

Must-Read Through

# Overview of 3<sup>rd</sup> & 4<sup>th</sup> Year Seminar Courses

MS-I

MS-II

RS/  
GR-I

UT/  
GR-II

Academic Office



Ritsumeikan  
Asia Pacific University

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# A. What Are Seminar Courses?



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## 1) Overview

Seminar Courses are **NOT Required Courses**, but...

MS-I

MS-II

### [3rd year seminars]

In 3<sup>rd</sup> year seminars, small numbers of students work closely with professors to increase their expertise through researching, presenting and discussing selected topics. Simultaneously, through actual practice, students master the research methods and investigative analysis techniques considered necessary for every area of study and which are the fundamental skills required for undergraduate research.

RS/GR-I

UT/  
GR-II

### [4th year seminars]

4<sup>th</sup> year seminars are the culmination of a students' four years of study at APU. These highly specialized subjects allow students to research a topic of interest and write a thesis or produce the required research output over a period of one year.

**Can Broaden and Deepen your Learning**

## 2) Term and Credit







(1) Seminar Courses consist of four courses.

(2) Each course lasts 1 semester for a total of 2 years' study.

\*Please note that, as a rule, the subjects for the 4<sup>th</sup> year students, Research Seminar/Graduation Thesis I and Undergraduate Thesis/Graduation Thesis II are packaged as a 1-year course.

(3) Students can earn a maximum of 10 credits. (14 Credits if you have taken \*sub-seminars within the same college during your 3<sup>rd</sup> year.)

Subject Name	Eligibility	Period	Period	Credits	Symbol
Major Seminar I	5 <sup>th</sup> or 6 <sup>th</sup> semester students	1 Semester	Spring	2	
Major Seminar II		1 Semester	Fall	2	
Research Seminar/ Graduation Research I	7 <sup>th</sup> semester students	1 Year	Academic year	2	
Undergraduate Thesis/ Graduation Research II	8 <sup>th</sup> semester Students or higher <i>Requires "P"- grade in RS/GR-I</i>			4	

### 3) Main Seminar & Sub-Seminar



(1) **3<sup>rd</sup> year students** may take two 3<sup>rd</sup> year seminars; One as your main seminar, and the other as your sub-seminar.  
**4<sup>th</sup> year students** may only take a main seminar.

(2) Main seminars will be automatically registered until you reach UT/GR II, while sub seminars are NOT. **(Unlike your main seminar) you must apply every semester to take a sub-seminar.**

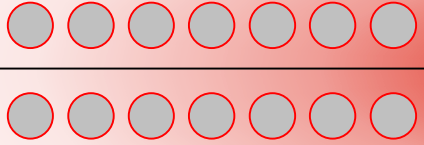
(3) For your sub-seminar, **you can apply for a seminar from the other college.** \*If you are registered for a sub-seminar from the other college, the earned credits will be counted in your **general electives/ "other college"**

(4) **Criteria to take a sub-seminar** \*all of the following must be met.  
1) Your main seminar application has been accepted.  
2) Your application has been approved by the sub-seminar instructor.  
3) The timetables for the both seminars do not overlap. In case of overlapping, your sub-seminar course will be deleted.

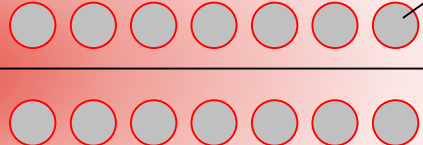
# ★ Main Seminar Courses You can Apply for



