

(For APS 2023 Curriculum Students)

AY 2027 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.
 - Seminar List (available instructors, languages offered, etc.)
 - Seminar booklet (details of individual seminars)
- (2) Seminars are required courses for 3rd and 4th year students under the APS 2023 curriculum.
- (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-long 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 course “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 plan to take “Graduation Thesis” should drop “Graduation Thesis” themselves during Lottery-based Registration Period, Priority Registration Period A or B, or Drop Period 1 via Campus Web. 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 Lottery-based Registration Period, Priority Course Registration Period A or B, or Drop Period 1. If a student drops a course they may re-register for the course on their own during Priority Course Registration Period A or B. However, if a course is dropped during Drop Period 1, the student will not be permitted to re-register for the course on their own. 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

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. If a Japanese-basis student who has not completed Intermediate English A and B applies for a seminar offered in English, their seminar assignment will be determined at the discretion of the college executives, regardless of the screening outcome.

(2) Application Procedures

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

- 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 students will be placed in their preferred seminar. Please be sure to include up to 5 choices in your application.
- 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 accepted into any seminar you applied for, 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 Student Portal before the 2nd application period. Depending on the selection results, there is a possibility that a 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.

[If a seminar you applied for was cancelled during or after the selection process]

If a seminar you requested is cancelled during or after the selection process, it will be handled in accordance with the procedures determined by the university.

(4) Schedule *the below schedule is subject to change

Content	Schedule
1) Recruitment info released (guidelines, seminar booklet, etc.)	Late Sept. 2026
2) Application Period - All students	Thu, Oct. 22 – Wed, Nov. 4, 2026 16:30
3) Notice of 2nd application pd. for students not placed in seminars	Late Nov.– early Dec. 2026
4) 2 nd Application period *Applicable students only, there is a possibility that it will not be held based on screening results	Fri, Dec. 4 – Mon, Dec. 14, 2026 16:30
5) Seminar placements announced	Late Jan. 2026

(5) Other Notes for Applications

1) Students participating in an exchange program (APU→Partner Universities)

Regardless of whether or not you are studying abroad during the application period, you must apply for a seminar in your 4th semester. Students who will join exchange programs in their 5th and/or 6th semester will be 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 accepted into 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, after returning from an exchange program, a student's instructor is not offering a Major Seminar due to them taking Academic Development Leave or other reasons, the student will be temporarily assigned to another seminar during that period. Further details will be provided by the Undergraduate Seminar Team 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 still be applied.

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 still apply for their preferred seminar during their 4th semester (before taking the leave of absence). We will not accept seminar applications submitted during or after a leave of absence. Please note that if you take a leave of absence during your 4th semester due to illness or any other reason after applying for a seminar, your seminar application will become invalid. After returning from your leave of absence and resuming your studies in your 4th semester, you must submit a new seminar application.

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 Information website.

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.

Please note that the graduation deliverable must be prepared in the language in which the seminar is conducted. Please check the Seminar List for the language in which each seminar is conducted.

(1) Types of Graduation Deliverables

Please note that the required deliverables differ depending on whether you are enrolled in "Graduation Research II" only or in both "Graduation Research II" and "Graduation Thesis." Be sure to submit the appropriate deliverables for your enrollment.

Course Enrollment Pattern	Subject	Deliverables	Number of credits
(1)	Graduation Research II Only	Graduation Report	2
(2)	Graduation Research II	Graduation Thesis Abstract	2
	Graduation Thesis	Graduation Thesis	2

Theses and reports not only have different word count 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 theses or reports (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.

(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 the certification. 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) In the event that your instructor goes on Academic Development Leave (ADL) or participates in a similar program

APU has programs for faculty members such as ADL in which eligible faculty members can devote a semester or longer to research activities outside of the university, including overseas, without teaching any classes. Please see the Seminar List for information on which instructors will be eligible for these programs. If your seminar instructor goes on one of these programs, the seminar will be handled as follows:

3rd year seminar (Major Seminar)

"Major Seminar" classes will not be held in the semester while instructors are on ADL, etc. Instead, two "Major Seminar" classes will be held in the semester immediately before or after the semester of ADL, etc. 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, etc. If such an application is found, regardless of the screening result, the student will be required to temporarily join another seminar while their instructor is absent.

	2026 FA	2027 SP	2027 FA	Can Apply?
Instructor		ADL or a similar program (Away from campus)	Major Seminar (Two classes offered)	
Student	4th Semester Seminar Application	5th Semester On Campus	6th Semester Study Abroad	Cannot Apply (Because it is not possible to take both Major Seminar classes.)
Student	4th Semester Seminar Application	5th Semester Study Abroad	6th Semester On Campus	Can Apply (In the 6th semester, students will take only one Major Seminar class instead of two.)

	2026 FA	2027 SP	2027 FA	Can Apply?
Instructor		Major Seminar (Two classes offered)	ADL or a similar program (Away from campus)	
Student	4th Semester Seminar Application	5th Semester Study Abroad	6th Semester On Campus	Cannot Apply (Because it is not possible to take both Major Seminar classes.)

4th year seminar (Graduation Research I/Graduation Research II/Graduation Thesis)

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

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

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.

College Office (Undergraduate Seminar Team)
Email: seminar1@apu.ac.jp