

(For APM 2023 Curriculum Students)

AY 2025 Spring SP 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 5th and 6th semesters, Advanced Seminar in their 7th semester, and Graduation Project or Undergraduate Thesis in their 8th semester. Check the information 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

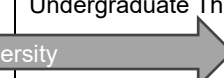
(1) Basic Concept

As shown in the chart below, students apply for a seminar one semester before they start their 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 5th semester, but they can also start in the 6th semester or later if their instructor allows it. Once students have started a seminar, they will normally study with the same instructor. Course registration will be carried out by the university before Course Registration Period A.


<In the case of starting the seminar from the 5th semester>

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

<In the case of starting the seminar from the 6th semester>

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

<In the case of starting the seminar from the 7th semester or higher>

1 semester prior to the start of seminar	Seminar starting semester	After one semester of seminar start
Application	Advanced Seminar(*)	Graduation Project or Undergraduate Thesis
Courses are registered by the university 		

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

(2) Course Timetable

Seminars are basically semester-basis courses and are offered separately in 3rd-year and 4th-year seminars. 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 3rd year seminar “Major Seminar” is a joint class for 5th and 6th semester students, and the 4th year seminar is a joint class for both “Advanced Seminar” and “Graduation Project / Undergraduate Thesis” students.

(3) 4th Year Seminar Graduation Project and Undergraduate Thesis

In the Graduation Project or Undergraduate Thesis, students produce and submit a final graduation artefact. Graduation Project and Undergraduate Thesis require different course prerequisites and have 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 the Graduation Project can be supervised, seminars in which only the Undergraduate Thesis can be supervised, and seminars in which both subjects can be supervised. Students who wish to take the Graduation Thesis should check with their supervisor in advance before dropping the Graduation Project and registering for the Undergraduate Thesis during the course registration period A or B.

(4) Changing Seminar Classes or Dropping classes

If you wish to change your seminar affiliation, please apply for a new seminar in the regular application process. However, your original seminar affiliation will be cancelled at the time of application. (If you apply to the main seminar only, only your affiliation with the main seminar will be cancelled; if you apply to the sub-seminar only, only your affiliation with the sub-seminar will be cancelled. If you apply to both, both affiliations will be cancelled).

If you wish to drop a seminar, please do so yourself on Campusmate during the course registration periods A and B or during the correction period 1.

(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

The APM 2023 curriculum may have several prerequisite courses for the seminar. Students who have not completed the credits for the prerequisite courses will not be registered for the seminar, even if they pass the screening process. In particular, please note that Research Design and Methods (subject code: 038208) is a prerequisite for the Graduation Thesis. Please see the subject list for the prerequisites for each subject. Also, for a general description of the prerequisites, please refer to the Academic Information website.

3. Sub seminar (for 3rd year seminar only)

In the third-year seminar, students may attend two seminars in parallel if they wish. In this 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 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 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 overlap, 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 at the time of application.

(2) Application Procedures

- 1) Conduct an interview with the instructor to whom you intend to apply within the interview period.
Please apply for the interview directly with the instructor by yourself by e-mail or other means.
- 2) After the interview, please submit your application via the online application form by the deadline.

[Notes on 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.
- The application 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	Wed, Nov 13 – 16:30:00 Fri, Dec 6, 2024
2) Application Period	Wed, Nov 20 – 16:30:00 Fri, Dec 6, 2024
3) Seminar placements announced	Late January 2025

*The above schedule is subject to change.

(5) Other Notes for Applications

- Students participating in an exchange program (APU to a partner university)
 - Permission to register for seminars during exchange program
 - 3rd year seminar: Not permitted.
 - 4th year seminar: Remote instruction is allowed if the instructor agrees to it. (*Requires submission of a remote instruction consent form through the instructor).
 - Handling of students who have already enrolled in a seminar prior to the exchange program

If you participate in an exchange programme, your seminar course will be cancelled. If you wish to resume the seminar when you return to APU after your exchange, you will need to submit a new application. However, it is possible to continue taking 4th year seminars by submitting a remote instruction consent form to the Academic Office through your instructor.
 - 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, using the regular application period and procedures. When applying from abroad, please note that the application period is in Japan Standard Time (JST) and be aware of delays due to time differences.
- Students Planning to Take a Leave of Absence

If you take a leave of absence, the seminar to which you belonged before the leave of absence will be cancelled. If you wish to take a seminar after returning from a leave of absence, you must apply for it one semester prior to the start of the seminar, using the regular application period and procedures. If you have already obtained a P grade in Advanced Seminar before your leave of absence and your supervisor at that time continues to offer the seminar, you will be registered for the Graduation Project or Undergraduate Thesis by the university when you return from your leave of absence, without application process.
- 3rd year transfer students, 5th semester transfer students from other colleges, students re-enrolling into their 3rd year or above, and exchange students from the AY 2025 Spring Semester (APU Partner Universities)

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. Please note that since this application period will be held after the regular application period, you will only be eligible to apply for seminars which have open seats remaining at that time.
- 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.

4 th semester	5 th semester	6 th semester
(Application)	“Major Seminar” and “Advanced Seminar”	“Major Seminar” and “Graduation Thesis / Graduation Project”

(b) Those who wish to graduate in their 7th semester

4 th semester	5 th semester	6 th semester	7 th 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) In the case that the instructor participates in the Academic Development Leave (ADL)

APU has a system for faculty members called the 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 ADL is applied to the instructor of your seminar, the handling of the seminar will be as follows.

- 3rd year seminar (Major Seminar)

Seminars are not offered in the ADL semester and student enrolments in seminars are dropped. If instructors plan to take an ADL, there will be a note in the seminar class list.

- 4th year seminar (Advanced Seminar/Graduation Project/Undergraduate Thesis)

Seminars will be held in one of the following methods. Faculty advisors and the university will decide which method will be used.

- i) The instructor conducts the seminar remotely (online) from the research site.
- ii) 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 be able to make any special accommodations regarding seminar schedules, even if a APM required course or required language course conflict 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