

# **1. Study at APU**



## 1.1 Human Resource Development Goals

The founding principles of APU academics and research are freedom, peace and humanity, international mutual understanding, and the future shape of the Asia Pacific region. In addition to these, the College of Asia Pacific Studies and the College of International Management have each established human resource development goals and a curriculum in order to educate the leaders of tomorrow's international society.

APU seeks to achieve the following human resource development goals.

### College of Asia Pacific Studies (APS)

The College of Asia Pacific Studies aims to cultivate human resources that, upon comprehensive understanding of the diverse political conditions, economies, societies, and cultures of the Asia Pacific region, will 1) achieve basic and advanced knowledge in such areas as global society, environment and development, and tourism; 2) develop language, communication, and problem-solving abilities; and 3) through understanding of the diverse problems facing the Asia Pacific, will be able to contribute to sustainable development and coexistence in the region.

### College of International Management (APM)

The Mission of the College of International Management is to cultivate human resources with strong business ethics that will play an active role in resolving management issues at globalizing enterprises and other organizations by imparting fundamental knowledge in management, enhancing intercultural communication skills, and upholding cultural diversity.

## 1.2 Academic Information and Notices from APU

### 1.2.1 Academic Information and Services

Office	Services	Office Hours
Academic Office (1st floor, Building B)	Curriculum, Course Registration, Grades, Classes, Examinations, Reports, Language Proficiency Examinations  Off-campus Study Programs such as Language Immersion, Field Study, Study Abroad, etc.  Other topics covered in the Undergraduate Academic Handbook	<ul style="list-style-type: none"> <li>Monday, Wednesday through Friday: 10:00-16:30</li> <li>Tuesday: 11:30-16:30</li> </ul>

### 1.2.2 Notices from the Academic Office

General messages to students will be posted on Campus Terminal and the Academic Office website. Please check daily for important announcements.

#### Campus Terminal



##### Information

Messages concerning University events and other general notices will be posted here.

##### Academic

Link to the Academic Office Website.

The screenshot shows the APU Campus Terminal website. The 'Information' section lists several notices, including changes in schedule, class length, and online career consultation. The 'Academic' section is highlighted with a red box, showing links to the Academic Office Website, Library, Research, Student Services, Career, and Other(Student). The 'Course Messages' section is also highlighted, showing a message about course cancellations. The 'Action Required' section is highlighted, showing a message about online classes.

##### Course Messages

Notices of class cancellations, make-up classes, and classroom changes will be posted here.

##### Action Required

Individual messages from the University will be posted here. Important messages may also be sent by e-mail. Please check these regularly.

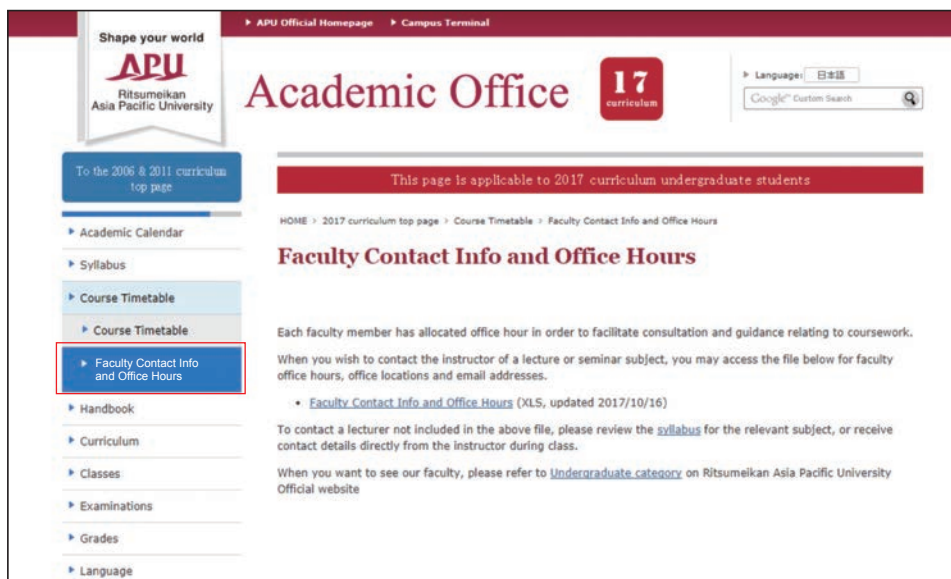
## Academic Office Website

The Academic Office website offers a variety of general academic information.



