

(For ST 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 in their 7th semester, and Graduation Project 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.) *Scheduled to be posted at the end of October
 - List of seminars (available instructors, languages offered, etc.)
 - Seminar booklet (details of individual seminars)
- (2) Major Seminar is registration required course under the APS 2023 curriculum. All students are required to take it.
- (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

All 2023 Curriculum ST students are required to register for and take 3rd year seminars, Major Seminar, from their 3rd year. For 4th year students, registering for Graduation Research and/or Graduation Project is optional, but students must earn credit for Graduation Research before they can register for Graduation Project. Also, if you do not register for Graduation Project, you must instead register for Capstone and earn credit for that course in order to graduate. Please note, ST students can only take seminars offered by ST faculty members.

As shown in the chart below, students apply for a seminar in their 4th semester and 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* ¹]	Major Seminar [Registration required* ¹]	Graduation Research [Prerequisite for "Graduation Project"]	Graduation Project [Elective Required Course* ²]
				

*¹ 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 Elective required course: To graduate, students must earn credit for either Graduation Project or Capstone as a graduation requirement. If a student earns credit for Capstone they do not have to earn credit for Graduation Research or Graduation Project. If a student wishes, they can register for both Capstone and Graduation Research / Graduation Project.

(2) Course Timetable

In principle, seminars are semester-basis courses. The date/period of seminars can be found in the Seminar Booklet, but it is possible the class schedule may change. Please check the course timetable published before the Course Registration Period to confirm the final day and period of your seminar. 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 and Graduation Project students.

(3) Changing Seminar Classes or Dropping classes

The 3rd year seminar Major Seminar cannot be dropped or changed after seminar application results are announced. In principle, students will continue taking the same seminar in their 5th and 6th semester. However, if you want to change to a different seminar in your 6th semester, you can apply to do so. Please note, that we cannot guarantee all change requests will be accepted depending on the number of seats available in the new seminar course, etc.

In principle, the university will register students for “Graduation Research” in their 7th semester under the same instructor as their 3rd year seminars. If you want to take a 4th year seminar under a different instructor from your 3rd year seminar, you must apply to do so in advance.

Students who plan to earn credits for “Capstone” and students who do not want to take “Graduation Research” must drop “Graduation Research” themselves during the Course Registration Period. They must then register for “Capstone” themselves during their 7th or 8th semester.

(4) 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 five seminar options in your application. In addition, please choose 3 concentration options.
- You must explain in detail what you want to research in your seminar (you can write about what you have already learned or are currently learning through literature reading, or about your own work experience).

(3) Screening

If there are more applicants than seats available, seminar instructors will screen the applications. Screening will be based on the information in your submitted application as well as a comprehensive evaluation of your grades, etc. In addition, if faculty deem it necessary, you may be asked to attend an interview. 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 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.)	Mon, Oct 14, 2024
2) Consider your seminar options (for office hours to consult about seminar options, etc., please check each instructor's page in the seminar	From Mon, October 14, 2024 to the end of the application period

booklet)	
3) Application Period - All students	Mon, Nov 11 – Fri, Nov 29, 2024, 16:30:00
(Screening)	
4) 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" 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 ST, 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.
- iv. Students registered for the Accelerated Graduation Program
 - i) Accelerated Graduation Program students are exempt from registering for the 3rd year seminar "Major Seminar," but you can register for the course if you wish. If you want to register for 3rd year seminar, you must apply to the Academic Office (seminar1@apu.ac.jp) by the deadlines shown below. In addition, Capstone will not be held in AY 2025, so students planning on graduating in AY 2025 must register for "Graduation Research" and "Graduation Project."

Spring Semester "Major Seminar" Registration: By the end of February the academic year before you will take the course

Fall Semester "Major Seminar" Registration: by the end of August in the academic year you will take the course

- ii) Please register for courses as shown below, based on your requested semester of graduation.

(a) Those who wish to graduate in their 6th semester

4 th semester	5 th semester	6 th semester
(Application)	Graduation Research (Can also register for Major Seminar)	Graduation Project (Can also register for Major Seminar)

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

4 th semester	5 th semester	6 th semester	7 セメスター
(Application)	(Can register Major Seminar)	Graduation Research (Can also register for Major Seminar)	Graduation Project

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) What is Graduation Project?

This course is aimed at students in their 8th semester. Students use the interest they have fostered in various issues as well as their accumulated knowledge, techniques, and experiences in social activities to create a deliverable in the form of a graduation thesis or activity report. Faculty members provide guidance to students for their research and writing.

[Word count for Graduation Thesis / Activity Report]

At least 15,000 characters in Japanese / 6,500 words in English (Minimum Standard)

Theses and reports have different word counts, content, and structure. Check the APU Writing Manual and confirm clearly with your instructor before starting your writing.

(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) If an Instructor goes on 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 spend a semester carrying out research activities off campus, including overseas, without teaching classes. If your seminar instructor goes on ADL, your seminar will be handled as shown below.

3rd year seminars (Major Seminar)

No seminars will be offered in the instructor's ADL semester. You can apply to take a spring semester seminar from an instructor who will go on ADL in the fall, but you must follow the application procedures to change seminars for the fall semester.

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

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

- i) The instructor will conduct the seminar remotely (online) from their research site.
- ii) Students will be supervised by another faculty member in place of the original instructor.

(2) Timetable Conflicts with ST Required Subjects

The university will not be able to make any special accommodations regarding seminar schedules, even if a ST required course conflicts with the seminar course. We recommend students earn credits for ST required subjects as early as possible.

(3) Students planning on applying to be a GIS Analyst

One of the requirements for applying for the GIS Analyst certification is to "write a graduation thesis using GIS and obtain credit for it." Students planning on applying for the GIS certification are recommended to check whether their seminar supervisor can provide guidance on writing a graduation thesis using GIS in advance.

Academic Information Website (GIS Analyst Certification):

<https://www.apu.ac.jp/academic/program/Certifications/>

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