circumstances may apply for a leave of absence in semester units. A Request for Leave of Absence must be submitted with official documentation, such as a doctor's certificate, to the **Student Office**.

- Students are exempt from tuition during the leave.
- 5,000 yen per semester, "matriculation fee", is required to maintain student status. 15,000 yen application fee is also necessary.
- The maximum leave of absence is four consecutive semesters.
- Only students who are required to undertake military service are eligible to apply for leave of absence from school for a duration of 6 continuous semesters.

### Reinstatement

Students who wish to apply for reinstatement after a leave of absence must submit a request for reinstatement and other necessary documents to the Student Office. Application for the spring semester must be completed by February 15\* and for the fall semester by August 5\*.

**\*Note:** All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for international students for reinstatement in spring semester is the last day of December and for reinstatement in fall semester is the last day of June. (If the deadline falls on a Saturday, Sunday, or public holiday, the due date will be the next office day.)

### Withdrawal

Students who must leave APU due to unavoidable circumstances should obtain permission to withdraw from the University by submitting to the Student Office a request for withdrawal along with other required documents.

Any students in the following situations will also be subject to withdrawal:

1. Failure to pay the total tuition by the deadline.
2. Failure to take appropriate procedures to report changes of student status.
3. Failure to take appropriate procedures by the deadline when returning to APU after studying abroad, applying for reinstatement, or transferring within APU.
4. Students subject to disciplinary measure.

### Readmission

Students can request to be readmitted within three years after the last day of the semester in which the student withdrew once necessary documents are submitted and approved. Credits obtained before withdrawal will remain. A request for readmission and a 10,000 yen application fee must be submitted to the Student Office along with a 13,000 yen readmission fee if accepted for readmission. However, students expelled from the University cannot be readmitted.

**\*Note:** Ph.D. students should refer to the section on “Options for Students Unable to Complete their Program Within 3 Years” for information on enrollment extension, withdrawal, and leave of absence. Applications must be submitted by the appropriate deadline each relevant semester.

Type of Application	Contact / Place to Apply
Leave of Absence	Student Office
Withdrawal	Student Office

## Expulsion

In line with University Regulations, a student is subject to expulsion in the following circumstances:

1. Duration of study exceeds 4 years for GSAM / GSM or 6 years for GSAD
2. Dual enrollment; students registered at two or more universities, colleges, and / or departments at the same time
3. Students missing for over 3 months
4. Students deceased

Deadlines and Fees for Change in Student Status - for further reference, please contact the **Student Office**

Change in Student Status	Notification Deadline		Remarks**
	Spring Semester	Fall Semester	
Leave of Absence (LOA)	February 15	August 5	1. Application fee: 15,000 yen 2. Matriculation fee of 5,000 yen per semester
Reinstatement	Last day of December*	Last day of June*	NONE
Withdrawal	Whenever necessary	Whenever necessary	NONE
Readmission	Last day of December*	Last day of June*	1. Application fee: 10,000 yen (at the time of application) 2. Readmission fee: 13,000 yen (if accepted for readmission)

**\*Note 1:** All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for domestic students for reinstatement in spring semester is February 15 and for reinstatement in fall semester is August 5.

**\*\*Note 2:** Application fees, matriculation fees, readmission fees, and any other student status fees will not be refunded under any circumstances. All fees are subject to change. Please contact the **Student Office** for more detailed information.

(extracted from the Campus Life Handbook)

## 4-12. Tuition

### The Flat Fee Structure

Graduate students will not be charged per credit, but rather a flat fee structure will apply. Please carefully review the tuition schedule for your school and program provided below. Students studying in the Accelerated Completion Programs must pay the entire program tuition before program completion. The tuition schedule applies to all students regardless of their curriculum.