Environment & Development



Hospitality & Tourism



Seminar class

**APS**

Culture, Society & Media

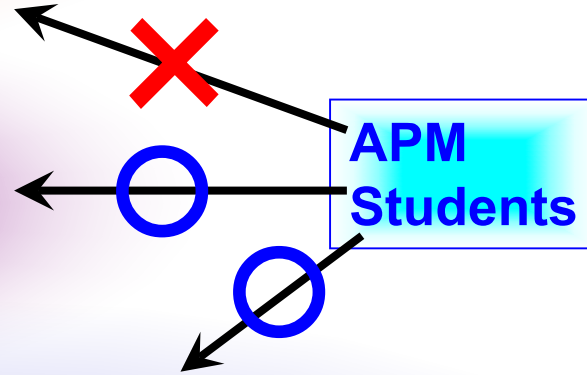
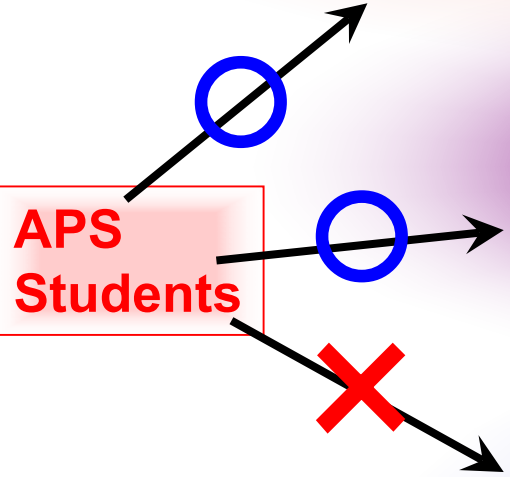
International Relations & Peace Studies

Joint Courses

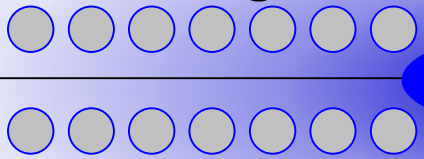


**APS Students**

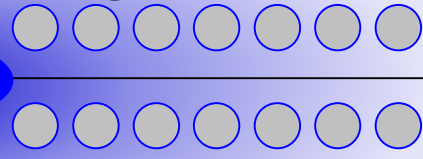
**APM Students**



Accounting & Finance



Marketing



**APM**

Strategic Management and Organization

Innovation & Economics

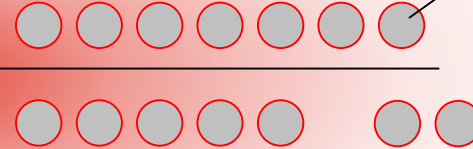
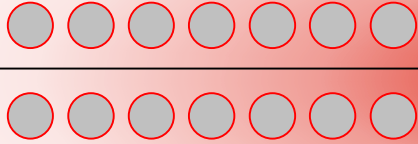
# ★ Sub-Seminar Courses You can Apply for



Seminar class

Environment & Development

Hospitality & Tourism



**APS**

Culture, Society & Media

International Relations & Peace Studies

**Joint Courses**



**APM Students**

**APS Students**

Accounting & Finance

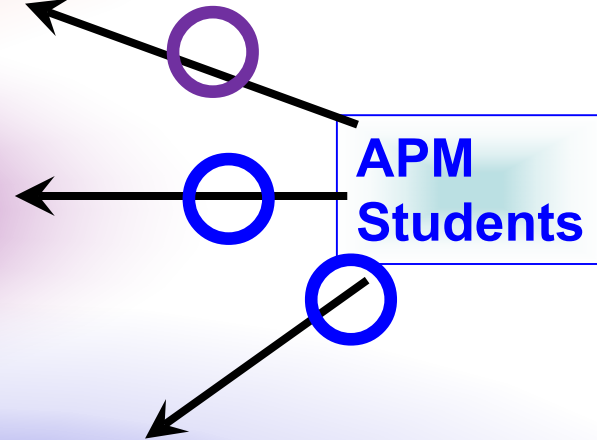
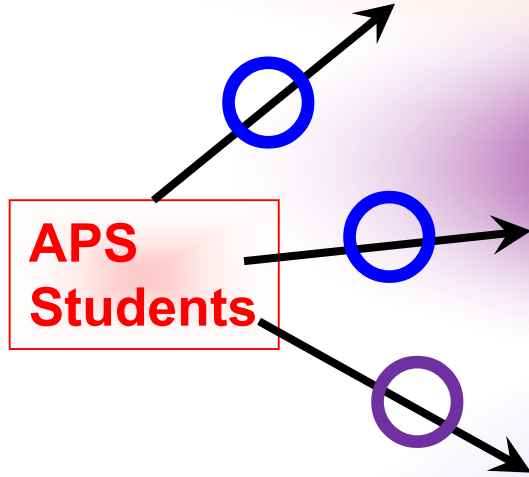
Marketing



**APM**

Strategic Management and Organization

Innovation & Economics



# ★Summary of Main & Sub-Seminar Courses You can Apply for



College Student		Main Seminar			Sub-seminar		
		APS	APM	Joint	APS	APM	Joint
APS	Eligibility	○	×	○	○	○	○
	Credit Field	Major	—	Major	Major	Other College (General Elective)	Major
APM	Eligibility	×	○	○	○	○	○
	Credit Field		Major	Major	Other College (General Elective)	Major	Major

