



**Application Guidelines for  
Part-time graduate students  
AY 2023 Fall Semester**

Ritsumeikan Asia Pacific University

## The Part-Time Graduate Study Program

To open the university to students of all backgrounds and promote lifetime learning, the Graduate School of Asia Pacific Studies and the Graduate School of Management at Ritsumeikan Asia Pacific University have made certain subjects open to the general public under the Part-Time Graduate Study Program. Part-Time Graduate Students may receive credit for registered subjects. Those individuals who wish to register for available subjects as a Part-Time Graduate Students should complete the required forms after reading the information provided below.

### I. Outline of the Part-Time Graduate Study System

Part-time Graduate Students who are qualified for admission to a Graduate School may receive credit for registered subjects if they pass the relevant exams.

#### (1) Part-Time Graduate Student Characteristics

Type of Student	For Credit	Take seminar subjects	Take language subjects	Take Final Exams	Summary
Part-time Graduate Student	YES	NO	YES	YES	May register for certain subjects offered at the Graduate School of Asia Pacific Studies and Graduate School of Management.

\* Part-Time Graduate Students may not attend Seminar subjects.

**NOTE:** (1) Graduate School of Asia Pacific Studies Part-time Graduate Students *may not* register for subjects in the Graduate School of Management.

Graduate School of Management Part-time Graduate Students *may* register for subjects in the Graduate School of Asia Pacific Studies.

(2) Part-time students are allowed to enroll in Japanese-language courses provided there are seat vacancies. Each course is semester-based, and lasts 30 classroom sessions. Class is held twice a week. A complete course earns two credits.

#### (2) Points to note about classes

- ① You may only attend a subject during the time slot for which you registered, even if a class offers multiple time slot options.
- ② It is not possible to register for two or more classes which fall in the same period on the same day.
- ③ Lecture Subjects

\* Lecture Subjects are worth 2 credits. There will be 2 classes held each week and the subject will be completed in 2 months. A total of 14 classes will be held over 8 weeks with exams set for the final week.

\* Semester dates are summarized below. These dates may vary from year to year.

Spring Semester 1st Quarter: April, May

Spring Semester 2nd Quarter: June, July

Summer Session August

Fall Semester 1st Quarter: October, November

Fall Semester 2nd Quarter: December, January

Winter Session February

## II. Application Procedures

### (1) Application Qualifications

The qualifications required for Part-time Graduate Students to take classes are the same as those for regular Graduate School admission. Any of the following are acceptable:

- ① University graduates
- ② Anyone whose academic potential has been judged by the Minister of Education, Culture, Sports, Science and Technology to be the same as that of a university graduate.

\* Because Graduate School courses are taught in English only, you must meet one of the following test score requirements

English Requirements (minimum acceptable scores)

TOEFL® iBT Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English
85	6.5	800	58	176

Note: Applicants currently enrolled in another university or graduate school (including distance education courses) should obtain permission from the university to which they are currently affiliated before they apply to APU.

Ritsumeikan Asia Pacific University Regulations Article 12-2
(1) Possession of a bachelor's degree or has graduated from university.
(2) Completion in a foreign country of a curriculum equivalent to a sixteen-year school education curriculum.
(3) Completion of sixteen years of school education in a foreign country via correspondence courses provided by the foreign educational facility while being in Japan.
(4) Completion of an education program at a foreign university in Japan under a curriculum based on a foreign education system that has received approval from the Minister of Education, Culture, Sports, Science and Technology.
(5) Approval from the Minister of Education, Culture, Sports, Science and Technology.
(6) Recognition by the President of enrollment in an university for more than three years or of completion of fifteen years of education in a foreign country with excellent academic records.
(7) Recognition by the President to possess academic qualifications equivalent to that of a university graduate or above, and to have reached an age of at least twenty two years old.

## III. Method and Period of Applications

### (1) Application period

**Friday, September 1, 2023 – Wednesday, September 6, 2023 (application must arrive at APU by this deadline)**

### (2) Application Documents and Screening Fee

① Part-time Application Form	One copy	Please use the provided application form.
② Outline of reasons for application	One copy	Approximately 250 – 300 words. Please use the designate form.
③ Graduation / Completion Certificate from most recent educational institution	One copy	Evidence of the classes taken.
④ Transcripts from most recent University	One copy	Evidence of the classes taken

⑤ Certificate to Verify English Language Ability	One copy	Excluding English native speakers and those who have received all or a majority of their education in the English language.
⑥ Photograph	One copy	A 3cm x 2.5cm color photo taken in the last 3 months prior to application. Please write your name on the back of the photo.
⑦ Screening Fee	¥10,000	See the following section, "How to Pay Screening Fee", for payment methods. A separate proceeding fee of 700 yen is required. The screening fee is 10,000 yen even if the subjects you wish to audit are offered by more than one school. *Please note that the application fee is not refundable under any circumstances.

Note: Screening fee must be paid every semester.

**[How to Pay Screening Fee] :**

- (1) Access the following URL: <http://e-apply.jp/e/apu-payment/>
- (2) Pay the 10,000 yen (screening fee) + 700 yen (processing fee)
  - Application content: **Other Programs**
  - Payment 1: **Screening Fee 10,000 yen**
  - Payment 2: **Processing Fee 700 yen**
- (3) You will get a payment completion confirmation e-mail. Please forward that email to [ac5971@apu.ac.jp](mailto:ac5971@apu.ac.jp).

