

(For APM 2023 Curriculum Students)

## **AY 2026 Spring Application Guidelines for Undergraduate Seminar Subjects**

### **1. What are Undergraduate Seminar Subjects (Seminars)?**

- (1) Seminars are a series of small-class courses held over a two-year period under the same course instructor aimed at acquiring specialized knowledge and producing a graduation deliverable. Students take “Major Seminar” in their 5<sup>th</sup> and 6<sup>th</sup> semesters, “Advanced Seminar” in their 7<sup>th</sup> semester, and “Graduation Project” or “Undergraduate Thesis” in their 8<sup>th</sup> semester. Check the information sources below for details.
  - Course List (number of credits, prerequisites, notes/warnings for registration, etc.)
  - Syllabus (course objectives and teaching methods, grade evaluation methods, etc.) \*All seminars have the same syllabus content.
  - List of seminars (available instructors, languages offered, etc.)
  - Seminar booklet (details of individual seminars)
- (2) As a rule, the university will register students for their seminar courses based on their seminar applications and the screening by seminar instructors.

### **2. Course Information**

#### **(1) Basic Concept**

As shown in the chart below, students apply for a seminar one semester before they start the seminar, and they are assigned to their seminar after the screening process. It is recommended that students wishing to take a seminar should start their seminar in the 5<sup>th</sup> semester, but they can also start in the 6<sup>th</sup> semester or later if their instructor allows it. Once students have started a seminar they will normally continue to study with the same instructor. Course registration will be carried out by the university before the Lottery-based Registration period.

<Starting a seminar from the 5<sup>th</sup> semester>

4th semester	5th semester	6th semester	7th semester	8th semester
Application	Major Seminar	Major Seminar	Advanced Seminar <sup>(*)</sup>	Graduation Project or Undergraduate Thesis
Courses registered by the university				

<Starting a seminar from the 6<sup>th</sup> semester>

5th semester	6th semester	7th semester	8th semester
Application	Major Seminar	Advanced Seminar <sup>(*)</sup>	Graduation Project or Undergraduate Thesis
Courses registered by the university			

<Starting a seminar from the 7<sup>th</sup> semester or later>

1 semester before seminar start	First semester of seminar	Second semester of seminar
Application	Advanced Seminar <sup>(*)</sup>	Graduation Project or Undergraduate Thesis
Courses registered by the university		

\* Advanced Seminar is a prerequisite for “Graduation Project” and “Undergraduate Thesis” .

#### **(2) Course Timetable**

Seminars are semester courses, and 3<sup>rd</sup>-year and 4<sup>th</sup>-year seminars are offered separately. The class schedule for seminars varies depending on the instructor. Please check the course timetable to confirm the day and period of your seminar classes. In principle, the 3<sup>rd</sup> year seminar “Major Seminar” is held jointly for 5<sup>th</sup> and 6<sup>th</sup> semester students, and the 4<sup>th</sup> year seminars “Advanced Seminar” and “Graduation Project” / “Undergraduate Thesis” are also held jointly.

#### **(3) 4<sup>th</sup> Year Seminar “Graduation Project” and “Undergraduate Thesis”**

In “Graduation Project” or “Undergraduate Thesis”, students produce and submit a final graduation deliverable. “Graduation Project” and “Undergraduate Thesis” have different prerequisites and require

different types of graduation deliverables. For details, please refer to the syllabus and Seminar Booklet of each course.

There are three types of seminars: seminars in which only "Graduation Project" can be supervised, seminars in which only "Undergraduate Thesis" can be supervised, and seminars in which both subjects can be supervised. While registered for "Advanced Seminar," the Academic Office will send out a survey to students asking whether they would like to register for "Graduation Project" or "Graduation Thesis" and carry out course registration accordingly based on the survey results. Students who do not respond to the survey or students who have not completed the required prerequisites for "Graduation Thesis" will be registered for "Graduation Project." Please note that no late submissions will be accepted after the survey deadline for any reason, nor will any corrections be permitted after the deadline.