#### Notes:

1. Tuition are the responsibility of the student and must be paid on time. Late payments may result in automatic withdrawal from APU.
2. Tuition will not be refunded under any circumstances and may be subject to a yearly revision.
3. After arrival at APU, students must update their current mailing address via the Campus Terminal. See p. 94 for information on updating your address online.

### Tuition Deadlines

Tuition must be paid each semester. Always be sure to pay the amount due on or before the deadline. If the deadline falls on a non-business day (Saturday, Sunday, or bank holiday), the deadline will fall to the next business day. Tuition payments not received in full by the deadline will result in withdrawal from APU for nonpayment of tuition.

Spring	June 30, 2020
Fall	December 25, 2020

### Tuition Schedule per Program for Academic Year 2020

Tuition Schedule for GSAM

Program Length \ Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
2-year Standard Completion	650,000 yen	650,000 yen	750,000 yen	750,000 yen	2,800,000 yen
1.5-year Accelerated Completion	650,000 yen	650,000 yen	1,500,000 yen	—	2,800,000 yen
1-year Accelerated Completion	650,000 yen	2,150,000 yen	—	—	2,800,000 yen

#### Notes:

1. The first tuition installment (325,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 2,800,000 yen program fee, but are extending from 1 or 1.5 year completion to 1.5 or 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment exceeds the 2-year standard program length will be billed 375,000 yen per semester until completion or discontinuance of the Master's Program.
4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). Students will be subject to expulsion if they do not complete the Master's Program within this 4 year period.



### Tuition Schedule for GSAD

Semester Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	TOTAL
3-year Standard Completion	650,000 yen	650,000 yen	750,000 yen	750,000 yen	750,000 yen	750,000 yen	4,300,000 yen
Accelerated 2-year Completion	1,400,000 yen	1,400,000 yen	750,000 yen	750,000 yen	—	—	4,300,000 yen

#### Notes:

1. The first tuition installment (325,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 4,300,000 yen program fee, but are extending from 2-year completion to 3-year standard completion will not be billed for the remaining semester(s), provided that the total period of enrollment does not exceed 3 years.
3. Students whose period of enrollment exceeds the 3-year standard program length due to insufficient credits will be billed 375,000 yen per semester until completion or discontinuance of the Doctoral Program. After completion of all 30 credits students will only be billed 100,000 yen for each semester extended beyond 3 years until completion or discontinuance of the Doctoral Program.
4. Students may extend their program length up to an additional 3 years (6 additional semesters); however, students will be subject to expulsion if they do not complete the Doctoral program within the total 6 year period.

### Tuition Schedule for GSM

Semester Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
Standard 2-year Completion	900,000 yen	900,000 yen	1,000,000 yen	1,000,000 yen	3,800,000 yen
1.5-year Completion	900,000 yen	900,000 yen	2,000,000 yen	—	3,800,000 yen

#### Notes:

1. The first tuition installment (450,000 yen) must be paid prior to enrollment at APU and will be deducted from the first semester Tuition Statement.
2. Students who have paid the entire 3,800,000 yen program fee, but are extending from 1.5 year completion to 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment exceeds the 2-year standard program length will be billed 500,000 yen per semester until completion or discontinuance of the Master's Program.
4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). However, students will be subject to expulsion if they do not complete the Master's Program within this 4 year period.

## 4-13. Graduate School Facilities

Use of the Graduate School facilities located on the 2nd Floor of Building B is limited to Graduate School students for study purposes. These facilities are open weekdays only (closed weekends, holidays, and days the Academic Office is closed). Rules for using these facilities are available on the Graduate School website.

