

Ritsumeikan Asia Pacific University Academic Regulations

December 10, 1999

Regulation No. 411

Chapter 1: General Provisions

(Purpose)

Article 1

These regulations stipulate matters concerning the administration of academic affairs other than those stipulated in the Ritsumeikan Asia Pacific University University Regulations (hereinafter “University Regulations.”)

Article 2 – Deleted

Article 2-2 – Deleted

Chapter 2: Student Status

(Handling of Entrance Dates)

Article 3

- 1 The date of entrance to the University shall be April 1 for Spring Semester and September 21 for Fall Semester.
- 2 In situations shown below, the entrance date may be set at April 1 for Spring Semester entrants and September 21 for Fall Semester entrants.
 - (1) Entry to Japan is delayed owing to delay in issuance of visa, etc.
 - (2) Other grounds considered by the University to be unavoidable.
- 3 The previous paragraph shall only be applied in the event that the prescribed procedure is completed within one month of the enrollment date.

Article 4 - Deleted

(Application for Enrollment)

Article 5

Students who wish to enroll or transfer to the University must submit the documents listed in the following items.

- (1) Application form specified by the University;
- (2) Other documents specified by the Admissions Assessment Committee.

(Document Submission for Enrollment)

Article 6

Those who have received a notification of acceptance for admission or transfer to the University must submit the following

documentation by the designated date.

- (1) Student register designated by the University
- (2) Pledge designated by the University
- (3) Certificate of graduation, certificate of completion or other certificate equivalent thereto
- (4) Resident register certificate or other certificate equivalent thereto
- (5) Other documentation stipulated by the Admissions Committee

Article 7 – Deleted

Article 8 – Deleted

Article 9 – Deleted

Article 10 – Deleted

(Leave of Absence Requests)

Article 11

1 Students who wish to take a leave of absence shall submit the necessary documents within the prescribed period as shown below:

- (1) To take a leave of absence starting in the Spring Semester: by the last day of February of the immediately preceding school year;
- (2) To take a leave of absence starting in the Fall Semester: by the last day of August.

2 Notwithstanding the provisions of the preceding paragraph, an extension of the deadline by up to one month for either semester may be granted in situations where the President has deemed the reason unavoidable.

3 Students who request a leave of absence due to illness shall submit either an English or Japanese medical certificate from a doctor or hospital.

4 Students who request a leave of absence for any reason other than illness must submit a written document stating the reason.

Article 12 – Deleted

Article 13 – Deleted

Article 14 – Deleted

Article 15 – Deleted

(Issuance of Certificate for Discounted Student Travel to Students on Leaves of Absence)

Article 16

Certificates for discounted student travel shall not be issued to students on leaves of absence. However, in some cases they may be issued if the College or Graduate School Dean considers it necessary.

(Termination of Leaves of Absence)

Article 17

- 1 Students taking leave of absence in the Fall Semester must submit a request for reinstatement, withdrawal, or further leave of absence by the final day of February. Those taking leaves of absence in the Spring Semester must submit the same request by the final day of August of the following year.
- 2 If the request stipulated in the preceding paragraph is not submitted, the student shall be withdrawn on the day the leave of absence terminates.
(Request for Reinstatement)

Article 18

- 1 Students taking a leave of absence who wish to resume their studies must submit a request for reinstatement in the prescribed format.
- 2 Requests for reinstatement must be submitted by the final day of February of the previous academic year for reinstatement in the Spring Semester, and by the final day of August of the current academic year for reinstatement in the Fall Semester.
- 3 Notwithstanding the provisions of the preceding paragraph, delays of up to one month for each semester may be permitted in cases considered by the University to be unavoidable.
(Handling of Reinstatement Date)

Article 19

The date of reinstatement shall be the starting date of the Spring or Fall Semester for which reinstatement is approved.
(Reinstatement after Recovery from Illness)

Article 20

Students who wish to be reinstated after recovery from illness must submit a medical certificate or written opinion stating that reinstatement is possible in addition to a request for reinstatement.
(Reinstatement Procedures)

Article 21

- 1 Students approved for reinstatement must complete reinstatement procedures within the period designated by the University.
- 2 Those who do not complete the procedures stipulated in the preceding paragraph shall have their approval of reinstatement cancelled, and be withdrawn on the day their leave of absence terminates.
- 3 When entering the date of withdrawal in the student register for a student withdrawn after leave of absence, the period of leave of absence shall also be entered.
(Request for Withdrawal)

Article 22

Students wishing to withdrawal owing to illness or other grounds must submit a request for withdrawal in the prescribed format and accompanied by their student identification card.

(Date of Withdrawal)

Article 23

The President shall determine the date of withdrawal for students who have been given permission to withdraw from the University; if they have paid tuition for classes to be given after that date, they may be regarded as having withdrawn on the last day of the period for which such tuition is applied.

(Withdrawal Due to Nonpayment of Tuition Fees)

Article 24

1 Conditions for withdrawal due to nonpayment of tuition are stipulated as follows.

- (1) Students who have failed to pay tuition for Spring Semester shall withdraw from the University on the last day of July.
- (2) Students who have failed to pay tuition for Fall Semester shall withdraw from the University on the last day of January.

2 A notice of withdrawal shall be sent to the student and to their permanent address or billing address.

(Period of Enrollment for Withdrawn Students)

Article 25

The period of enrollment for students who are withdrawn shall end on the date of withdrawal.

Article 26 – Deleted

(Request for Readmission)

Article 27

1 Students requesting readmission shall submit the prescribed documents within the designated period as stipulated below.