#### **(4) Changing Seminar Classes or Dropping classes**

If you wish to change your seminar class, please follow the regular application process to apply for a new seminar. However, your original seminar will be cancelled at the time of your new application. (If you apply for a main seminar only, only your current main seminar will be cancelled. If you apply for only a sub-seminar, only your sub-seminar will be cancelled. If you apply for both, both your main and sub-seminars will be cancelled).

If you wish to drop a seminar, please do so yourself on Campusweb during Priority Registration Period A, Priority Registration Period B, or the Course Drop Period.

Please note, if you drop your seminar you will not be able to register for it again. Please be very careful when using the course registration system, as no special accommodations will be offered for seminar deletions even if they are an accident.

If you drop your seminar course, or if you take a leave of absence, etc., for any reason, you must re-apply in order to have a seminar re-registered.

#### **(5) Class Size**

20 students each in 3rd and 4th year seminars. (Students may be unsuccessful in the screening process even if there are places available in the seminars).

#### **(6) Prerequisites**

APM 2023 curriculum seminars may have several prerequisites. Students who have not earned credit for the prerequisite courses will not be registered for the seminar even if they pass the screening process. Specifically, "Research Design and Methods" (subject code: 038208) is a prerequisite for "Graduation Thesis." Please be sure to check the subject list for the prerequisites for each subject.

You can also refer to the Academic Information website for a general description of the prerequisites.

### **3. Sub-seminar (for 3rd year seminars only)**

Students may register for two 3<sup>rd</sup> year seminars at the same time if they so wish. In that case, one seminar will be treated as the main seminar and the other as a sub-seminar, based on the student's application. Please note the following points when considering applying for a sub-seminar:

- Sub-seminars are only for 3rd year seminars, so students will not be registered for them after the 7th semester.
- If students apply for both a main seminar and a sub-seminar and pass only the sub-seminar, the sub-seminar will be treated as a main seminar.
- If students are enrolled in both a main seminar and a sub-seminar and only the main seminar is dropped, the sub-seminar will be treated as the main seminar.
- If the timetable of a main seminar and a sub-seminar conflict, the sub-seminar will not be registered.

### **4. Application**

#### **(1) Application Requirements**

There are no general application requirements. However, Japanese-basis students who wish to apply for a seminar offered in English must have earned credits for both Intermediate English A and B by the time of seminar enrollment.

## (2) Application Procedures

- 1) Conduct an interview with the instructor whose seminar you want to join during the interview period. You should contact the instructor directly via email, etc. to arrange the interview.
- 2) After the interview, submit your application via the online application form by the deadline.

### [Notes and Warnings for the Application]

- You must carefully read the application guidelines, seminar booklet, etc. before applying.
- Applications received after the deadline will not be accepted for any reason.
- Applying for a second choice or sub-seminar is optional. If you only wish to apply for your first choice, please leave the fields for your second choice and sub-seminar blank.
- You must prepare and submit a statement of purpose for each seminar you wish to apply to.

## (3) Screening

Seminar instructors will screen the applications. The screening will be based on a comprehensive evaluation, including applicants' statements of purpose and GPAs. Please note that we cannot answer questions regarding the results of the screening process.

## (4) Schedule

Content	Schedule
1) Interview Period	Mon, November 10 – Fri, December 5, 2025 16:30
2) Application Period	Mon, November 17 – Fri, December 5, 2025 16:30
3) Seminar Placements Announced	Late January 2026

\*The above schedule is subject to change.

## (5) Other Notes for Applications

- 1) Students participating in an exchange program (APU to a partner university)
  - a) Registering for seminars held during the exchange program
    - 3rd year seminars: Not permitted.
    - 4th year seminars: Remote instruction is allowed if the instructor agrees to it.  
(\*Requires submission of a remote instruction consent form through the instructor).
  - b) Students who are already in a seminar before joining an exchange program

If you join an exchange program, as a rule your seminar registration will be cancelled. If you want to resume your seminar after returning to APU after the exchange program you will have to submit a new application. However, it may be possible to continue taking a 4<sup>th</sup> year seminar by submitting a Remote Instruction Consent Form to the Academic Office through your seminar instructor.
  - c) Starting a seminar immediately after completing an exchange program