Name	Location	Hours	Rules
Cyber Study Room	2nd Floor, Building B	8:00 - 24:00 (Wednesdays 10:00 - 24:00)	In case a printer runs out of paper or toners, or for any technical problems, please contact the Information System Office: ext. 3007 (Weekdays 10:00 - 16:30).
Master's Students Common Rooms		8:00 - 24:00	
Doctoral Students Common Rooms			
Graduate Student Lounge			<ol style="list-style-type: none"> <li>1. Please put cups, etc. back in their original place, after use.</li> <li>2. Please do not litter. It is your responsibility to dispose of all litter appropriately.</li> <li>3. Please turn off the gas after using the stove / boiler.</li> </ol>
Master's Students Lockers	Master's Students Common Rooms (GSA / GSM)		<ol style="list-style-type: none"> <li>1. Lockers are available one locker per student.</li> <li>2. Those who wish to use a locker should apply through the Academic Office.</li> <li>3. Food, hazardous and / or valuable items should not be stored within the locker.</li> </ol> Note: The Academic Office will not take responsibility for lost, damaged or stolen items from within the locker.
Doctoral Students Lockers	Hallway next to the Doctoral Students Common Rooms		

\* Please refer below for usage outside open hours.

List of Software available in the Cyber Study Room can be found on the Academic Office website.

<http://en.apu.ac.jp/academic/page/apu-net.html/?c=17>



### Request for Non-Class Day Facility Usage

If a student desires to use any graduate facility, a "Request for Special Permission for Non-Class Day Usage" signed by your supervisor must be submitted to the Academic Office at least 2 business days prior to use.

"Request for Special Permission for Non-class Day Usage"	
Form to be submitted:	Available on the Graduate School website.
Application Period:	By 16:30, <u>at least 2 business days</u> before intended use of the room. *In general, it is not possible to apply on the day of or day before intended use of the room.
Submit to:	Academic Office
Application Confirmation:	Confirmation will be sent on Campus Terminal.

**EMERGENCY CONTACT DURING USE OF ANY GRADUATE FACILITY:**

**Please contact the Central Security Office: 2810 (ext.) or 0977-78-1150 (external line)**

## 4-14. APU Library and Other Facilities

### Introduction to the APU Library

<http://en.apu.ac.jp/media/>



The APU Library offers users a wide range of books, academic databases, and materials related to the areas of Asia Pacific studies, international management, and much more. Users can also request and access materials from Ritsumeikan University (RU).

The APU Library is not only a place to read and check out books and materials, it also provides spaces for individual and group study, as well as presentations. Technology-assisted study is also possible with IT facilities such as the Multimedia Room and wireless Internet. As the Library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

Library users can search APU and RU materials via the Online Library Catalogue. Users can also access the Research Repository (R-Cube) – a database that can be used to search for and view the academic contributions made by faculty and researchers affiliated with APU and RU.

### Online Library Catalogues

The Online Library Catalogue is a system accessible through the Internet that allows users to consult the holdings of a library to find out if the book, journal or other material they are looking for is present in a specific library.

### Digital Library

The Digital Library provides users with access to e-journal databases, R-Cube (Ritsumeikan Institutional Research Repository) and a list of graduate theses / dissertations. In this menu, users can also access Mendeley-a reference management tool allowing them to manage academic articles and share information online.

### Library Facilities

- The first floor includes the “Group Study Rooms” and “Presentation Room,” which are useful to students working in study groups or on group projects.
- Study booths are located on the second floor for those who want a quiet place to concentrate and study.
- Wireless LAN access areas are located throughout the Library, and computers are available in the Multimedia Room.

### Use of the Open-Computer Rooms

The computers in the Open-Computer Rooms are intended for public use and therefore are not to be considered as personal possessions. Students are asked to abide by the rules below. Those who fail to comply with instructions will be denied access.

1. No eating, drinking or smoking in the computer room.
2. Do not bring wet umbrellas or raincoats into the computer room.
3. Switch off mobile phones.
4. Do not use cosmetics or other liquids near the computers.
5. Take care of any rubbish when you leave.
6. Be considerate of those around you.
7. Do not move equipment or fixtures from their original place.
8. Do not connect personal computers to computer room LAN cables.
9. Do not use Net-phones (Skype, etc.) on computer room equipment.
10. Do not use the computers for entertainment purposes.
11. If you plan to leave the computer room for an extended period, do not leave your belongings at your seat; the computer will be shut down by the SA (Student Assistant) on duty.
12. Any behavior that might cause damage to equipment or fixtures or disturb other users will not be tolerated.