### 1.2.3 Faculty Office Hours and Contact Details

Each faculty member has allocated office hours in order to facilitate consultation and guidance relating to coursework. Students may visit faculty as necessary during these office hours. Information on faculty office hours, locations, and contact e-mail addresses is available on the Academic Office website under "Faculty Contact Info and Office Hours."



## Finding Faculty Information

Detailed information about faculty members can be obtained from the pages for each College on the Ritsumeikan Asia Pacific University official website.



## 1.3 Basic Academic Information

The following information contains details relating primarily to academic matters and Academic Office procedures. For more information regarding student status, please refer to the "Campus Life Handbook."

### 1.3.1 Advancement and Graduation

#### Year Level

Upon enrollment, students will be referred to as 1st year students. After studying each year, students will advance to the next year level. Those who fail to complete the requirements for graduation by the end of their 4th year will become 5th year students, then 6th year students, and so on. However, students may stay enrolled no more than eight years (16 semesters). Year levels may not be repeated.

#### Graduation

In order to graduate from APU, students must fulfill all of the following requirements. Those who have fulfilled these requirements will be eligible to graduate from APU.

##### Students must be enrolled at least four years

However, the following three cases are exceptions.

- Accelerated Graduation Program students can graduate after three years of study.
- 2nd year transfer students can graduate after three years of study.
- 3rd year transfer students can graduate after two years of study.

##### Students must have completed the required number of credits

Students must have obtained at least 124 credits in total and fulfilled the requirements specified by their respective curriculum. Further details can be found in the section for the corresponding curriculum and enrolled college of the student.

#### Degree

Those who have fulfilled graduation requirements will be awarded a bachelor's degree as shown below.

College	Degree Title
APS	Bachelor of Social Science
APM	Bachelor of Business Administration

### 1.3.2 Overview of the Academic Year

The APU academic year begins in April. Each year is divided into two semesters, and each semester is comprised of two quarters and a session. Registration and grade announcements are semester-based, with grades for all courses, including 1st Quarter, released at the end of the semester. There may also be instances where classes are scheduled on Saturdays or holidays. For details, please refer to the Academic Calendar.

April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Spring Semester						Fall Semester					
1st Quarter		2nd Quarter		Summer Session		1st Quarter		2nd Quarter		Winter Session	

### 1.3.3 Credit System

Coursework at APU is based on the credit system. The number of credits earned per course is determined by the Japanese University Establishment Criteria, and is based upon the number of class hours (including study conducted outside of class, homework, etc.).

Students who receive a passing grade in a class for which they are registered receive credits based on the hours completed.

**Example:**

Course Type	Number of Classes	Number of Credits
Lecture Course	14 classes + out-of-class study, homework, etc.	2
Language Course	56 classes + out-of-class study, homework, etc.	4

### 1.3.4 Course Types

Course Type	Credits	Offered	Classes per Week	Total No. of Classes
Lecture	2	Quarter-basis (2 months)	2	14
		Semester-basis (4 months)	1	
Seminar	2	Semester-basis (4 months)	1	14
Language	4	Semester-basis (4 months)	4	56
	2		2	28

