

(For APS 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 5th and 6th semesters, “Graduation Research I” in their 7th semester, and “Graduation Research II” or “Graduation Thesis” in their 8th semester. Check the sources of 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 application 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 the Lottery-based Course Registration period.

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*]
Students cannot drop the course				Graduation Thesis [Elective Subject]
				Course can be dropped

* 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

In principle, seminars are 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 the Lottery-Based Course Registration Period. Students who do not intend to submit a thesis for their graduation deliverable should drop “Graduation Thesis” themselves during Priority Registration Period A or B, or Drop Period 1 via Campusweb. For details on the graduation deliverable, please see section 4. “Graduation Thesis” is registered in the system as a course without a set day/time.

(4) Changing Seminar Classes or Dropping classes

It is not possible to change seminar classes or to drop seminars. However, it is possible to drop "Graduation Thesis" during Priority Course Registration Period A, Priority Course Registration Period B, or Drop Period 1. If this course is dropped it cannot be re-registered for any reason. 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.

(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

Submit your application via the online application form by the deadline, keeping the following in mind:

- 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 5 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 5 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. Depending on the selection results, there is a possibility that the second application period may not be held. If you are not accepted to a seminar after the 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 September 2025
2) Application Period - All students	Wed, Oct 1 – Fri, Oct 17, 2025 16:30
3) Notification of 2 nd application pd. for students not placed in either seminar	Mid-November 2025
4) 2 nd Application period *Applicable students only	Tue, Nov 25 – Fri, Dec 5, 2025 16:30
5) 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)

Regardless of whether or not you are studying abroad at the time of application, you must apply for a seminar in your 4th semester. Students who will join exchange programs in their 5th and/or 6th semester may be exempted from taking the 3rd year seminar "Major Seminar" with the approval of the faculty council. 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 will take the 4th year seminar "Graduation Research I" by remote instruction. However, if the seminar to be taken after returning from study abroad is not offered due to the faculty member's Academic Development Leave or other reasons, they will have to apply for another seminar. Further details will be provided by the Academic Office in the semester prior to their return. In addition, if a student participates in a study abroad program only for a part of the semester due to participation in study abroad, NIHONGO Partners etc., the above will be applied as well.

2) 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. However, if the seminar to be taken after returning from your leave of absence is not offered due to the faculty member's Academic Development Leave or other reasons, you will have to apply for another seminar. Further details will be provided by the Academic Office in the semester prior to your return.

3) 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 (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. 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

In "Graduation Thesis" students are required to prepare and submit their deliverable in thesis format. "Graduation Research II" students must prepare and submit theirs in report or another 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, an explanatory paper (Japanese: 6,000 characters / English: 2,500 words or more) must be submitted along with the thesis deliverable, and a summary (Japanese: 800 characters / English: 300 words or more) must be submitted along with the report 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 fifth choice on their seminar application.

(3) Course Instructors and 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. Please see the list of seminars for information on which instructors will be eligible for ADL. 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 will not be held during the ADL semester. Affected seminars will be held in the semester immediately before or after the ADL semester, within the same academic year. Please note that in the cases shown below, you cannot apply for the seminar of an instructor going on ADL. If you do apply, the executives of your college will decide your seminar placement regardless of the results of the screening process.

*Application Submitted in AY 2026 SP Semester (Target: Students going into 5th semester in 26SP)

Pattern	Can Apply?
Students planning on studying abroad in 26SP, applying for instructor who will be on ADL in 26FA	Cannot Apply (Because Major Seminar will not be held upon return from study abroad in 26FA)
Students planning on studying abroad in 26FA, applying for instructor who will be on ADL in 26SP	Cannot Apply (Because Major Seminar will not be held in 26SP semester immediately preceding study abroad)

*Application Submitted in AY 2026 FA Semester (Target: Students going into 5th semester in 26FA)

Pattern	Can Apply?
Applying for instructor who will be on ADL in 26FA (Excluding students planning on study abroad in 26FA)	Cannot Apply (Because can only take 1 semester of Major Seminar)
Applying for instructor who will be on ADL in 27SP (Excluding students planning on study abroad in 27 SP)	Cannot Apply (Because can only take 1 semester of Major Seminar)

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 will hold 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