If you wish to take a seminar after returning to APU from an exchange program, you must apply for it one semester prior to the start of your seminar through the regular application period and procedures. When applying from abroad, please note that all application dates and times are shown in Japan Standard Time (JST), so be careful not to miss deadlines due to time differences.
- 2) Students Planning to Take a Leave of Absence or Suspended Students

If you take a leave of absence or if you are suspended, the seminar to your seminar registration will be cancelled. If you wish to take a seminar after returning from a leave of absence or suspension, you must apply for it one semester prior to the start of the seminar through the regular application period and procedures. If you have already obtained a P grade for "Advanced Seminar" before your leave of absence or suspension and your supervisor at that time continues to offer the seminar, you will be registered for "Graduation Project" or "Undergraduate Thesis" by the university when you return from your leave of absence, without having to apply again. As stated in 2.-(3), if your supervisor is able to supervise both the "Graduation Project" and "Graduation Thesis" courses, then while registered for the "Advanced Seminar," the Academic Office will send out a survey to ask whether you would like to register for "Graduation Project" or "Graduation Thesis," and the University will complete the registration based on your response. Please be sure to check your email and Campus Terminal regularly, even during periods of Leave of Absence or Suspension.

- 3) 3rd year transfer students, 5<sup>th</sup> semester transfer students from other colleges, students re-enrolling into their 3rd year or above, and exchange students (Partner Universities→APU)  
Your application period will be set at a different time from that of regular students. Specific application periods will be posted on the Academic Office website.

- 4) Students registered for the Accelerated Graduation Program  
For main seminars, your 4th year seminar will be registered for you at the time shown in the table below based on your requested semester of graduation.

The course registration period will be the same as that of regular students.

- (a) Those who wish to graduate in their 6<sup>th</sup> semester

4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester
(Application)	"Major Seminar" and "Advanced Seminar"	"Major Seminar" and "Graduation Thesis / Graduation Project"

- (b) Those who wish to graduate in their 7<sup>th</sup> semester

4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester
(Application)	Major Seminar	"Major Seminar" and "Advanced Seminar"	Graduation Thesis / Graduation Project

## 5. Graduation Deliverables

This explanation of graduation deliverables is provided for your reference, but please follow your instructor's directions when actually creating and submitting your graduation deliverable.

### (1) Types of Graduation Deliverables

Please follow your supervisor's instructions on the format and requirements for graduation deliverables. Please refer to the Syllabus, Evaluation Criteria (Rubric) and the APU Writing Manual for information on the points to note, style and evaluation criteria for "Undergraduate Thesis" and "Graduation Project."

### (2) Submission Procedures

Graduation deliverables will be submitted online via Moodle. Submission deadlines will be posted on the "Seminar Subjects" page of the Academic Office Web site.

## 6. Other Important Notes

### (1) Instructors on Academic Development Leave (ADL)

APU has a system for faculty members called Academic Development Leave (ADL). Faculty members who are eligible for this system can devote a semester to research activities outside of the university, including overseas, without teaching any classes. If your seminar instructor goes on ADL, their seminar will be handled as shown below.

#### 3rd year seminars "Major Seminar"

Seminars will not be offered in the ADL semester and student registration in the seminar will be dropped. There will be a note in the seminar class list if an instructor plans to go on ADL.

#### 4th year seminars "Advanced Seminar" / "Graduation Project" / "Undergraduate Thesis"

Seminars will be held via one of the methods below. Instructors and the university will decide which method will be used.

- 1) The instructor conducts the seminar remotely (online) from the research site.
- 2) Students will be supervised by another faculty member in place of the faculty advisor.

### (2) Timetable Conflicts with APM Required Subjects or Required Language Subjects

The university will not make any special accommodations regarding seminar schedules, even if an APM required course or required language course conflicts with the seminar course. We recommend students earn credits for APM required subjects and required language subjects as early as possible.

## 7. Contact Information / Inquiries

Please be sure to read these application guidelines carefully before making inquiries. In principle, inquiries should be made by e-mail. Please note that it may take several days to receive a response.

Academic Office (Undergraduate Seminar Team)

Email: [seminar1@apu.ac.jp](mailto:seminar1@apu.ac.jp)