

(For APS 2023 Curriculum Students)

AY 2025 Spring SP Application Guidelines for Undergraduate Seminar Subjects

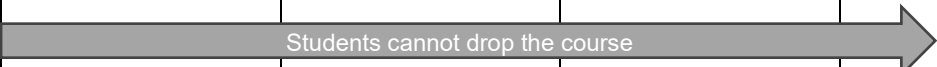
1. What are Undergraduate Seminar Subjects (Seminars)?

- (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, Graduation Research I in their 7th semester, and Graduation Research II or Graduation Thesis in their 8th semester. Check the information below for details.
 - Course List (number of credits, area of study, 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) Seminars are required courses under the APS 2023 curriculum. All students are required to take them.
- (3) 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

Under the 2023 curriculum, all APS students are required to join an APS faculty member’s seminar. As shown in the chart below, students apply for a seminar in their 4th semester, and they are assigned to their seminar after the screening process. From their 5th semester, students will study for 2 years under the same course instructor. Course registration will be carried out by the university before Course Registration Period A.

4th semester	5th semester	6th semester	7th semester	8th semester
Application	Major Seminar [Registration required*]	Major Seminar [Registration required*]	Graduation Research I [Registration required*]	Graduation Research II [Required Subject*]
				Graduation Thesis [Elective Subject]
				<div style="border: 1px solid black; padding: 2px; display: inline-block;">Course cancelable</div>

* Registration required course: College regulations require that all students take this course. However, although students have to register for the course, they are not required to pass it (earn a C grade or higher). Major Seminar is taken twice, once in the 5th semester and once in the 6th semester.

(2) Course Timetable

Seminars are basically semester-basis courses. 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 “Graduation Research I” and “Graduation Research II” students.

(3) Course Registration for “Graduation Thesis”

Students will be registered for “Graduation Thesis” and “Graduation Research II” in the semester in which they are scheduled to graduate, before Course Registration period A. If your graduation thesis passes, you will receive credits for both “Graduation Research II” (2 credits) and “Graduation Thesis” (2 credits). Students who do not intend to submit a thesis for their graduation deliverable should drop “Graduation Thesis” themselves during Course Registration Period A or B, or Correction Period 1. For details on the graduation deliverable, please see section 4. “Graduation Thesis” is scheduled for Saturdays, but the actual class will be held on the same day and period as “Graduation Research II.”

(4) Changing Seminar Classes or Dropping classes

It is not possible to change seminar classes or to drop seminars. However, it is possible for students to drop "Graduation Thesis" during course registration periods A or B or Correction Period 1.

(5) Class Size

In order to keep seminar classes as small as possible, the number of seats in the class is set so that there are an equal number of students in each seminar. The class size of each seminar is expected to be slightly less than 20 students, but the exact number will be determined during the application and screening process. In addition, the number of seats for the spring and fall semesters will be set based on the expected number of applicants each semester.

3. 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

Please submit your application via the online application form by the deadline, taking into account the following:

- You must carefully read the application guidelines, seminar booklet, etc. before applying.
- Applications received after the deadline will not be accepted for any reason.
- If the number of applicants exceeds the number of seats available, faculty members will screen the applications. We cannot guarantee you will be placed in your selected seminar. Please be sure to include up to three choices in your application.
- You must prepare and submit a statement of purpose for each seminar you wish to apply to.

(3) Screening

If there are more applicants than seats available, 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. In screening, priority will be given to students who listed that seminar as their first choice in their application.

[If you are not selected for a seminar or did not apply]

If you are not accepted into any of your three choices for seminar, please reapply during the second Application Period. If this happens to you, you will be notified via Campus Terminal before the 2nd Application Period. If you are not accepted to a seminar after the 2nd Application Period, the university will assign you a seminar. The university will also assign seminars for students who did not submit seminar applications.

