

College of Sustainability and Tourism

AY 2027 Spring Semester Application

Guidelines for Undergraduate Seminar Subjects

1. What are Undergraduate Seminar Subjects?

At the College of Sustainability and Tourism, seminars are a sequence of small-group courses designed to help students acquire specialized knowledge and prepare a graduation deliverable. The sequence consists of “Major Seminar” in the 5th and 6th semesters, “Research Seminar” in the 7th semester, and “Graduation Project” in the 8th semester. In principle, students study under the same supervisor for two years.

Major Seminar is a required course and must be taken by all students. In principle, the university registers students for seminars based on student applications and faculty screening.

Please refer to the following information for details:

- Course List (number of credits, fields of study, course registration points, etc.)
- Syllabus (course objectives or teaching methods, grading methods, etc.; scheduled to be released at the same time as syllabi for other courses)
- Seminar List (faculty supervisors accepting applications, language of instruction, etc.)
- Seminar Booklet (details of each seminar class)

2. Course Information

(1) Basic Concept

Under the 2023 curriculum, **all** ST students must take Major Seminar in their 3rd-year as it is a required course.^{*1} In their 4th year, students prepare a graduation deliverable by either taking Research Seminar in their 7th semester and Graduation Project in their 8th semester, or by taking Capstone in either their 7th or 8th semester.

To take Graduation Project in the 8th semester, students must first receive a P grade in Research Seminar. Students who do not want to take Graduation Project must take and pass

Capstone as a graduation requirement. In addition, ST students may only participate in seminars offered by ST faculty members.

As shown in the chart, students must apply for a seminar in their 4th semester and are assigned to one after screening. From their 5th semester onward, students generally study under the same supervisor for the next two years. Please note that course registration for seminars will be carried out by the university prior to the Lottery-based Registration period.

4th Semester	5th Semester	6th Semester	7th Semester	8th Semester
Application	Major Seminar [Required Course* ¹]	Major Seminar [Required Course* ¹]	Research Seminar [Prerequisite for Graduation Project]	Graduation Project [Or Capstone * ²]
Course registration is carried out by the university				

*¹ A course that all students are required to take under the College Regulations. Students must take the course, but earning a passing grade (C or higher) is not a requirement. Furthermore, Major Seminar is taken twice, once in the 5th semester and once in the 6th semester.

*² Students must earn credits for either Graduation Project or Capstone to graduate. Students who earn credits for Capstone do not need to earn credits for Research Seminar or Graduation Project. Students may take both Capstone and Research Seminar / Graduation Project; however, concurrent enrollment is not recommended because of the time required to prepare graduation deliverables and the resulting risk of not being able to earn credits for either option.

(2) Course Timetable

Depending on your supervisor, the timetables for seminars may differ. The expected date/period of seminars can be found in the Seminar Booklet, but it is possible the class schedule may change. Please check the published course timetable to confirm the finalized day and period of your seminar. In principle, the 3rd year Major Seminar is a joint class for 5th and 6th semester students, and the 4th year seminar is a joint class for both Research Seminar and Graduation Project students.

(3) Changing Seminars and Dropping Courses

As Major Seminar is a mandatory course, students may not drop it. The university will, in principle, register students for Research Seminar in their 7th semester and Graduation Project in the 8th semester under the same seminar supervisor to which they were assigned from their 3rd year. Students in their 5th or 6th semesters may apply, during the designated period, to change their seminar from the following semester. However, approval is not guaranteed due to seminar capacity limitations and other circumstances. Students wishing to change seminars should consult with the faculty member in charge of their desired seminar before applying. If a change is not

approved, the university will register the student in the seminar class to which the student belonged at the time of application.

Students planning to earn credits for Capstone* (those who do not wish to take Research Seminar and Graduation Project) must drop the courses they will not take themselves during the Lottery-based Registration period, Priority Registration A, Priority Registration B, or Course Drop Period 1.

*Students must register for Capstone themselves during the designated course registration period while enrolled in the 7th or 8th semester.