- (1) Students requesting readmission starting Spring Semester must submit documents by the last day of February of the immediately preceding school year.
- (2) Students requesting readmission starting Fall Semester must submit documents by the last day of August

(Handling of Re-enrollment)

Article 28

The date of approval of re-enrollment shall be the first day of the Spring or Fall Semester.

Article 29 – Deleted

Article 30 – Deleted

Article 31 – Deleted

(Conditions for Transfer)

Article 32

- 1 Undergraduate students who apply for transfer within APU must fulfill the following requirements.
 - (1) Transfer at the beginning of the third semester
Students must have earned at least 30 credits that count toward the credits required for graduation by the end of their second semester and have recorded a cumulative GPA of at least 2.50.
 - (2) Transfer at the beginning of the fifth semester
 - (a) Students must have earned at least 60 credits that count toward the credits required for graduation by the end of their fourth semester and have recorded a cumulative GPA of at least 2.50.
 - (b) Students must have completed all required credits from Language Education Subjects by the end of the fourth semester.
- 2 Graduate students who apply for transfer must have completed 10 or more credits necessary for graduation by the end of their first semester.

Article 32-2 – Deleted

(Request for Internal Transfer)

Article 33

- 1 Undergraduate Students who wish to transfer to another college of the University shall submit a request for transfer and an essay to the President by the deadline stipulated below:
 - (1) By December 10 of the immediately preceding school year for transfer in Spring Semester;
 - (2) By June 20 for transfer in Fall Semester.
- 2 Graduate School students who wish to transfer to another major shall submit a request for transfer and a Reason for Transfer Form to the President by the deadline as stipulated below.
 - (1) By January 10 of the immediately preceding school year for transfer in Spring Semester;
 - (2) By the July 10 for transfer in Fall Semester.
- 3 Notwithstanding the preceding two paragraphs, if this date falls on Saturday, Sunday, or Public Holiday, documents must be submitted on the preceding weekday.

Article 33-2 – Deleted

Article 34 – Deleted

(Procedures for Transfer Within APU)

Article 35

- 1 Students who have been given permission to transfer to another college or department of APU shall submit documents specified by APU by the prescribed deadline.

2 Students who have failed, without any justifiable reason, to complete the procedures stipulated in the preceding Paragraph within the prescribed period shall have their permission to transfer within APU withdrawn.

Article 36 – Deleted

Article 37 – Deleted

Article 38 – Deleted

(Request to Study Abroad)

Article 39

Students who wish to study abroad must submit the prescribed request for study abroad to the President.

Article 40 – Deleted

(Study Abroad Start and End Dates)

Article 40-2

The start and end dates for study abroad for students who have been approved for study abroad shall be the first and last days of the applicable semester respectively.

(Procedures for the Completion of Study Abroad)

Article 41

Students who have completed a period of study abroad shall submit a Study Abroad Completion Report to the President within 1 month of the completion of their period of study abroad.

Article 42 – Deleted

(Withdrawal of permission to study abroad)

Article 43

The President may withdraw permission to study abroad if students who have been given such permission:

- (1) are deemed unlikely to achieve expected academic results during the study abroad;
- (2) have failed to perform their obligations as stipulated in the Articles related to study abroad in these Regulations;
- (3) are not issued a visa necessary for study abroad;
- (4) are students with provisional approval who have failed to meet the requirements stated at the time of the initial announcement within the designated duration
- (5) are scheduled to be dispatched to a country of region for which, due to security concerns, the Dean of Academic Affairs cancels the study abroad program or issues an order to return to Japan.
- (6) were deemed unfit for study abroad by the Dean of Academic Affairs due to an illness etc.
- (7) were subjected to disciplinary action;
- (8) committed an act of misconduct stipulated in Article 72

(9) have failed to do their duty as a student.

Article 44 – Deleted

Article 45 – Deleted

Article 45-2 – Deleted

Article 46 – Deleted

(Enrollment Period of Students Whose Names have been Removed from the Register)

Article 47

- 1 Students who have had their name removed from the register shall be deemed to have been enrolled in APU until the date of the removal of their name.
- 2 The dates of removal from the register set forth in the items in Article 29 of the University Regulations shall be done so according to the following items:
 - (1) The date of removal from the register for Item 1 shall be the final day of April for Spring Semester and the final day of October for Fall Semester.
 - (2) The date of removal from the register for Item 2 shall be the final day of the period of enrollment.
 - (3) The date of removal from the register for Item 3, Item 4, and Item 6 shall be the date of permission granted by the President.
 - (4) The date of removal from the register for Item 5 shall be the date of death.

Article 48 – Deleted

(Handling of Graduation or Completion Dates)

Article 49

- 1 The College graduation date shall be March 31 for the Fall Semester and September 20 for the Spring Semester.
- 2 The Graduate School completion date shall be March 31 for the Fall Semester and September 20 for the Spring Semester.

Article 50

Those who have received a disciplinary suspension for a period of more than three months including the graduation or completion date shall have their graduation or completion delayed for the applicable period.

Article 51

If a student eligible for graduation or completion receives a disciplinary suspension of three months or less and the termination date of said suspension falls after the graduation or completion date, the graduation or completion date shall be the day immediately following the date of said termination.

Article 52

If a graduation or completion date stipulated in Article 50 or 51 falls in the middle of a semester, the date may, if the

student wishes, be set to the graduation or completion date of the said semester.