### Prepaid Card Vending Machine

The prepaid printing system applies to all printers in the open-computer rooms. Prepaid cards are available from the prepaid card vending machines (at the following locations). Printing or copying charges are 8 yen per page for black and white and 40 yen per page for color.

Vending machine locations:

- Media Center Building, 1st Floor, inside the Multimedia Room (during office hours)
- Building E II, Student Union II, Co-op Counter

## 4-15. Certificate Requests and Career Information


### Certificate Request

The following certificates may be purchased for 200 yen each from automatic certificate dispensers located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00), or inside the APU Library (during business hours).

#### 1. Certificate of Prospective Program Completion:

The “Certificate of Prospective Program Completion” indicates the semester you are expected to complete your graduate program and is based on your registered Length of Study.

Please note that these certificates only indicate the prospect of completion and do not guarantee a student’s completion.

Program	Registration Status	How to Obtain (timing of issue)
GSAM	Final Research Project is registered and at least 10 credits are completed	 The Certificate may be printed from the automatic certificate dispensers located on the 1st floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October
GSM	Management Seminar III is registered and at least 22 credits are completed	
GSAD	Ph.D. Candidacy has been awarded, Advanced Research on Asia Pacific VI is registered / has been completed <b>AND</b> the dissertation has been submitted for screening*	

※ All students who do not meet the above criteria are required to apply in advance **to the Academic Office**. Please allow up to 5 business days for processing.

\*For details on Doctoral Candidacy, refer to p. 28. For doctoral students in the 7th semester or above, as Ph.D. program completion depends primarily on the submission of the doctoral dissertation, the certificate shall indicate the semester of intended doctoral dissertation screening, provided Candidacy has been achieved.

#### 2. Certificate of Enrollment and Transcript of Academic Record

A “Certificate of Enrollment” and “Transcript of Academic Record” may also be used to indicate your expected date of completion. When applying at the Student Office, certificates will be issued or sent by post **two business days** after the application has been submitted and required fees have been paid.

Students who are away from the University and unable to purchase certificates directly from the automatic certificate dispensers may apply for certificates by sending the following items to the **Student Office**.

	Domestic Address	Overseas Address
1	Application form (available from the Student Office website)	Application form (available from the Student Office website)
2	A copy of your student ID	A copy of your student ID
3	Delivery address for the certificates	Delivery address for the certificates
4	Payment in one of the following forms: * If paying by credit card, a printed copy of the notice of completion payment email * Certificate stamp from an automatic certificate dispenser	Payment in one of the following forms: * If paying by credit card, a printed copy of the notice of completion payment email * Certificate stamp (mailed, or submitted by proxy)

**For further details please refer to the Campus Life Handbook or the Student Office website.**

## Purchasing Certificate Stamps

Because offices at APU can not accept cash, students will need to purchase certificate stamps to pay for certificates, screening fees, or certain other services at APU. Certificate stamps can be purchased with electronic money stored on a Co-op card and IC transportation card. They can be purchased from automatic certificate dispensers which are located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00) and inside the APU Library (during business hours). Students should ensure they purchase certificate stamps for the exact amount required, as change cannot be given.

## When Applying and Collecting Documents by Proxy

Students who are unable to come in person to the Student / Academic Office to submit, apply for or collect documents that include personal information have to assign a proxy to do so on their behalf. The following 3 documents will be required when submitting, applying or collecting documents by proxy:

- 1) Letter of Proxy (dated with applicant's signature);
- 2) A photocopy of the applicant's valid student ID card or other valid photo ID. (If you are not a current student, your APU student ID card is invalid and will not be accepted. Please attach a copy of your passport or other photo ID.)
- 3) A photocopy of a photo ID of the proxy (if applying at the office, present the original)

You have to assign a proxy for any of the following cases: applying and collecting certificates; submitting the Master's Thesis / Report / Case; collecting examination results, etc.