## 1.3.5 Course Timetable and Class Times

### Regular Course Timetable

Period	Class Time	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25	A (1)	F (1)	K (1)	L (1)	F (2)
2	10:35-12:15	A (2)	G (1)	K (2)	L (2)	G (2)
3	12:30-14:10	B (1)	H (1)	K (3)	B (2)	H (2)
4	14:20-16:00	C (1)	I (1)	K (4)	C (2)	M (1)
5	16:10-17:50	D (1)	I (2)	-	D (2)	M (2)
6	18:00-19:40	E (1)	J (1)	-	E (2)	J (2)

Subjects that are held twice per week are either 1) held on different days during the same period or 2) held during consecutive periods on the same day. For example:

1. B (1) and B (2) are held Monday, 3rd period and Thursday, 3rd period
2. A (1) and A (2) are held Monday, 1st and 2nd period

### Make-up Day and Winter / Summer Session Timetable

Period	Make-up Day	Session
1	8:45-10:25	8:45-10:25
2	10:35-12:15	10:35-12:15
3	13:05-14:45	13:05-14:45
4	14:55-16:35	14:55-16:35
5	16:45-18:25	16:45-18:25
6	18:35-20:15	-

#### Notes:

- These times differ from the regular timetable.
- See p.143 for the Final Examination Timetable.



### 1.3.6 Class Cancellations, Changes, and Make-up Days

Information regarding class cancellations, make-up classes, and classroom changes will be made available on Campus Terminal. Please be sure to check these before attending classes.



#### Class Cancellation

If an instructor does not appear after the class starts, please promptly inform the Academic Office. A class will be cancelled if the instructor does not arrive at the classroom within 20 minutes of the beginning of class. Classes will also be cancelled if public transportation stops due to typhoon, snow, or a strike.

#### Procedures for Classes during Severe Weather and / or Suspension of Public Transportation

Classes may be cancelled in either one of the following circumstances. These measures will also apply during the final examination period. The university will make the final decision regarding any cancellations, so students are strongly advised to frequently check Campus Terminal for updates and comply with the decision and / or instructions issued by the University.

- When a storm alert (*boufu keiho*) or other weather-related emergency warning is issued for Beppu.
- When both Oita Kotsu Bus and Kamenoi Bus completely stop their services to and from APU.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Periods 1 and 2 will be cancelled
10:30 a.m.	approx. 10:45 a.m.	Classes from Period 3 onward will be cancelled
After 10:30 a.m.	As decided	Decisions will be made as appropriate

#### Class Cancellation Information

Information regarding the cancellation of classes may be accessed on Campus Terminal. Campus Terminal may also be accessed by mobile phone.

## Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In certain circumstances, make-up classes may be held before the actual cancelled class. Make-up classes are usually scheduled on a Saturday. Make-up class timetables will be posted on the Campus Terminal on the Tuesday prior to the make-up day. As classrooms and class times for make-up classes may differ from those of the regular class, please be sure to check Campus Terminal.

## Classroom Changes

Information on temporary or permanent classroom changes will be posted on Campus Terminal.

### 1.3.7 Class Absences due to Illness or Bereavement / Tardiness

In the event that you are unable to attend classes due to unavoidable circumstances such as illness or the death of a family member, please inform your instructors of your absence from classes. Each instructor will determine how to handle your absence in these cases.

These procedures, however, will differ depending on the length of the period absent. Please read the following information and p.29 for details.

## Short-term Absences

In the event a student is absent for 1 - 3 weeks (at least 5 class days in a row) due to personal illness or injury, or due to bereavement leave of up to 7 days due to the death of a parent, spouse or child, or up to 5 days due to the death of a grandparent or brother / sister, the University may issue a "Report of Absence from Class." If a student is absent for less than 1 week (5 class days in a row) due to personal illness or injury, a "Report of Absence from Class" cannot be issued. Please explain your circumstances to your instructors directly.

Please note that this "Report of Absence from Class" does not automatically guarantee approval of the absence. All decisions regarding absence from class are the prerogative of individual instructors. If you will be absent for reasons other than those listed on the next page, please consult directly with your instructor.