(4) Schedule

Content	Schedule
1) Recruitment information released (guidelines, seminar booklet, etc.)	Late Sept 2024
2) Application Period - All students	Wed, Oct 2 – 16:30:00 Fri, Oct 18, 2024
3) Notification of 2 nd application pd. for students not placed in either seminar	Mon, Nov 18, 2024 (Mon)
4) 2 nd Application period *Applicable students only	Mon, Nov 25 – 16:30:00 Fri, Dec 6, 2024
5) Seminar placements announced	Late January 2025

*The above schedule is subject to change.

(5) Other Notes for Applications

- i. Students participating in an exchange program (APU to a partner university)
Regardless of whether or not you are studying abroad at the time of application, you must apply for seminars in your 4th semester. Students who will join exchange programs in their 5th and/or 6th semester are exempted from taking the 3rd year seminar "Major Seminar." In the semester you return from your exchange program, the University will automatically register you for the seminar you were placed in as part of the application and screening process held before or during your study abroad program. Students who will join exchange programs in their 7th semester take the 4th year seminar "Graduation Research I" by remote instruction.
- ii. Students Planning to Take a Leave of Absence
Your seminar application must be submitted during the application period in your 4th semester. Students who plan to take a leave of absence immediately after the end of their 4th semester must also apply for their seminar courses during their 4th semester (before taking the leave of absence). We will not accept seminar applications submitted during or after a leave of absence.
- iii. 3rd year transfer students, students transferring to APS, 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.

4. 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

Students who have registered for "Graduation Thesis" are required to prepare and submit their deliverable in thesis format. Other students must prepare and submit theirs in report format. Theses and reports not only have different wordcount requirements, shown below, but also have different contents and structure. Please check the [APU Writing Manual](#) and make sure you understand your instructor's directions before writing your thesis or report.

Thesis: Japanese: 15,000 characters / English: 6,500 words or more

Report: Japanese: 8,000 characters / English: 3,500 words or more

Some instructors may accept submissions in formats other than thesis or report (e.g., videos). In such cases, students registered for "Graduation Thesis" are required to submit an explanatory paper (Japanese: 6,000 characters / English: 2,500 words or more), and other students are required to submit a summary (Japanese: 800 characters / English: 300 words or more) along with the deliverable. Please see the seminar booklet for details.

(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.

5. Other Important Notes

(1) Timetable Conflicts with Courses Required for Graduation

Under the 2023 curriculum, APS students are required to earn credit for some Common Liberal Arts courses in order to graduate ("Introduction to Culture and Society," "Introduction to Economics," "Introduction to International Relations," etc.). The university will not be able to make any special accommodations regarding seminar schedules, even if a required course conflicts with the seminar course. We recommend students earn credits for these Common Liberal Arts courses as early as possible.

(2) Students planning to enroll in The Honors Program in International Relations and Peace Studies (IR Honors Program)

In order to graduate under [the IR Honors Program](#), students must “Write an Undergraduate Thesis (not a Research Report) under the supervision of an IR field faculty member and successfully pass the screening with an A or A+ grade (i.e. earn a grade of A or A+ for “Graduation Thesis”) to receive accreditation. We recommend students who plan to enroll in this program be sure to choose seminars with IR field faculty members as their first through third choice on their seminar application.

(3) 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)

No seminars will be offered in the ADL semester; instead, two classes of seminars will be offered intensively in the non-ADL semester.

Example 1) ADL is applied to the instructor in the AY 2025 spring semester.

2024 FA (4th semester)	2025 SP (5th semester)	2025 FA (6th semester)	2026 SP (7th semester)
(Application)	No seminar	Major Seminar x 2 class	Graduation Research I

Example 2) ADL is applied to the instructor in the AY 2025 fall semester.

2024 FA (4th semester)	2025 SP (5th semester)	2025 FA (6th semester)	2026 SP (7th semester)
(Application)	Major Seminar x 2 class	No seminar	Graduation Research I

- 4th year seminar (Graduation Research I/Graduation Research II/Graduation 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.

6. 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