(4) Enrollment Capacity

To keep seminars as small as possible and balance the number of students across seminars, each seminar has an enrollment limit. The limit is expected to be approximately 20 students, but the final number will be determined during the application and screening processes. Separate limits will be set for the spring and fall semesters according to the expected number of applicants.

3. Application

(1) Application Requirements

- Applicants must be students in their 4th semester and enrolled in the College of Sustainability and Tourism.*

*Japanese-basis students applying for a seminar taught in English must have earned credits for both Intermediate English A and B at the time of application.

(2) How to Apply

Please take note of the following points before using the application URL to apply during the application period.

- Carefully read these guidelines, the seminar booklet, and related information in advance.
- Applications submitted after the deadline will not be accepted for any reason.
- If the number of applicants exceeds a seminar's capacity, screening will be conducted. Therefore we cannot guarantee that a student will be placed in their preferred seminar. Please be sure to include up to 5 seminar choices in your application, as well as selecting 3 preferred concentration options.
- Describe specifically what you wish to research in the seminar. (This may be based on content already studied or currently being studied in your Critical Reading courses, or through your own activities and experiences.)

(3) Screening Process

Some seminar classes require a pre-interview (a prior consultation). Please check “Classes Requiring Pre-Interviews” posted on the Academic Information website (Chapter 10: College of Sustainability and Tourism > 7. ST Major Education Subjects > 7-2. Seminar Subjects).

If the number of applicants exceeds capacity, the faculty member in charge will conduct a screening. Screening will be based mainly on information submitted through the application form and a comprehensive review that includes academic performance. Interviews may be conducted by faculty if deemed necessary. In screening, students who rank the seminar higher will be prioritized for placement. Please note that we cannot answer questions regarding the results of the screening process.

The university will decide on a student's seminar if they either cannot be placed in any of their preferred seminars based on screening results, or did not apply for any seminar.

(4) Schedule

Content	Period / Date
Pre-interviews	October 8 (Thu.) – October 30 (Fri.), 2026
Information session *Details will be announced separately.	November 11 (Wed.), 2026
Application period	November 12 (Thu.) – November 27 (Fri.), 2026
Results announcement	End of January 2027

* The above schedule is subject to change.

(5) Other points to take note of regarding application

1) Students participating in an outbound exchange program

Regardless of whether you are studying abroad or not, you must apply while in your 4th semester. Students participating in an exchange program while enrolled in their 5th and/or 6th semesters are exempt from taking the 3rd-year “Major Seminar” for the relevant semester(s). Upon returning, the university will register the student in the seminar determined through the application and screening conducted before or during the exchange. Students participating in an exchange program during their 7th semester will take “Research Seminar” online.

2) Students participating in Off-Campus Programs while retaining regular enrollment status

Students participating in Service Learning, NIHONGO Partners, or the Okinawa Internship Program (Japan Entertainment Internship Program) while retaining regular enrollment status will take the seminar online during their program.

3) Students planning to take a leave of absence

Students must apply for their preferred seminars during the application period in their 4th semester. Students planning a leave immediately after their 4th semester must apply before taking leave. Applications during or after a leave of absence are not accepted. After returning, the university will register the student into the seminar assigned during their 4th semester.

4) Third-year transfer students, students transferring to ST in their 5th semester, students re-enrolling in their 3rd year or later, and inbound exchange students

The application period will be different from other students, so those with the above enrollment statuses should check the details posted on the Academic Information website. Students re-enrolling in their 3rd year or later will, in principle, be placed in the seminar assigned before their withdrawal.

5) Students in the Accelerated Graduation Program

While the application method will be the same as for regular students (as based on these guidelines), the following points will differ from regular students.

① Taking “Major Seminar” in the 3rd-year

Accelerated Graduation Program students may apply for an exemption from “Major Seminar.” Students wishing to receive an exemption must submit an advance application by the deadlines below using the specified application URL.