Article 53 – Deleted

Article 53-2 – Deleted

Chapter 3: Course Registration

(Credit Registration Limits)

Article 54

- 1 Maximum credit registration limits per semester for undergraduate students shall be as follows.
 - (1) 1st and 2nd semester: 18 credits each
 - (2) 3rd, 4th, 5th, and 6th semester: 20 credits each
 - (3) 7th and 8th semester: 24 credits each
- 2 Maximum credit registration limits for Master's program students shall be 22 credits per semester.
- 3 Notwithstanding the preceding two paragraphs, students may register the lecture subjects in the following items in excess of the aforementioned limit.
 - (1) Intercultural Fieldwork I
 - (2) Intercultural Fieldwork II
 - (3) Internship
 - (4) Intensive Language Learning Overseas
 - (5) Any other lecture subjects not listed in the preceding items that have been approved by the Academic Affairs Committee.

(Course Registration Restrictions)

Article 55

Students cannot register for subjects under the following circumstances:

- (1) If they are presently registered for that subject.
- (2) Registration of multiple subjects offered whose days and period of offering overlap or partially overlap.
- (3) If they have already completed that subject.
- (4) If the course has already reached capacity.

(Re-registration for the Same Subject)

Article 56

- 1 Notwithstanding Item (3) in the preceding article, students may be permitted to re-register for undergraduate lecture subjects for which they have already obtained credits when deemed educationally beneficial; however, this excludes the subjects in the following items:

(1) Language Education subjects

(2) Lecture subjects that fall under Article 57

2 The grade for a subject a student has been permitted to reregister for shall not be included in the credit total.

3 Lecture subjects that a student was permitted to re-register pursuant to Paragraph 1 cannot be cancelled.

Article 56-2 – Deleted

Article 56-3 – Deleted

Article 56-4 – Deleted

Article 56-5 – Deleted

Article 56-6 – Deleted

Article 56-7 – Deleted

(Subjects that may be Taken More than Once)

Article 57

1 Notwithstanding Items 1 and 3 in Article 55, students are permitted to register the lecture subjects designated in Table 1 more than once provided the topics covered are different. However, regarding the lecture subjects listed in the following items, the maximum numbers of credits that students can have included in their credits required for graduation throughout the period of enrollment shall be as stipulated in the respective items.

(1) Volunteer Activities; 8 credits

(2) Field Research Project; 8 credits

(3) Internship and Business Internship; total 14 credits

2 Students who have registered for lecture subjects that can be taken more than once pursuant to the preceding paragraphs shall receive the prescribed number of credits for each subject upon passing the examinations.

(Confirmation of Course Registration Results)

Article 58

After the course registration period, all students who have completed course registration must confirm their own course registration results.

Article 58-2 – Deleted

(Course Registration of Students Eligible for Graduation)

Article 59

Students who are eligible for undergraduate graduation from the University at the end of a given academic year cannot register for the lecture subjects listed in the following items:

(1) Subjects offered during summer break or spring break during which their graduation is scheduled

(2) Any other lecture subjects recognized by the Academic Affairs Committee.

(Handling of Enrollment upon the Conclusion of Study Abroad or Domestic Exchange)

Article 60

- 1 If a study abroad or exchange program does not conclude by the first day of classes, a student shall not be permitted to take the subjects in question. However, this shall not apply to lecture subjects in which students have been approved to enroll by the Academic Affairs Committee.

(Special Enrollment Provision for Accelerated Graduation from the Undergraduate Colleges)

Article 61

- 1 Students who wish to graduate pursuant to Paragraph 2 in Article 30 of the University Regulations (hereinafter, "Accelerated Graduation") may be permitted to take certain lecture subjects in the semesters stipulated on Table 2 regardless of the semester of offering, provided they satisfy the prescribed criteria (hereinafter, "special enrollment provision"). However, the special enrollment provision will be suspended if said students do not pass the continuation screening.
- 2 If advanced entry or transfer entry students wish to apply for accelerated graduation, only those who entered as second-year students will be permitted to use the special enrollment provision.

Article 61-2

- 1 Students who wish to avail themselves of the special enrollment provision must submit the prescribed application form to the Dean of the College by the prescribed deadline.
- 2 The Dean of the College shall issue permission for the special enrollment provision.
- 3 The criteria for the special enrollment provision are as listed in the following items:
 - (1) For students applying in the second semester:
 - (a) Completion of at least 32 credits and a cumulative GPA of at least 3.20;
 - (2) For students applying in the fourth semester: Satisfaction of all of the following criteria:
 - (b) Completion of at least 64 credits by the end of the fourth semester and a cumulative GPA of at least 3.20;
 - (c) Completion of all required credits from Language Education Subjects.
- 4 Notwithstanding the preceding paragraph, the criteria for the special enrollment provision for students scheduled to have credits transferred from a study abroad program shall be determined by the Dean of the College.
- 5 If a student receives permission for the special enrollment provision, it shall be applied from the following semester.

Article 61-3

- 1 Notwithstanding the provisions of Articles 54, the maximum credit registration limit for students who received permission for the special enrollment provision is 24 credits per each semester.

Article 61-4

1 Students who received permission for the special enrollment provision in the third semester will be re-screened at the end of the fourth semester according to the criteria in the items below:

- (1) Completion of at least 74 credits by the end of the fourth semester and a cumulative GPA of at least 3.20;
- (2) Completion of all required credits from Language Education Subjects by the end of the fourth semester.

2 Notwithstanding the preceding paragraph, the continuation screening criteria for the special enrollment provision for students scheduled to have credits transferred from a study abroad program or other similar program shall be stipulated the Dean of the College.