**[注意!!]** *(This notification is only for Japanese-basis students on the Standard Track)*

※日本語基準学生(英語スタンダードトラック)が、英語開講のゼミクラスを履修する場合、**申請時に英語中級A・Bの単位修得をしていることが必要。**

ただし、両言語開講(E/J)の演習科目を履修をする場合は、この条件は当てはまりません。



# ★Registration Pattern When Taking Sub-Seminar



サブゼミ Sub-seminar	セメ/ Semester	2021	2021	2022	2022	2023
		SP (NOW)	Fall	Spring	Fall	Spring
		4	5	6	7	8
5 <sup>th</sup> & 6 <sup>th</sup> semester	Main seminar		MS-II	MS-I	RS/GR-I	I UT/GR-II
	Sub-seminar		MS-II <sub>Sub</sub>	MS-I <sub>Sub</sub>		
	Application	●◆	◆			
6 <sup>th</sup> semester	Subject			MS-I	RS/GR-I	UT/GR-II
	サブゼミ Sub-seminar			MS-I <sub>Sub</sub>		
	Application		●◆			

- for Currently 4<sup>th</sup> semester students

● New Application

◆ Sub-seminar Application

▶ Automatic Registration



### 1) General Rules

(1) Students are required to apply one semester before they intend to take seminar courses.

(2) Once you have been registered, you will automatically be registered for a seminar course each semester until you reach Undergraduate Thesis (UT)/Graduation Research II (GR-II).

※2 years of continuous registration is recommended.

(3) In order to **cancel** taking a seminar, you must **submit a cancellation request one semester before you intend to drop it.** Same period as seminar applications

**\*EXCEPTIONS:** “Undergraduate Thesis/Graduation Research II” can be cancelled during Course Registration Period (until Correction Period 1) on Campusmate by yourselves.

Note ★ When your supervisor will be on their sabbatical leave, maternity leave, retiring, etc., it is requested to cancel your seminar and apply for a new one if you wish.

## 2) Registration Pattern ① For Currently 4<sup>th</sup> semester students



Please be aware that some of the courses/instructors require for the students to have learnt any 3<sup>rd</sup> year seminar courses OR his or her seminar courses before applying for the 4<sup>th</sup> year seminar courses.

Starting Period		2021	2021	2022	2022	2023
		SP (NOW)	Fall	Spring	Fall	Spring
	Semester	4	5	6	7	8
5 <sup>th</sup> semester	Subject		MS-II	MS-I	S/GR-I	UT/GR-II
	Application					
6 <sup>th</sup> semester	Subject			MS-I	RS/GR-I	UT/GR-II
	Application					
7 <sup>th</sup> semester	Subject				RS/GR-I	UT/GR-II
	Application					



Passing Grade needs to be obtained to be registered for UT/GR- II

● New Application

▼ Cancellation Request

▶ Automatic Registration



## 2) Registration Pattern ② For Currently 5<sup>th</sup> semester students

Please be aware that some of the courses/instructors require for the students to have learnt any 3<sup>rd</sup> year seminar courses OR his or her seminar courses before applying for the 4<sup>th</sup> year seminar courses.

Starting Period		2021	2021	2022	2022
		SP (NOW)	Fall	Spring	Fall
	Semester	5	6	7	8
6 <sup>th</sup> semester	Subject		MS-I	RS/GR-I	UT/GR-II
	Application	●			
7 <sup>th</sup> semester	Subject			RS/GR-I	UT/GR-II
	Application		●		