## Application Criteria

Reason for Absence	Application Criteria	Official Certificates Required*1
Illness / Injury	Absent for 1 - 3 weeks (at least 5 class days in a row) due to personal illness or injury. This report does not apply to illnesses or injuries of a family member or friend.	Medical certificate ( <i>Shindansho</i> ) or a "Certificate Proving Hospital Visit"*2 which includes the period of hospitalization or treatment and the reason for the class absence, plus the receipt for medical expenses
Bereavement	Applicable for 7 days including public holidays from the date of death (or funeral) of a parent, spouse, or child, or 5 days including public holidays from the date of death (or funeral) of a grandparent or sibling. If a student is absent for longer than the applicable period due to being in transit, whether within Japan or overseas, the student should consult with the Academic Office in advance. In such cases, any public transport ticket(s) used showing the boarding date and the boarding section need to be submitted when applying.	Funeral attendance letter (original) or official death certificate showing the date of death (copy)

\*1 As a rule, official certificates should be written in either English or Japanese. However, if you cannot secure a certificate in English or Japanese, please submit the original official certificate along with a brief translation in English or Japanese.

\*2 A "Certificate Proving Hospital Visit" may be downloaded from the Class Absences page of the Academic Office website.

## Application Method

1. Download the application form from the Academic Office website and fill in one form per subject.
2. Attach an official original certificate that clearly states the reason for and duration of absence, as well as an original receipt for medical services. Submit these along with the application forms to the Academic Office.
3. An Academic Office staff member will check your official medical certificate or a "Certificate Proving Hospital Visit" and original receipt for medical services. If there are no mistakes, the staff member will stamp the application forms with the office seal and return them to the student.
4. The student will submit the stamped forms to the instructors.

## Application Deadline

You must apply by 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. For session courses, by 16:30 on the last day of the session class you are taking. Late applications cannot be accepted.

## Long-term Absences

In some cases a student may be absent for more than half the term of a course (or more than quarter the term of the course for language subjects, Study Skills and Academic Writing, or Multicultural Cooperative Workshop) due to illness or personal injury. If those students meet the following conditions for a Long-Term Absence and submit an application by the deadline, course registration for the period of absence will be cancelled. Please note that if cancellation is approved, all courses in the affected semester or quarter will be cancelled. You may not cancel only specific subjects.

### Application Criteria

- If a student is absent for more than half the term of a course due to illness or injury, etc., the student must prove his / her absence with an objective document. For session courses, the absence must be due to illness, injury (only in the case of hospitalization), infectious disease, or bereavement (application criteria for an absence due to bereavement are the same as the short term absence criteria due to bereavement), and the absence must be proven by official documents.
  - The absence must have been unforeseen during the registration correction period.
  - The reason for the absence cannot be the result of actions willfully taken by the student.
- \*Only students who meet the conditions above are eligible to apply for the cancellation of a course.

### Notes

- The student's attendance record until the absence must have been good.
- Must be a student's own illness or injury. Absences resulting from the illness or injury of a family member or friend are not eligible.
- If the student will be absent from the course due to reasons other than the above, such as extracurricular activities or job-hunting for more than half the term of the session course, and they wish to cancel the session course, the student must visit the Academic Office no later than the day before the session course starts.

### Application Method

Students must notify the Academic Office as soon as a situation requiring a long-term absence arises. Students must file an application along with official original certificate and original medical expense receipts during the appropriate application period as shown below.

Reason	Official Certificate(s) Required
Illness / Injury	Medical certificate which includes the period of hospitalization or treatment and the reason for the class absence plus the receipt for medical expenses (original)
Bereavement	Funeral attendance letter (original) or official death certificate showing the date of death (copy)

### Application Deadline

You must apply by 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. For session courses, by 16:30 on the last day of the session class you are taking. Late applications cannot be accepted.