## Career Development at APU

The APU Career Office is dedicated to offering support and guidance for you to build your individual career path after graduation. Many resources are available for strengthening your resumes or even learning more about what you need to prepare to enter the company/organization of your dreams. There are numerous events, such as workshops, networking events, and company seminars, that are conducted throughout the year at APU, so while you are attending classes, think about your career plans and keep yourself informed by attending these events. These events are usually announced through Campusmate Web and Campus Terminal, so make a habit of checking them regularly so you do not miss out on an event that may define your future career!

For those considering working in Japan, there is a unique schedule and process that you need to be aware of to be able to apply and successfully receive a job offer from companies in Japan. Particularly for international students, there are obstacles that you need to overcome, such as learning Japanese and understanding Japan's working culture. If your careers are destined elsewhere, such as working in international organizations, working back home or overseas, etc., the Career Office provides individual consultations to help you make those dreams a reality. It is never too early to start planning out your future career, so make good use of the services and resources available to you now!

### Career Office

Front desk hours	Mon, Wed - Fri 10:00 - 16:30
	Tue 11:30 - 16:30
TEL	0977-78-1128
FAX	0977-78-1129
Email	career2@apu.ac.jp

[http://en.apu.ac.jp/careers/?](http://en.apu.ac.jp/careers/)



Career Handbook  
(English Version)

<http://en.apu.ac.jp/careers/page/content0012.html/>



## 4-16. Scholarships for Graduate Students

### APU Scholarships Offered Prior to Enrollment

APU Scholarship Programs consist of donations from Japanese corporations and individuals who support the fundamental principals of APU. APU scholarship programs are also supported by Japanese national government subsidies.

#### Amount of Reduction

	Scholarship Type	Tuition Coverage per semester
1	100 % Tuition Reduction	100 % of tuition
2	80 % Tuition Reduction	80 % of tuition
3	65 % Tuition Reduction	65 % of tuition
4	50 % Tuition Reduction	50 % of tuition
5	30 % Tuition Reduction	30 % of tuition

### Important Information Regarding APU Scholarships Offered Prior to Enrollment

#### Applicable Period

The standard length of time required to complete the degree (maximum 2 years for master’s students and maximum of 3 years for doctoral students).

#### Eligibility Reviews

Students awarded scholarship programs prior to enrollment undergo an eligibility review every semester based on their academic performance. Poor academic performance may result in the cancellation of a scholarship. Therefore, all scholarship recipients are encouraged to study hard to show high academic achievements after enrollment.

#### \*Eligibility Check for Continuation of APU Scholarships

1. Every semester a recipient is enrolled, an assessment will be made to determine his / her eligibility for the scholarship based on their academic records. Based on that assessment, the recipient may be given a warning, or lose his / her scholarship eligibility.
2. The assessment standard is outlined below. Students who receive two consecutive “Warnings” will have their scholarship revoked for that semester. Once scholarships are revoked, they cannot be reinstated.

\*A warning will be issued to students with credits outlined as follows.

	Number of completed credits			
	GSAM (APS / ICP)	GSM (MBA)		GSAD
		Spring Entry	Fall Entry	
On completion of 1st semester	6 credits or less	6 credits or less	12 credits or less	2 credits or less
On completion of 2nd semester	14 credits or less	18 credits or less	20 credits or less	8 credits or less
On completion of 3rd semester	22 credits or less	28 credits or less	30 credits or less	12 credits or less
On completion of 4th semester	--	--	--	18 credits or less
On completion of 5th semester	--	--	--	20 credits or less

#### Other Important Notes

1. Recipients of the above scholarships must have obtained a college student visa at the time of enrollment to APU. The above mentioned scholarship will be cancelled if a college student visa is not acquired within one month after enrollment.
2. Students in the Accelerated Completion Program for 1 or 1.5 years (Master’s) or 2 years (Doctoral) will be required to pay the total

tuition amount before program completion.