**P** Passing Grade needs to be obtained to be registered for UT/GR- II

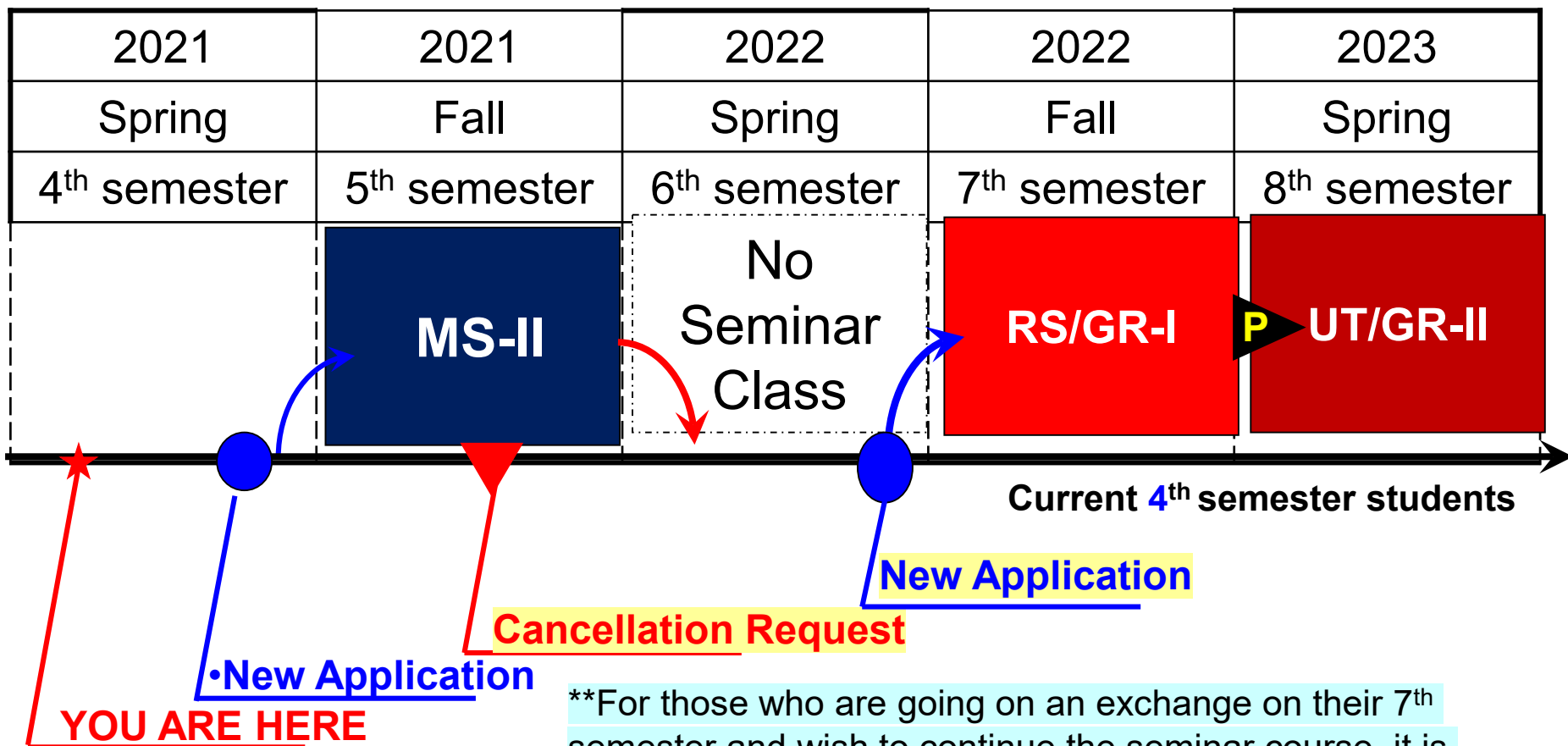
● New Application

▼ Cancellation Request

▶ Automatic Registration

### 3) Irregular Case ①

for those who plan to Go on Exchange Programs/  
Take a Leave of Absence



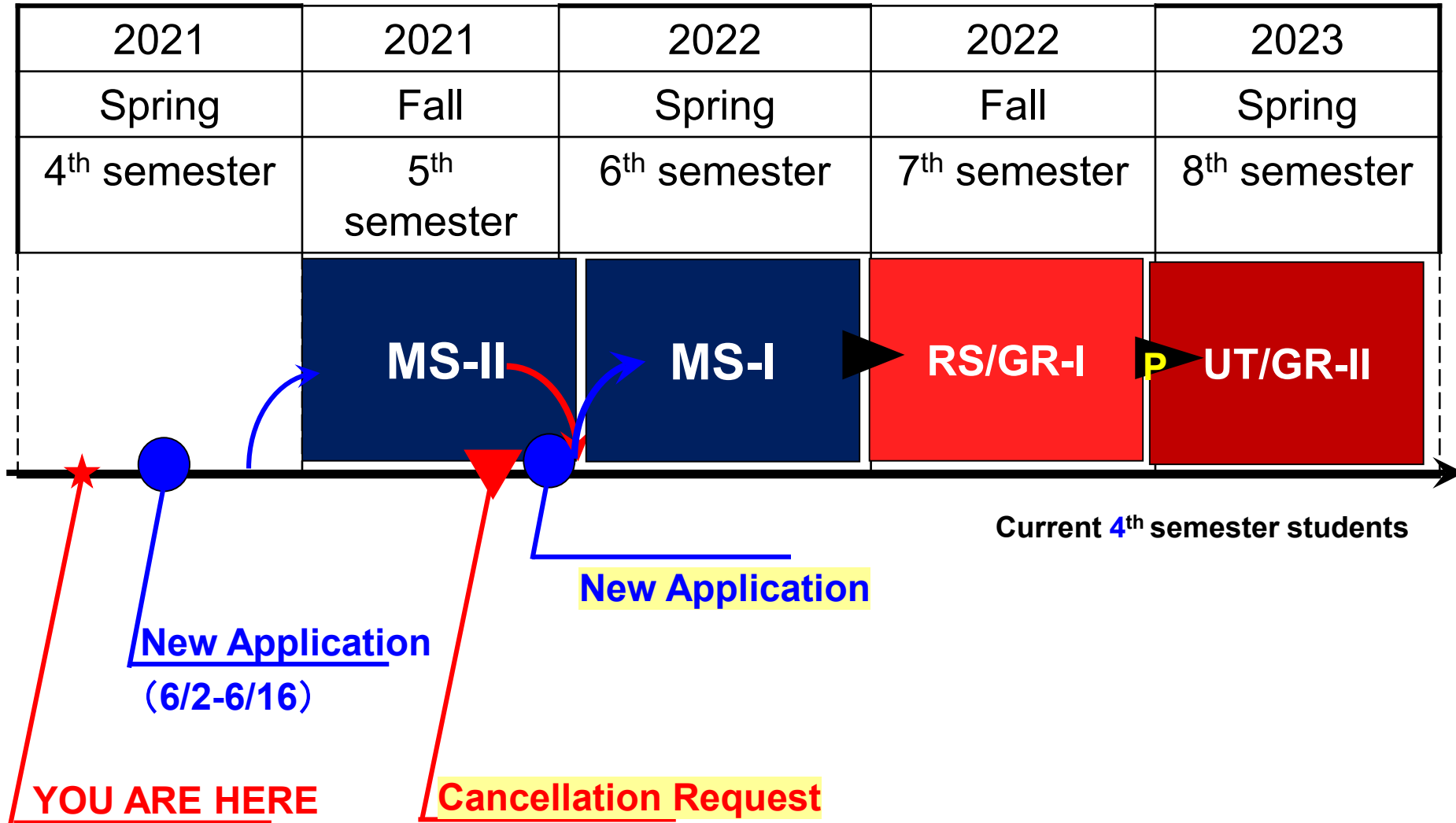
\*\*For those who are going on an exchange on their 7<sup>th</sup> semester and wish to continue the seminar course, it is required to submit "Provision of Remote Instruction." There is no need to cancel nor re-apply. For more details, please refer to our academic website.

<http://en.apu.ac.jp/academic/page/content0059.html/?c=17>

### 3) Irregular Case ②



## for those who wish to **Change Seminar Courses**



# C. Grading and Listing of Area of Study on the Diploma



## Grading

### 1) 3<sup>rd</sup> Year Seminar Courses

**Regular Grading (A<sup>+</sup>, A, B, C, or F)**

### 2) 4<sup>th</sup> Year Seminar Courses

- 7<sup>th</sup> semester seminar courses

**Pass (P)/ Fail (F)**

- 8<sup>th</sup> semester seminar courses

**Regular Grading (A<sup>+</sup>, A, B, C, or F)**

## Listing of Area of Study



To have their Area of Study listed on the diploma, students need to complete the required number of credits (set by each college) of subjects from their selected Area of Study. Note that credits earned from Seminar Subjects, regardless which area of study it falls under, will be tallied in all areas of study. (~~✖~~Does not apply to AY2011 APS Students)

**Maximum number of credits earned from seminar subjects which can be counted toward the required credits for listing the Area of Study on the diploma (by college and curriculum).**