## Class Absences due to Infectious Disease

### Application Criteria

In the case a student misses classes due to an Infectious Disease as defined by the Japanese School Health and Safety Act, these missed classes will be treated as a recognized absence by submitting to the University an original "Certificate of Recovery from Infectious Disease" (which may be downloaded from the Class Absences page of the Academic Office website) completed by a medical institution, along with a medical expenses receipt.

Please note that if the Certificate of Recovery from Infectious Disease does not indicate that the absence was by doctor's order, then the illness will not be considered an infectious disease even if it is included on the list of recognized Infectious Diseases.

### Infectious Diseases Recognized by the Japanese School Health and Safety Act

Category 1	Avian influenza (H5N1), novel coronavirus / COVID-19 etc.
Category 2	Influenza (excluding avian influenza (H5N1)), whooping cough, measles, mumps, rubella, chicken pox, pharyngoconjunctival fever, tuberculosis and meningococcal meningitis
Category 3	Cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, paratyphoid fever, EKC: epidemic keratoconjunctivitis, acute hemorrhaging conjunctivitis, infectious gastroenteritis (Norovirus / Rotavirus only), mycoplasma pneumonia, shingles, and other infectious diseases

### Application Method

1. Students who have contracted one of the diseases listed above should notify the Academic Office by e-mail immediately ([acsubmit@apu.ac.jp](mailto:acsubmit@apu.ac.jp)).
2. After which they should review the application procedures on the Class Absences page of the Academic Office website.
3. Submit an original "Certificate of Recovery from Infectious Disease" and original medical expenses receipt to the Academic Office by the application deadline for the subjects in question.

### Application Deadline

Applications must be submitted by 16:30 on the last class day of the term in which the relevant subjects are held (excluding final examination and make-up class days). Applications will not be accepted after the deadline.