(Graduation from the Undergraduate Colleges of Students who Used the Special Enrollment Provision)

Article 61-5

To be deemed as having outstanding academic performance as stipulated in Paragraph 2 in Article 30 of the University Regulations, students who received permission for the special enrollment provision must satisfy the graduation requirements stipulated in the University Regulations as well as all of the criteria in the following items:

- (1) Cumulative GPA of at least 3.20;
- (2) Completion of at least 20 credits of Common Liberal Arts Subjects and Major Education Subjects offered in the non-basis language (i.e., English for Japanese-basis students and Japanese for English-basis students);

(Measures for Special Provisions for Accelerated Completion in the Graduate School)

Article 62

Students who have applied to graduate early under the circumstances described in Article 31, Paragraph 2 and Paragraph 5 of the University Regulations (below, “Accelerated Completion”), may be able to register for the designated courses shown in Attachment 3 regardless of their current semester (below, “special provisions”), provided they fulfill the other program requirements. However, special provisions shall be discontinued for students who do not pass the assessment for continuation during the semester.

Article 62-2

1 Students who wish to enroll in the Accelerated Completion Program must submit an application together with a research plan to the Dean of the Graduate School within 2 weeks of the commencement of the 1st semester.

2 The Dean of the Graduate School shall issue permission for the special enrollment provision.

3 Conditions for special provisions are specified per program and are stipulated in the items below.

- (1) Graduate School of Asia Pacific Studies, Master’s Program

The outline of the research clearly identifies the research objective and research plan and is considered appropriate for accelerated completion.

- (2) Graduate School of Management

All of the conditions in the following items must be met:

- (a) The outline of the research clearly identifies the research objective and research plan and is considered appropriate for accelerated completion.
 - (b) The student's admissions test result is considered appropriate for accelerated completion or the student has work experience in highly specialized employment prior to enrolling at APU.
- (3) Graduate School of Asia Pacific Studies, Doctoral Program
- The outline of the research as well as the research objective and research plan are considered appropriate for accelerated completion.

Article 62-3

- 1 Students granted special provisions for accelerated completion must submit an application for continuation of these special provisions together with a report on the current status of their research to the Dean of the Graduate School by the deadlines specified for the program in which they are enrolled.
 - (1) Graduate School of Asia Pacific Studies, Master's Program (1 year Accelerated Completion Program): by the end of the 1st semester.
 - (2) Graduate School of Asia Pacific Studies, Master's Program (1.5 year Accelerated Completion Program): by the end of the 2nd semester.
 - (3) Graduate School of Management (1.5 year Accelerated Completion Program): by the end of the 1st and 2nd semesters.
- 2 Conditions for continuing special provisions are specified per program and are stipulated in the items below.
 - (1) Graduate School of Asia Pacific Studies, Master's program (1 year Accelerated Completion Program)
16 credits or more from the credits required for program completion have been obtained and the content and current status of the research are considered appropriate for accelerated completion
 - (2) Graduate School of Asia Pacific Studies, Master's program (1.5 year Accelerated Completion Program)
22 credits or more from the credits required for program completion have been obtained and the content and current status of the research are considered appropriate for accelerated completion
 - (3) Graduate School of Management (1.5 year Accelerated Completion Program)
Cumulative GPA of 3.0 or more is achieved, all Required Subjects have been completed, and the content and current status of the research are considered appropriate for accelerated completion.

Chapter 4: Class

(Class and Examination Periods)

Article 63

- 1 A regular class or examination period shall be 95 minutes. The class schedule is as shown below.

1st hour: 8:45 - 10:20

2nd hour: 10:35 - 12:10

3rd hour: 12:25 - 14:00

4th hour: 14:15 - 15:50

5th hour: 16:05 - 17:40

6th hour: 17:55 - 19:30

- 2 The time for classes and examinations on a make-up class day shall be 95 minutes per period as stipulated below.

1st hour: 8:45 - 10:20

2nd hour: 10:35 - 12:10

3rd hour: 13:00 - 14:35

4th hour: 14:50 - 16:25

5th hour: 16:40 - 18:15

6th hour: 18:30 - 20:05

- 3 The length of classes and examinations for lecture subjects offered during the summer and spring breaks shall be 95 minutes per period as stipulated below.

1st hour: 9:00 - 10:35

2nd hour: 10:50 - 12:25

3rd hour: 13:15 - 14:50

4th hour: 15:05 - 16:40

5th hour: 16:55 - 18:30

- 4 APU can specify different class hours as necessary.

Article 64 – Deleted

(Cancelled Classes and Make-up Classes)

Article 65

- 1 In principle, if class is cancelled a make-up class shall be provided on a make-up class day.

(Handling of Classes in Adverse Weather Conditions, Disruptions to Public Transportation, etc.)

Article 66

- 1 Classes shall be handled as set forth below in the event of adverse weather conditions, disruptions to public transportation, and the like.

(1) Classes shall be cancelled if any of the following applies.

(a) A storm warning or other special warning pertaining to weather conditions, etc. has been issued for the city of Beppu.

(b) All forms of public transportation stopping at the University campus have been completely canceled on all routes to and from the campus.

(c) There is a risk of obstruction to commuting by students and faculty/staff of the University owing to unforeseen circumstances.

(2) Class cancellations pursuant to the preceding item shall be handled as follows.

(a) If any of the cases in the preceding item apply as of 6:30 a.m., classes in 1st and 2nd periods shall be canceled.

(b) If any of the cases in the preceding item apply as of 10:30 a.m., classes in 3rd period and thereafter shall be canceled.

(c) If any of the cases in the preceding item come to apply after 10:30 a.m., a separate decision on class cancellation may be made.

2 The preceding paragraph shall apply mutatis mutandis to the operation of final examinations.

(Class Cancellations)

Article 67

1 In general, all subjects for undergraduate students will be cancelled if there are less than five registered students, excluding seminars.