<b>College</b>	<b>Curriculum</b>	<b>Minimum required credits for listing the Area of Study on Diploma</b>	<b>Number of credits from seminar which can be counted</b>
APS	2011	20~	<b>0 (✖)</b>
	2017	28~	<b>All</b>
APM	2011	30~	<b>All</b>
	2017	12~	<b>4</b>

***\*For AY2011 Curriculum APS students, credits earned from seminar subjects do NOT count towards any Area of Study.***





# D. Schedule for AY2021 SP



**For Regular Pattern & Coming back to APU from LOA or Exchange Programs**

**For Students who are Re-enrolling, Transferring to APU, or exchange students (from RU, domestic, or international universities to APU)**

Things to DO	Period / Date
Consultation	2021/4/28~ 2021/6/16
Application/ <u>*Cancellation</u>	2021/6/2~ 2021/6/16
Announcement of Screening Result	2021/7/21

Things to DO	Period / Date
Consultation	~2021/8/4
Application	2021/7/21~ 2021/8/4
Announcement of Screening Result	Early September

**\*Cancellation of 8<sup>th</sup> semester seminar courses can be done via campus mate by students during the Registration Period for Regular Courses. (Until the end of Correction Period 1)**

# E. Application Procedure & Other Important Information to Note



## 1) 1<sup>st</sup> Choice and 2<sup>nd</sup> Choices for Main Seminar

For main seminars, you can apply for two seminar courses as your first and second choice. For sub-seminars (for 3<sup>rd</sup> year seminar course only), you can apply for only one. (Application procedure and the application period for the sub-seminars are the same as the main.) All the applications/cancellations will be done using manaba, except the cancellation of seminar courses for the 8<sup>th</sup> semester.

Please note that having a consultation with your preferred instructor(s) are required in advance of application.

## 2) Application Procedure



Order	What	When	Where
1	Check which seminars are available	April 28	<u>Academic Office</u> <u>Website</u> <u>(AC-Web)</u>
2	Check the details of your desired seminar(s) provided in the syllabus.		
3	Consult with your desired seminar instructor(s) <i>*Sub-seminar applications also require a consultation with the instructor</i>	Follow the instructions given in the syllabus (4/28~6/16)	
4	Prepare the required 'Application Essay' and/or 'Assignment(s)' <i>*Application requirements may vary depending on instructors. Be sure to check the syllabus.</i>	~June 1	
5	Apply via manaba (survey) <i>*Applicants are required to enter the essay/assignment into the survey</i>	June 2-16	manaba
6	Confirm the result(s)	July 21	AC-Web

### 3) Syllabus on our Website



It is important to understand the meaning of the symbols and each color category in checking Syllabus.

Symbol	Definition
○	Must meet the listed requirements in order to apply.
—	Not offered in 2021 Spring Semester
●	In principle, does not accept new applicants (Only students who have previously taken the 3rd year seminar under the same instructor can apply)
(J)	Class held in Japanese
(E)	Class held in English
(E/J)	Class held in both English and Japanese (Bilingual)

**Color category to indicate the vacancy**

Available

5-10 slots available

Less than 4 slots available



## 4) Timetable

**Be sure to check the timetable with your supervisor before registration period A to avoid conflict between classes. It is highly recommended you have completed your language courses as there is some possibility that their timetables should overlap. (in such cases, seminar courses cannot be registered.)**

Course name	Dummy Timetable @Syllabus	Timetable @Campusmate
Major Seminar I/II	3 <sup>rd</sup> period on Saturday('dummy')	Actual Timetable (Mon – Fri)  Other courses can not be registered in the slot 'Major Seminar II' is actually scheduled in
Research Seminar/ Graduation Research I	1 <sup>st</sup> period on Saturday('dummy')	1 <sup>st</sup> period on Saturday ("dummy") please confirm with your instructor regarding the actual class schedule and the classroom before the class starts.
Undergraduate Thesis/ Graduation Research II	2 <sup>nd</sup> period on Saturday('dummy')	2 <sup>nd</sup> period on Saturday (*dummy) please confirm with your instructor regarding the actual class schedule and the classroom before the class starts.