Students will be awarded the same Tuition Reduction Scholarship for their period of study, regardless of whether they study in the standard or accelerated completion program. However please note, that scholarships will only last as long as the standard program length; students will no longer be eligible if enrolled longer than the standard period (2 years and 3 years, respectively).

### **Revocation / Temporary Suspension of the 100%, 80%, 65%, 50%, 30% Tuition Reduction Scholarships**

Recipients of scholarships whose student status pertains to either of the following will have their scholarships revoked. Once scholarships are revoked they cannot be reinstated.

1. Withdrawal, Removal of student status, or Completion
2. Leave of absence

\* There may be instances where scholarships are reinstated upon a student's return to APU. Please inform the Student Office about your type of scholarship when applying for reinstatement

#### **3) Students who have received two consecutive Warnings as a result of the above assessment.**

4. Students who are unable to complete all graduation requirements of their respective program by the end of the Standard Program Length (Master's – 2 years, Doctoral – 3 years)
5. Students who have been subjected to disciplinary action
6. Students deemed unfit by the Student Affairs Committee to be recipients of a scholarship

The Student Affairs Committee may suspend a recipient's scholarship for a certain period of time if the committee deems the recipient unfit to receive the scholarship. Decision to reinstate a temporarily suspended scholarship shall be made at the discretion of the Student Affairs Committee.

### **Other Scholarships Offered by the Public and Private Institutions**

APU will notify students of any other scholarships available to APU students. Please check the Student Office website for further information. In addition, as there are scholarships that are not offered through APU, students are encouraged to actively research on their own as to what scholarships are available.

[Website]

Cf. <http://www.jpss.jp> (The Asian Students Cultural Association)

<http://www.mofa.go.jp/mofaj/> (The Ministry of Foreign Affairs of Japan)

[http://www.jasso.go.jp/study\\_j/scholarships\\_sfisij\\_e.html](http://www.jasso.go.jp/study_j/scholarships_sfisij_e.html) (Japan Students Services Organization)

## 4-17. Others

### 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.

### Updating Your Current Address

When you arrive in Beppu, or if there is any change in your address, please make sure to update this information as soon as possible. Students who do not update their current address may not be able to receive important information from the University, including their tuition invoice, etc.

### Extended Leave for Field Research

Those planning to leave the University for field research for an extended period (1 month or more) without taking a Leave of Absence, must inform the Academic Office of your activities outside APU after receiving approval from your supervisor. Students should complete the Report on Activities Outside APU for submission to the Academic Office prior to departure\*.

\* Activities must be approved by the supervisor before reporting to the Academic Office.

\* GSM students who do not have a supervisor (1st semester students) should receive approval from the Dean. In other cases where the supervisor is undecided, please consult with the Academic Office.

The reasons for this requirement are as follows:

1. For the management of your student visa, the Japan Immigration Bureau, Student Office and Academic Office must be informed of your academic progress each semester. However, if a student is not attending classes and / or is away from the university for an extended period, the university has no confirmation or proof of status as a student. The provided information may be used in this case to prove your status as a student.
2. In case of emergency or natural disaster abroad, the university will be able to quickly confirm the safety of its students.

**Note:** In case of Leave of Absence, procedures must be conducted in advance at the Student Office.

Special Requirements:	Signature / approval of the Seminar Supervisor (students must consult with their seminar supervisor prior to departure).
Application Period:	Anytime <u>prior</u> to departure.
Required Document:	"Report on Activities Outside APU", downloadable from the Graduate School website.
Contact:	<b>Academic Office</b>

**Note:** Relevant application forms are available on the Graduate School website and must be submitted to the Academic Office by the set deadlines.