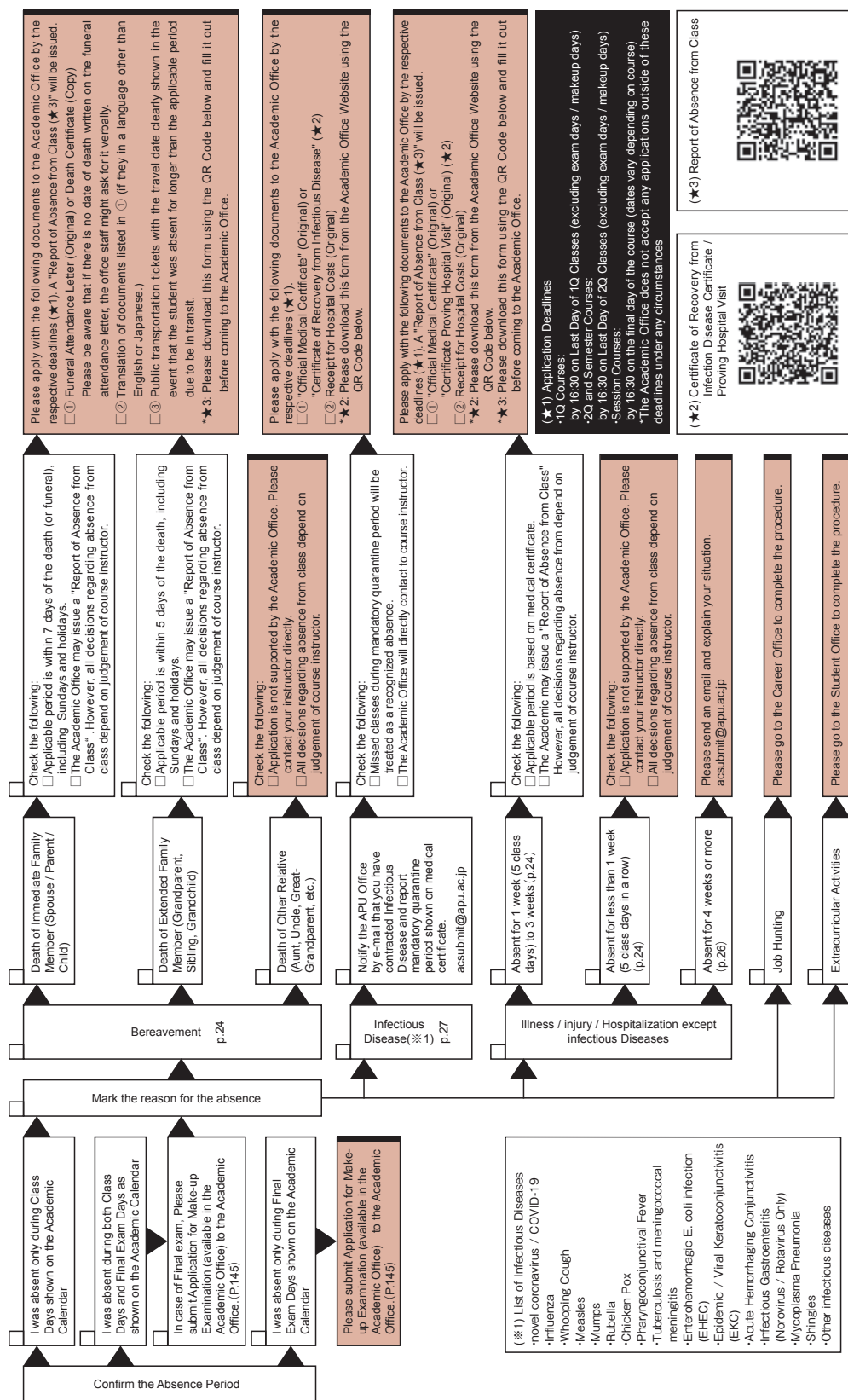
## Other Reasons for Absences

- Absence due to job-hunting activities: please consult with the Career Office
- Absence due to extracurricular activities: please consult with the Student Office
- Absence due to Japan's lay judge system or other trial-related reasons: please consult in advance with the Academic Office

## Tardiness

In the event that you experience a public transportation scheduling delay or disruption, the relevant transportation company will issue a "delay certificate" if requested. Show this certificate to your instructor and they will determine how to handle your tardiness.

## Procedure for use of the Class Absence Notification Service



## 1.3.8 Study Support

APU offers a variety of study support options to support students in their independent study. We hope that all students will proactively make use of this support and that it will prove useful in their studies.

### Academic Advising

APU offers "Academic Advising" for students in order to help them identify and achieve their goals both academically and personally. Advising is conducted through meetings with university faculty and staff, and aims to enable students to achieve the following:

- Maximize awareness and utilization of APU's multicultural learning environment
- Make a smooth transition into University student life
- Create their own plan of study
- Take responsibility for following their own plan of study

### Topics for Academic Advising

You can speak with an advisor on any issue, large or small. Please consider academic advising for the following topics, or for any other questions you wish to ask or concerns you might have.

- Difficulty getting used to the University
- Unsure what to do now to prepare for your future
- Unsure how to write reports
- Trouble understanding class
- Having too many things you want to do and not knowing where to begin
- Time-management problems
- Difficulty waking up in the morning
- Trouble completing credits

### Advising by Appointment

Advance reservation is required for an advising session. Information regarding available dates and how to reserve an advising session can be found on the "Academic Advising" page of the Academic Office website. Advising sessions are 45 minutes in length.



The screenshot shows the APU Academic Office website. The header includes the APU logo and navigation links. The main content area features an "Academic Advising" section with an "Important Notice" regarding COVID-19, stating that face-to-face sessions are no longer provided and online sessions via Zoom are available. Below the notice, there is a "How to Register" section with a form to pre-register for an advising session. The sidebar on the left contains links to various university resources.

If the situation is extremely urgent, please visit the appropriate office or the counseling room. Additionally, for questions or advice regarding scholarships, please visit the Student Office.



## Self Access Learning Center (SALC)

The Self Access Learning Center (SALC) offers language learning support in order to nurture independent language learners. If you want to improve your Japanese or Chinese language skills, please feel free to visit the SALC.