Chapter 5: Examination and Grading

(Evaluation)

Article 68

1 The academic achievement of each student shall be evaluated under a 100-mark system as shown below.

(1) A+ (Pass; score: 90 or more)

(2) A (Pass; score: 80 – 89)

(3) B (Pass; score: 70 – 79)

(4) C (Pass; score: 60 – 69)

(5) F (Fail; score 59 or less)

(6) P (Pass; score: 60 or more)

2 Credits authorized in accordance with Articles 18, 19, 20, and 21-2 of the University Regulations shall be given an evaluation of "T (Transfer)."

3 Credits that have been earned or transferred cannot be withdrawn.

(Transcript of Academic Record)

Article 69

1 The information in the following items will be listed on the academic transcripts.

- (1) Grades stipulated in Paragraphs 1 and 2 of the preceding article;
- (2) For compulsory lecture subjects stipulated in Article 30-2, Paragraph 7 and Article 30-3, Paragraph 5 on the University Regulations: E;
- (3) For lecture subjects stipulated in Article 56, Paragraph 1: R.

(Student Grade Report)

Article 70

Students will be notified of the credits and grade evaluation they have earned within a prescribed period.

(Make-up Examinations)

Article 71

- 1 Students who have been unable to attend a final examination because of circumstances beyond their control as specified in Table 4 may take a make-up examination by submitting a certificate and an application required by the University.
- 2 The certificate and the application stipulated in the preceding paragraph shall be submitted to a specified location within 1 week after the examination including the day of the examination.

(Academic Misconduct)

Article 72

1 Students who have committed academic misconduct during a final examination in as specified in any of the forms below shall be subjected to punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students:

- (1) Regarding examinations, including final and mid-term examinations:
 - (a) To have another person take an examination;
 - (b) To take a cheat sheet into an examination;
 - (c) To exchange examination papers with another student;
 - (d) To look at another student's examination paper;
 - (e) To write unauthorized information on a desk or other location;
 - (f) To enter false information on an examination paper or an attendance register;
 - (g) To take an examination paper from the classroom or destroy it;
 - (h) To whisper, peep, or look aside during an examination;
 - (i) To use any unauthorized materials which are not permitted for the examination;
 - (j) To show an offensive attitude or otherwise engage in unfavorable behavior during an examination, which may prevent the fair implementation of the examination.

(2) Regarding reports, essays, and other documents submitted in lecture subjects:

- (a) Plagiarism;
- (b) Improper citation;
- (c) Fabrication of data;

2 The Deans of the Colleges or the Deans of the Graduate Schools can order faculty members to give F grades to those students who have committed academic misconduct.

(Student Grade Inquiries)

Article 73

1 For the grades that fall under the following items, the student in question can apply to make a grade inquiry within three days of the date on which grades are announced.

- (1) When grades for registered lecture subjects are not listed;
- (2) When grades for non-registered lecture subjects are listed;
- (3) When the basis for grades clearly differs from the standards listed in the syllabus

2 Students who wish to make a grade inquiry must submit the prescribed form to the Dean of Academic Affairs.

3 Faculty members in charge of lecture subject who receive a grade inquiry must respond with a reason to the student in question and the Dean of Academic Affairs within seven days including the final day of the grade inquiry period in cases where no changes are required.

4 When a response to a grade inquiry is deemed necessary by the Dean of Academic Affairs, an investigation may be launched.

5 When deemed necessary by the Dean of Academic Affairs, the faculty member in charge of lecture subject who received a grade inquiry must submit the grading materials upon which the grades were based to the Dean of Academic Affairs.

6 The Dean of Academic Affairs will report on the results of the investigation to the respective College Dean or Graduate School Dean.

7 When deemed necessary by the College Dean or Graduate School Dean who received a report pursuant to the preceding paragraph, the faculty member of a lecture subject for which a grade inquiry was filed may be ordered to change student grades.

(Grade Changes)

Article 73-2

1 If a grade change is necessary, the faculty member in charge of grading must submit a request to the Dean of Academic Affairs along with a reason for said change.

(Transfer of Credits)

Article 74

Students wishing to transfer credits for lecture subjects stipulated in Article 18, 19, 20, and 21-2 of the University Regulations must submit an application together with a certificate listing the grades received, the number of credits earned, and the period of enrollment to the Dean of Academic Affairs within the prescribed period of time.

Article 75 – Deleted

Article 76 – Deleted

(Recognition of Credit for Transferees)

Article 77

No limit shall be imposed on the number of credits earned in an undergraduate or graduate school curriculum prior to transfer that may be deemed as credits earned in a College or Graduate School after transfer.

Article 78 – Deleted

Article 79 – Deleted

Chapter 6: Non-degree Students

(Auditor Application Procedures)

Article 80

Those who wish to be auditors at the University shall apply by the designated deadline using the specified documents.

Article 81 – Deleted

(Auditor Identification Card)

Article 82

Auditors shall be issued an auditor identification card. However, certificates for discounted student travel shall not be issued.

(Types of Part-time Students)

Article 83

The types of part-time students stipulated in Article 40 of the University Regulations shall be as set forth below.

- (1) Part-time student A: Those registered for 10 or more undergraduate credits in one semester / one session.
- (2) Part-time student B: Those registered for less than 10 undergraduate credits in total in one semester / one session.
- (3) Part-time graduate student: Those registered for curricular subjects in a Graduate School.

Article 84 – Deleted

(Application Procedures for Part-time Students)

Article 85

Those who wish to be part-time students at the University shall apply by the designated deadline using the specified documents.