\*You must complete all 3 steps above within the application period.

- (3) Applications are to be submitted to:

Academic Office: Building B, 1F

\*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

By post:

Academic Office Auditing Student Section

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu-shi, Oita 874-8577

- (4) Number of subjects and credits for which students may register

There is no upper limit for the number of credits for which students may register.

- (5) Class Student Capacity Limits

If the total number of students wishing to register for a certain subject exceeds the student capacity available for regular program students, regular program students will be given priority and Part-time Graduate Students will not be able to register.

- (6) Points to note when submitting the Application Form

Once permission for registration has been confirmed, it is not possible to make any changes, deletions or additions to your selection. Please carefully check the subjects you have selected for registration when submitting the Application Form.

#### IV. Procedure for Permission and Registration

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should complete the registration fee and part-time student fees payment procedures together with the submission of documents as outlined below by the deadline. If you miss the deadline, your acceptance will be revoked.

(1) Date of Decision

Date of Decision: September 13 (Wed)

\*Notifications of Acceptance / Non-Acceptance will be sent after decisions have been made.

(2) Payment of Registration Fees and Part-time Student Fees

Please pay the full amount due for registration fees and part-time student fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please use the bank transfer instructions included with your Notification of Acceptance. Please note that the registration fee and part-time student fees are non-refundable.

	Graduate School of Asia Pacific Studies	Graduate School of Management
Registration Fee	¥50,000	¥50,000
Part-time Class Fees	¥75,000 (per credit)	¥75,000 (per credit)

\* Registration Fee must be paid each semester

\* Registration fees and part-time student fees are reviewed when tuition fees are adjusted.

(3) Submission of documents

A Student Information Card will be enclosed with your Notification of Acceptance. Please fill out the card, attach the photo of yourself, and submit it to APU's Academic Office by the deadline.

Please read the Written Pledge/Consent Form printed on the reverse side of Student Information Card thoroughly, and write the date and sign your name.

(4) Schedule

1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter and Winter Session Classes

Syllabus and Class Schedule available on-line	Early September, 2023
Application Period	September 1(Fri.) – September 6 (Wed.) Forms must arrive at the office by September 6 (Wed.)
Notification of Screening Results and Payment Statement Issued	Wednesday, September 13, 2023
Deadline for the submission of Registration Documents	Wednesday, September 27, 2023

Payment Deadline	Wednesday, September 27, 2023
Start of Classes, Distribution of Student IDs for Part-time Students	From Wednesday, October 4, 2023

## V. Organization and Student Registration for Part-Time Students

- (1) Individuals who successfully pass the screening process, receive permission to study at APU, and complete the procedures within the allocated time period (including payment of registration fee and part-time class fees) will be issued a 'Part-time student ID Card' as an APU Graduate School Part-Time Student.
- (2) If the student passes the final exam in subjects for which they are registered, credits gained in the subject can be recognized. The Part-time Graduate Student's recognized credits can be transferred if the student enters a regular program at APU. A maximum of 10 credits may be transferred.
- (3) Part-time Graduate Students can be issued a 'part-time student ID card' and, if necessary, a 'grade transcript'. However they cannot be issued a "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a part-time student bus pass.
- (4) Part-time Graduate Students can use the APU Library.
- (5) Part-time Graduate Student status is only valid for one semester. Reapplying to the Part-Time Graduate Study Program is necessary in order to register for subjects in the following semester.

## VI. Other

### (1) Class Time

#### <Semester/Quarter Timetable>

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period
8:45~10:25	10:35~12:15	12:30~14:10	14:20~16:00	16:10~17:50	18:00~19:40

#### <Session Timetable>

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period
8:45~10:25	10:35~12:15	13:05~14:45	14:55~16:35	16:45~18:25

### (2) APU Academic Calendar and outline of Subject Content (Syllabi)

Please visit our website to access Syllabi. Choose GSAM (Graduate School of Asia Pacific Studies Master's Program) or GSMM (Graduate School of Management Master's Program).

<https://portal2.apu.ac.jp/campus/slbskgr.do>


### (3) Class Timetable

The Schedule for Spring Semester will be available on-line from Early September, 2023

Note: The Syllabus and class timetable may not be available for viewing on the scheduled date. Thank you for understanding.


[▶ APU Official Homepage](#)   [▶ Campus Terminal](#)

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## Academic Information for Graduate Students



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### Class Timetables

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**Class Timetables**

Zoom meeting IDs and classrooms are announced prior to the beginning of each Quarter. Make sure to check the timetable for your program before the classes begin.

**2022 Fall Class Timetables**  
The following timetables are subject to change.

[2022 Fall GSAM & GSM Class Timetable \(EXCEL\)](#) (updated 2022/11/17)  
[2022 Fall GSAD Class Timetable \(PDF\)](#) (updated 2022/9/26)

**Past Class Timetables**  
You can use the class timetable from last semester to plan your future course registration. Since all courses are held once per year, if you cannot find a particular course for this semester, you will most likely find the course in the class timetable for next semester.

[2022 Spring GSAM & GSM Class Timetable \(EXCEL\)](#) (updated 2022/5/25)  
[2022 Spring GSAD Class Schedule \(PDF\)](#) (updated 2022/6/6)

<Contact>

Academic Office  
Ritsumeikan Asia Pacific University  
1-1 Jumonji-baru Beppu City  
Oita Prefecture 874-8577  
TEL: 0977-78-1101 FAX: 0977-78-1102