### For example, if you:

- want to develop your Japanese / Chinese abilities;
  - do not understand what your Japanese / Chinese teacher is saying in class;
  - want to participate in your Japanese / Chinese class, but do not have the confidence to speak up;
  - want to develop your Japanese / Chinese abilities, but do not know where to start, etc.
- please visit the SALC.

### Support we offer

- 1) Many language learning support materials  
(Study books for JLPT, manga, DVDs, etc.)
- 2) Listening and shadowing booths with PCs
- 3) Japanese / Chinese speaking and writing support provided by student staff
- 4) Help with finding language partners

### Location / Hours / Reservations

Location: Building F, 1st floor

Hours: Monday·Tuesday·Thursday·Friday, 2nd - 6th period

Reservations: Please see the Academic Office website.



## Writing Center

The Writing Center exists to support you in improving your academic writing skills. Here you can check your writing skills and develop them. Please feel free to visit the Writing Center not just for help writing class reports, but also for any other kind of writing support you may need. Refined writing skills are crucial not only while you are a student but out in the working world as well. Please make the most of the services the Writing Center has to offer in order to master the writing skills you need.

### Concept "To produce better writers, not better writing"

The Writing Center provides students with workshops and individualized teaching with the goal of nurturing "self-reliant writers." "Self-reliant writers" are those who are able to notice problems in their own writing and make corrections by themselves.

### Available Support

At the Writing Center, students can get one-on-one individualized instruction with one of our tutors. If you have ever had any of the following concerns, please visit us for assistance.

"I was assigned a paper in class, but I don't know what I should write on, or how to write about it..."  
→It's OK, even if you haven't started writing yet. By discussing the topic with a tutor, we will help you put your thoughts together and get them down on paper.

"I finished my report, but I don't know if it's really OK the way it is... Can someone look it over?"  
→Tutors will not correct or make any touch-ups to your text, but they will help you find potential problematic points in your writing by yourself. This is the first step in becoming a "self-reliant writer."

Domestic student tutors will assist with assignments for courses offered in Japanese;  
international student tutors will assist with assignments for courses offered in English.

### How to Use the Writing Center

- 1) Make a reservation on the "Writing Center" page of the Academic Office Website.  
\*Reservations can be made up to the day before your requested appointment time.  
If you don't have a reservation but wish to use the Writing Center today, please check "Today's Available Walk-In Sessions" on the reservation page.



- 2) Please be sure to bring the assignment you received in class to your session.  
\*Even if it is just an unfinished text, please bring it.
- 3) Please establish your goal(s) for the session with the tutor at the beginning of your session.  
Sessions are 40 minutes in length.

### Location

Library, 1st floor, PANGAEA 3



## AMC (Analytics and Math Center)

The AMC (Analytics and Math Center) aims to help APU students improve their analytics and math skills in either English or Japanese. We offer support for Fundamental Mathematics, Business Mathematics, Advanced Mathematics, and Statistics classes and homework.

### Concept

AMC provides students individualized tutoring with the goal of nurturing their ability to solve problems on their own.

### Available Support

At the AMC, students can get one-on-one individualized instruction with one of our trained tutors. If you ever have any of the following problems, please visit us for assistance.

"I don't understand something from math / statistics class."

"I need help with my math homework."

### How to Use the AMC

1) Make a reservation on the "AMC Reservation" Page.

\*Reservations can be made up to the day before your requested appointment time.

If you don't have a reservation but wish to use the AMC today, please check "Today's Available Walk-In Sessions" on the reservation page.



2) Please make sure to bring the following to your session:

Your class' textbook, handouts, calculator, homework, etc.

\*Please complete your homework in advance and prepare specific questions for tutors.

3) At the beginning of your session, please fill in the session sheet.

Sessions are 40 minutes in length.

### Location

AMC Booth: Library, 1st floor, next to the Reference Counter