Article 86 – Deleted

(Issuance of Certificates to Part-time Students)

Article 87

Part-time students shall be issued a part-time student identification card and academic transcripts. However, certificates for discounted student travel shall not be issued.

(Intake of Special Auditors)

Article 88

- 1 Special auditors stipulated in Article 41 of the University Regulations must submit the prescribed application form, certificate of enrollment at their current institution, and academic transcript.
- 2 Special auditors must be affiliated with one of the University's Colleges or Graduate Schools.

(Eligibility of Special Auditors from Outside Japan)

Article 89

Special auditors from outside Japan must obtain a status of residence under Table 1 of Article 2-2 of the Immigration Control and Refugee Recognition Act.

(Date of Enrollment of Special Auditors)

Article 90

Article 11 of the University Regulations shall apply mutatis mutandis to the date of enrollment of special auditors.

(Course Registration by Special Auditors from Outside Japan)

Article 91

- 1 A special auditor from outside Japan may register for any subject offered other than language education subjects in their native language.
- 2 No limit shall be imposed on the number of credits that a special auditor may register for.

(Grade Evaluation for Special Auditors)

Article 92

Special auditors shall undergo grade evaluation for the subjects they take, and may be issued a certificate of completion.

(Use of Facilities and Equipment by Special Auditors)

Article 93

Special auditors may use the University's facilities and equipment in the same way as regular students of the University.

Article 94 – Deleted

Article 95 – Deleted

(Issuance of Certificates to Special Auditors)

Article 96

Special auditors shall be issued a special auditor identification card and academic transcripts. However, certificates for discounted student travel shall not be issued.

Article 97 – Deleted

(Application Procedures for Post-master’s Research Students and Doctoral Research Fellows)

Article 98

Those who wish to be post-master’s research students or doctoral research fellows must apply by the designated deadline using specified documents.

Article 99 – Deleted

Article 100 – Deleted

(Term)

Article 101

- 1 The permitted term of enrollment for post-master’s research students and doctoral research fellows shall in principle be one year (two semesters).
- 2 Post-master’s research students may extend their term of enrollment for a maximum of one year (two semesters) if they complete the prescribed procedures and obtain the permission of the Dean of the Graduate School.
- 3 Doctoral research fellows may extend their term of enrollment for a maximum of two years (four semesters) if they complete the prescribed procedures and obtain the permission of the Dean of the Graduate School. However, they must complete the prescribed procedures and obtain permission for continuation every one year (two semesters).

(Post-master’s Research Student Identification Card and Doctoral Research Fellow Identification Card)

Article 102

- 1 Post-master’s research student identification cards and doctoral research fellow identification cards shall be issued to post-master’s research students and doctoral research fellows respectively. However, certificates for discounted student travel shall not be issued.

(Use of facilities and equipment by post-master’s research students and doctoral research fellows)

Article 103

- 1 Doctoral research fellows may participate in research activities as members of the University’s research projects.
- 2 Post-master’s research students and doctoral research fellows may use the facilities of the University in the same way as regular graduate students. However, joint research rooms are excluded.
- 3 Other facilities may be used only if permitted by the Graduate School Dean.

(Course Registration by Post-master’s Research Students)

Article 104

In the event that a post-master's research student wishes to register for curricular subjects in the University's Graduate Schools, this may be permitted in the same way as for part-time graduate students.

Chapter 7: Certificates

(Issuance of Certificates)

Article 105

Student identification cards, certificates of enrollment, academic transcripts, graduation certificates, certificates for discounted student travel, and other certifications shall be made in the name of the President.

(Student ID Card)

Article 106

1 A Student ID card shall be treated as follows.

- (1) A Student ID card certifies that the holder of the card is a student at the University.
- (2) Students at the University shall carry at all times the Student ID card issued to them.
- (3) A recent photograph of the student shall be attached to the Student ID Card. The photograph shall be a headshot of the student, and hats are not permitted to be worn.
- (4) A Student ID card shall be valid for 1 year, and shall be updated and reissued at the beginning of every school year.
- (5) Students who do not carry their Student ID card are not allowed to use the facilities and equipment of the University.
- (6) Students shall present their Student ID card whenever requested by faculty or staff of the University.
- (7) If students have lost their Student ID cards, they should immediately report the loss in the prescribed form to the University and apply for re-issuance of the card.
- (8) Students who have lost their status as an APU student, or who have been given permission for a leave of absence, shall return their Student ID card immediately to the University. Also, students who have their Student ID card reissued must return the first card issued to them if they find it again after being issued a replacement card.
- (9) Student ID cards shall be returned to the University immediately on the award of the certificate of graduation and the degree, although those who need their Student ID cards for the purpose of travel to return home may return the card after such a purpose has been met.

2 The preceding paragraph shall apply mutatis mutandis to the case of audit certificates, course registration certificates, trainee certificates, research certificates, and special audit student certificates.

Chapter 8: Regulations for Amendments and Deletions

Article 107 Amendments and deletions of these Regulations shall be made by the President upon deliberation by the University Senate Meeting.

Supplementary provision

These Regulations shall be effective from April 1, 2000.

Supplementary provision (amendment due to implementation of the accelerated graduation program, May 12, 2000)

These regulations are effective from May 12, 2000, and apply from April 1, 2000.

Supplementary provision (amendment due to extension of leave of absence term, change of name of the accelerated graduation program and expansion of credit transfer, January 19, 2001)

These regulations are effective from April 1, 2001.

Supplementary provision (change in handling of credits for transferees)

These regulations are effective from February 2, 2001.

Supplementary provision (amendment due to education system reforms, establishment of graduate school, etc., February 4, 2003)

These regulations are effective from April 1, 2003.