◆ Deadline to apply for an exemption from “Major Seminar”*

- Spring Semester: By the end of the February before the student would normally have to take the course
- Fall Semester: By the end of the August before the student would normally have to take the course

* Students who apply for the Accelerated Graduation Program in their 4th semester and wish to receive an exemption from Major Seminar in their 5th and 6th semesters must apply for the exemption by the above deadline even if they have not yet received the results of their Accelerated Graduation application results. If not accepted to the program, the exemption application will be invalid and the student must take Major Seminar as usual.

◆ Exemption Application URL

<https://forms.cloud.microsoft/r/KHuBtHpLs0>

② Seminar applications and course registration

The university will register students for the courses shown in the table below.

• Seminars by Semester for Accelerated Graduation Program Students

4th Semester	5th Semester	6th Semester
Application and seminar assignment	• Major Seminar*1 • Research Seminar*2	• Major Seminar*1 • Graduation Project*2

*1 An exemption is available if the student applies by the exemption deadline stated in ①.

*2 Students seeking to satisfy Graduation Requirement 11, “Complete at least 2 credits of Seminar and Final Results Subjects” by taking Capstone must drop the university-registered Research Seminar and Graduation Project courses themselves and register for Capstone instead. Accelerated Graduation Program students can register for Capstone from their 6th semester.

4. Graduation Deliverables

The following information is provided for reference. When preparing and submitting a graduation deliverable, follow the instructions of your supervisor. The deliverable must be written in the language of instruction of the seminar. Check the Seminar List for the seminar language.

*Please note that “graduation products” and “graduation deliverables” are the same thing, but as English documents are often translations of original Japanese documents the terminology can vary.

(1) What is Graduation Project?

In this course for 8th-semester students, each student uses the interests, knowledge, skills, and experiences accumulated to date and completes an individual graduation deliverable, either a Graduation Thesis or an Activity Report, based on a self-selected theme. Faculty members supervise the research and writing process.

<Minimum Word Count for Graduation Theses / Activity Reports>

Japanese: at least 15,000 characters;

English: at least 6,500 words

Graduation Theses and Activity Reports differ in length, content, and structure. Refer to the “Graduation Thesis/Activity Report” section on the Academic Information website (Chapter 10: College of Sustainability and Tourism > 7. ST Major Education Subjects > 7-2. Seminar Courses), and make sure you understand your faculty supervisor’s instructions before you begin writing.

(2) Submission

Graduation deliverables must be submitted online through Moodle. Submission procedures and deadlines will be posted on the “Seminar Subjects” page of the Academic Information website.

5. Other Important Notes

(1) If your supervisor goes on Academic Development Leave (ADL)

APU offers an Academic Development Leave (ADL) system for faculty members in which applicable faculty members spend one semester conducting research away from campus, including overseas, without teaching courses. Check the Seminar List for applicable faculty members. If your faculty supervisor goes on ADL, seminars will be handled as follows.

• Major Seminar (3rd year)

No seminar will be held during the semester while the faculty member is on ADL. Students may apply for seminars even if the faculty member in charge has plans to go on ADL in the following semester. In this case, the student will need to apply to change seminars for the semester in which their supervisor will be on ADL.

• Research Seminar / Graduation Project (4th year)

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

- 1) The supervisor will conduct the seminar remotely (online) from their research site.
- 2) You will receive instruction from a different faculty member than your supervisor.

(2) Timetable conflicts with required courses

Please note that the university will not make special accommodations if a seminar course conflicts with a required course in your timetable. Therefore, students are strongly encouraged to complete required courses as early as possible in their academic program.

(3) Students planning to apply for the GIS Analyst certification

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 should check whether or not your seminar supervisor can help you write a graduation thesis using GIS in advance.

Find details about the GIS Analyst certification on the Academic Information website:

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

6. Contact Information

Please read these guidelines carefully before making an inquiry. Inquiries should generally be made by email. Please note that it may take several days to receive a response.

Undergraduate Seminar Team

Email: seminar1@apu.ac.jp