### NOTE

**There have been actual cases in which students failed to confirm the timetable of the 4th year seminar class before the semester begins and later discovered that the seminar class overlapped with another one.**

## **5) Seminar Application Essay & Assignment**



- **As a standard requirement for both main seminar and sub-seminar applications, applicants are asked to provide an essay stating the reason why they wish to apply for the seminar and so on. You are free to write your essay however you wish in approximately 600 words (about 1 A4 size sheet of paper in length)**
- **In addition to the essay, some instructors may require a supplementary assignment so please be sure to check the syllabus way in advance or ask your seminar instructors directly during individual consultations.**
- **There are cases in which applicants are exempted from providing an essay. Please see the next slide for more details.**
- **As you are to enter the essay and/or assignment directly into the application page in *manaba*, we strongly recommend that you prepare your essay/assignment beforehand using MS word(or any equivalent word processing software).**
- **The box provided in manaba only accepts plain text. Assignments which require the use of objects (images, tables, graphs, etc.) may be uploaded as a separate file using the upload feature found right below the text box for the assignment. (up to 55mb)**

# 5) Application Essay & Assignment



Q. Does any of the following apply to you?

- a** The seminar instructor **specifies a separate assignment** and clearly indicates that he/she **does not require applicants to write an ‘application essay’**.
- b** I **had previously been taking the seminar and wish to return** to the seminar next semester when I come back **from an exchange program or a leave of absence**.
- c** I wish to **continue taking a sub-seminar** under the same instructor in the following semester.

NO

YES

Q. Did your desired seminar instructor specify on the syllabus or during consultation that you need to submit a ‘Separate Assignment’?

NO

YES

Q. Which one applies to you?

a

b

c

Application Requirement

Enter only the ‘Application Essay’ in *manaba*

Enter both the ‘Application Essay’ and the ‘Assignment’ in *manaba*

Enter (or upload) only the ‘Assignment’ in *manaba*  
(No need to provide the ‘Application Essay’)

No need to provide the ‘Application Essay’.  
\*Please check the syllabus or confirm with the seminar instructor regarding whether you need to submit any assignment(s).

# 6 ) Screening Procedure



1<sup>st</sup>

	Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result		Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result
1 <sup>st</sup> choice	A	○	—	—	A	1 <sup>st</sup> choice	A	×	—	—	—
2 <sup>nd</sup> choice	—	—	—	—	—	2 <sup>nd</sup> choice	—	—	—	—	—
Sub Seminar	—	—	—	—	—	Sub Seminar	—	—	—	—	—

1<sup>st</sup> + 2<sup>nd</sup>

	Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result		Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result
1 <sup>st</sup> choice	A	○	—	—	A	1 <sup>st</sup> choice	A	×	—	—	—
2 <sup>nd</sup> choice	B	—	—	—	—	2 <sup>nd</sup> choice	B	—	○	—	B
Sub Seminar	—	—	—	—	—	Sub Seminar	—	—	—	—	—

1<sup>st</sup> + 2<sup>nd</sup> + Sub

	Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result
1 <sup>st</sup> choice	A	○	—	—	A
2 <sup>nd</sup> choice	B	—	—	—	—
Sub Seminar	B	—	—	○	B

	Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result		Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	Sub-seminar screening	Final Result
1 <sup>st</sup> choice	A	○	—	—	A	1 <sup>st</sup> choice	A	×	—	—	—
2 <sup>nd</sup> choice	B	—	—	—	—	2 <sup>nd</sup> choice	B	—	○	—	B
Sub Seminar	C	—	—	○	C	Sub Seminar	C	—	—	○	C

Sub → 3<sup>rd</sup>

	Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	3 <sup>rd</sup> choice screening	Final Result		Zemi	1 <sup>st</sup> choice screening	2 <sup>nd</sup> choice screening	3 <sup>rd</sup> choice screening	Final Result
1 <sup>st</sup> choice	A	×	—	—	—	1 <sup>st</sup> choice	A	×	—	—	—
2 <sup>nd</sup> choice	—	—	—	—	—	2 <sup>nd</sup> choice	B	—	×	—	—
Sub Seminar	C	—	—	○	C✘	Sub Seminar	C	—	—	○	C✘

✘Please note that this only applies for sub-seminars in your own college or those offered jointly.





**For More Detailed Information**

**Please visit our Academic Website.**



<http://en.apu.ac.jp/academic/page/content0059.html/?c=17>

**If our website does not answer your  
question, please email us at :**

**[seminar1@apu.ac.jp](mailto:seminar1@apu.ac.jp)**