Supplementary provision (amendment due to changes to handling of classes in cases of adverse weather conditions and public transportation disruptions, September 30, 2003)

These regulations are effective from September 30, 2003.

Supplementary provision (amendment due to implementation of curriculum reforms and graduate school transfer system, February 3, 2004)

These regulations are effective from April 1, 2004. However, they shall also apply to students enrolled in and before the 2003 academic year.

Supplementary provision (amendment due to changes to the system for alteration of course registration, January 18, 2005)

These regulations are effective from April 1, 2005.

Supplementary provision (amendment due to revision of the Ritsumeikan Asia Pacific University Regulations and establishment of the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees, January 18, 2006)

These regulations are effective from April 1, 2006.

Supplementary provision (amendment due to alteration of the APU management and operation structure, curriculum reforms, and establishment of the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees, March 28, 2006)

These regulations are effective from April 1, 2006.

Supplementary provision (amendment due to establishment of new system for handling of student status for students missing long-term, January 16, 2007)

These regulations are effective from January 16, 2007.

Supplementary provision (amendment due to institution of administrative screening fees for leave of absence, reinstatement, and re-enrollment, January 30, 2008)

These regulations are effective from January 30, 2008, and apply from October 3, 2007.

Supplementary provision (amendment due to improvement in operation of admissions-related meetings, etc., November 11, 2008)

These regulations are effective from November 11, 2008, and apply from April 1, 2008.

Supplementary provision (amendment due to change of college name to College of International Management, change of degree name, and alteration of exceptions for dual citizens, etc., January 29, 2009)

These regulations are effective from April 1, 2009.

(Interim measures in relation to the Department of Asia Pacific Management, College of Asia Pacific Management and the degree of Bachelor (Asia Pacific Management))

Notwithstanding the provisions of amended Article 2, the Department of Asia Pacific Management, College of Asia Pacific Management and the degree of Bachelor (Asia Pacific Management) shall continue to exist until all students enrolled in said Department/College as of March 31, 2009 are no longer enrolled therein.

Supplementary provision (amendment due to transfer to University Regulations, etc., December 8, 2009)

These regulations are effective from April 1, 2010.

Supplementary provision (amendment due to alteration of conditions for aggregating credits in programs, July 27, 2010)

These regulations are effective from July 27, 2010.

Supplementary provision (amendment due to alteration of course registration conditions, etc., March 29, 2011)

These regulations are effective from April 1, 2011. However, student enrolled in and before the 2010 academic year shall continue to be subject to the provisions of the Academic Regulations that came into effect on April 1, 2010 with regard to Article 53-2, Article 54, Article 56-2, Article 69, Article 74, Article 79, and Table 5, and subject to Table 1 of the Ritsumeikan Asia Pacific University Regulations with regard to the subject names in Article 54 and Table 5.

Supplementary provision (amendment due to alteration of removal from the register date, February 14, 2012)

These regulations are effective from April 1, 2012.

Supplementary provision (amendment due to AY2014 alteration of Graduate School educational programs, March 18, 2014)

These regulations are effective from April 1, 2014. However, students enrolled as of March 31, 2014 shall be subject to the provisions prior to amendment.

Supplementary provision (amendment due to deletion of provisions on tuition and fees during leave of absence, re-enrollment, auditing fees, etc., March 17, 2015)

These regulations are effective from April 1, 2015.

Supplementary provision (amendment due to changes to handling of classes in cases of adverse weather conditions and public transportation disruptions, March 24, 2015)

These regulations are effective from April 1, 2015.

Supplementary provision (amendment due to alteration of course registration prohibitions, addition of re-registration for same subject, etc., March 22, 2016)

These regulations are effective from April 1, 2016.

Supplementary provision: (March 7 2017 Partial revision due to change the curriculum for , etc.)

These regulations shall be implemented from April 1, 2017. However, with regard to Article 32, Article 54, Paragraph 3, and Table 2 as it pertains to Article 61, the previous rules shall apply to students admitted on or before March 31, 2017.

Supplementary Provision (amendment due to partial revision of University Regulations, February 3, 2020)

These Academic Regulations shall take effect on April 1, 2020.

Table 1 (Article 57)

Lecture Subjects that may be Taken More than Once

Undergraduate and Graduate School	Subject Name
College of Asia Pacific Studies	Field Study for Environment and Development, Field Study for Tourism and Hospitality, Field Study for International Relations and Peace Studies, Field Study for Culture, Society and Media, Special Lecture in Environment and Development, Special Lecture in Tourism and Hospitality, Special Lecture in International Relations and Peace Studies, Special Lecture in Culture, Society and Media, Area Studies, Field Study APS, Field Research Project, Media Production Lab, Volunteer Activities, Internship, Special Lecture (ICT), Intensive Language Learning Overseas, Special Lecture(Language Education Subject), Special Lecture(Common Liberal Arts Subject), Special Lecture (Asia Pacific Studies), Special Lecture(Japanese Studies)
College of International Management	Special Lecture in Accounting, Special Lecture in Finance, Special Lecture in Marketing, Special Lecture in Strategic Management & Organization, Special Lecture in Innovation, Special Lecture in Economics, Field Study APM, Field Research Project, Media Production Lab, Volunteer Activities, Internship, Business Internship, Business Case Analysis & Communication, Special Lecture (ICT), Intensive Language Learning Overseas, Special

	Lecture(Language Education Subject), Special Lecture(Common Liberal Arts Subject), Special Lecture(Management), Special Lecture(Japanese Studies)
Graduate School of Asia Pacific Studies, Master's Program	Special Studies (Core Subjects on the Asia Pacific Region), Special Studies (International Relations), Special Studies (Society and Culture), Special Studies (International Public Administration), Special Studies (Public Health Management), Special Studies (Sustainability Science), Special Studies (Tourism and Hospitality), Special Studies (Development Economics), Special Studies (Japanese)
Graduate School of Management, Master's Program	Special Studies (Accounting and Finance), Special Studies (Marketing and Management), Special Studies (Innovation and Operations Management), Special Studies (Management), Special Studies (Japanese)

Table 2 (Article 61)

College	Subject Name	Available from Semester No.
College of Asia Pacific Studies	Career Design III	3
	Career Design IV	3
	Database Systems	3
	Special Lecture (ICT)	3
	NPO/NGO Studies	3
	Special Lecture (ICT)	3
	Environmental Communication	3
	Community Development	3
	Project Management in Development	3
	Development Policy	3
	Environmental Economics	3
	Environmental Policy	3
	Industrial Ecology	3
	Environmental Modeling and Analysis	3
	Resource Management	3
	GIS and Remote Sensing	3
	International Economics	3
	Development Economics	3
	International Organizations	3
	Special Lecture in Environment and Development	3
Tourism Development and Planning	3	
Tourism and Hospitality Law	3	

Health and Wellness Tourism	3
Tourism and Social Media	3
Destination Marketing and Management	3
Agri-heritage and Tourism	3
MICE Tourism Industry	3
Resort Development	3
Tourism Economics	3
Operations Research	3
Advanced Human Resource Management	3
Special Lecture in Tourism and Hospitality	3
Advanced Organizational Behavior	3
Globalization and Law	3
Geo-Politics and Post-Cold War Conflicts	3
Identity and Politics	3
International Conflict Resolution	3
International Political Economy	3
International Relations in the Asia Pacific	3
Strategic Decision Making	3
Violence and Terrorism	3
Regional Systems in the Asia Pacific	3
Media and Politics	3
Foreign Policy of Japan	3
Ethnicity and the Nation State	3
Global Media and Conflict	3
History of Japanese Foreign Relations	3
Special Lecture in International Relations and Peace Studies	3
Multiculturalism and Society	3
Sociology of Organizations	3
Gender Studies	3
Education and Society	3
Media and History	3
Religion and Belief	3
Special Lecture in Culture, Society and Media	3
Graduation Research 1	5
Graduation Research 2	6

College of International Management	Career Design III	3
	Career Design IV	3
	Database Systems	3
	Special Lecture (ICT)	3
	Special Lecture (Liberal Arts Subject)	3
	Business Case Analysis & Communication	3
	Management Information Systems	3
	Business Internship	3
	Financial Market and Institutions	3
	International Finance	3
	Investment and Securities Analysis	3
	Investment Strategy	3
	Management Accounting	3
	Advanced Accounting	3
	International Accounting	3
	Auditing	3
	Special Lecture in Accounting	3
	Special Lecture in Finance	3
	International Logistics	3
	International Marketing	3
	Service Management	3
	Product Development	3
	Special Lecture in Marketing	3
	International Transactions	3
	Family Business Management	3
	Advanced Human Resource Management	3
	Advanced Organizational Behavior	3
	Special Lecture in Strategic Management & Organization	3
	Technology Management	3
	Operations Research	3
	Asian Economy	3
	International Economics	3
	International Political Economy	3
	Development Economics	3
	Special Lecture in Innovation	3
	Special Lecture in Economics	3

	Global Management (Capstone)	6
	Research Seminar	5
	Undergraduate Thesis	6

Table 2-2 – Deleted

Table 3 (Relating to Article 62)

Graduate School	Length of Enrollment	Subject Name	Available from Semester:
Graduate School of Asia Pacific Studies, Master's Program	1 year	Final Research Project	2
	1.5 year	Final Research Project	3
Graduate School of Management	1.5 year	Management Seminar I	1
		Management Seminar II	2
		Management Seminar III	3
Graduate School of Asia Pacific Studies, Doctoral Program	2 year	Advanced Research on Asia Pacific Studies II	1
		Advanced Research on Asia Pacific Studies III	2
		Advanced Research on Asia Pacific Studies IV	2
		Advanced Research on Asia Pacific Studies V	3
		Advanced Research on Asia Pacific Studies VI	4
		Research Presentation	1
		Research Paper I	1
		Research Paper II	2
		Tutorial I	2
		Tutorial II	3

Table 4 (Supplemental to Article 71)

Reasons for absence from an examination	Certificates and documents to be submitted
Illness of the student	Medical certificate or a certificate of a legally specified infectious disease or a certificate from a medical institution and a receipt for treatment fees (only certificates that indicate dates of consultation or dates of hospitalization / treatment that fall on examination dates are valid))
Absence on account of the death of a family member within the second degree of relationship.	A funeral attendance letter listing the date of death or the date of the funeral, or Official death certificate (The period of absence shall be within 7 days, including Sundays and holidays, in the case of the death of a family member of the first degree of relationship, and 5 days, including Sundays

	and holidays, in the case of the death of a family member of the second degree of relationship.)
Disaster	Certificate of misfortune
Employment examination	Verification of Job Hunting Activity (issued by the Career Office)
Graduate school entrance examination	Graduate school entrance examination voucher
Delay in traffic service	Official certificate of the delay in traffic service
Japan's lay judge system	(Prior notice required. The Dean of Academic Affairs shall decide separately what documents are necessary.)

Table 5 – Deleted

This English document is a translation of the original Japanese document and is for reference only. If any differences between the Japanese text and the English translation may appear, the Japanese text shall prevail in all aspects.