Course Registration Handbook for Independently-arranged Internships starting in AY 2026 Fall Semester

Internships at APU may be registered as academic courses, as they contribute to students' academic learning and career development. Students who wish to earn academic credit must apply for **course registration at least 35 days prior to the commencement of their internship**. Furthermore, the internship course will be registered in the semester following the completion of the internship.

This handbook outlines the procedures, requirements, and policies for registering an Independently-arrange Internship as an academic course and earning credits.

I. Internships Eligible for Course Registration

1. Internships you find and apply for on your own

- NOT self-employment
- NOT conducted in a business owned or managed by the student's family
  - ※ "Family" is defined as blood relatives up to the 6th degree of kinship, and other relatives up to the 3rd degree of kinship.
- NOT work conducted within a student-run organization
- NOT work conducted at, or registered to, a private, residential address
- DOES NOT involve participation in a political campaign, political action committee (PAC) or lobbying effort (however, working for a seated public servant is acceptable)
- DOES NOT include training activities (e.g. time spent preparing for insurance and/or securities license exams)
- Conducted as a formal internship, NOT part time job

2. Internships held during the following periods:

- ✧ AY2026 Fall semester internships (conducted between December 2026 – March 31, 2027)
- ✧ AY 2026 Fall Semester internships continuing into the AY 2027 Spring Semester (conducted between December 2026 – September 20, 2027)

  N.B. Internships starting in AY 2026 Fall semester and continuing further onto the AY 2027 Fall Semester (after September 21, 2027) are not eligible for course registration this time.

II. Types of Internship Courses, Outline and Application Requirements

APU offers the following four internship courses. Please carefully review the application requirements for each course before submitting your course registration.

1. Type of Internships Courses and Course Registration Requirements

Subject Field		Common Liberal Arts Subject	ST Major Education Subject	APM Major Education Subject	GSM Experiential Learning
Subject Name		Internship	Specialized Internship	Business Internship	Internship
Subject Code		021195	038342	037249	062119
Course Language		Japanese / English	Japanese / English	Japanese / English	English
Course Availability		○	○	○	○
Eligible College/Graduate School		APS/APM/ST	ST	APM	GSM
Semesters of enrollment at the time of application		2 – 7 semester	2 – 7 semester	(2023 curriculum) 2 – 7 semester (2017 curriculum) 4 – 7 semester	1st to 3rd semester *1st semester students can apply, but if their GPA at the end of their 1st semester is below 2.75 the application will cancelled.
		Final semester students are not eligible to apply. For internships spanning over two semesters, final semester & one semester before the final semester students are also not eligible to apply.			
Enrollment status		Students must have regular student status during 1) the semester of application, 2) the semester in which the internship conducted, and 3) the semester following the completion of the internship (course registration semester) N.B. If you will be on academic leave, suspended, or on study abroad during any of 1) – 3), you will not be eligible to register for courses or receive grades. If a suspended student's period of suspension ends before their application, they may apply.			
GPA		Cumulative GPA of 2.00+	Cumulative GPA of 2.00+	Cumulative GPA of 2.00+	Cumulative GPA of 2.75+
Pre-requisite courses				1)Must have completed at least 5 of the 11 APM required courses. 2)Must have completed "Fundamental Mathematics" or "Advanced Mathematics".	
Min. required no. of internship hours		40 hours		80 hours	
Awarded Credits		2 credits（40 – 129 hours） 4 credits（130 hours or more）		2 credits（80 – 159 ours） 4 credits（160 hours or more）	
Grading		P/F			
Others		Credits are not included in the maximum number of credits per semester.			
Classes	Pre	On-demand class	On-demand class	On-demand class	On-demand class
	Post	In-person	In-person	In-person	In-person
Syllabus	EN	Internship (TBA)	Specialized Internship	Business Internship	Internship
	JP	インターンシップ	専門インターンシップ	ビジネスインターンシップ	N/A

2. Syllabus

Please be sure to check the syllabus for details for each course.

3. Pre- & Post-classes

Pre-internship classes are provided in an on-demand format and must be completed before the start of the internship. Post-internship classes are conducted in person on Wednesdays during the first month of classes in the semester following the completion of the internship (e.g. April or October). Please check the schedule here.

4. Number of internship courses that can be registered for in one semester (Undergraduate only)

Undergraduate students may register for **only one internship course* per semester**, regardless of the number of internships completed during that semester or the type of internship (contract-type or independently arranged).

*Refers to “Common Liberal Arts Internship”, “ST Specialized Internship”, or “APM Business Internship”.

Maximum number of credits counted toward graduation

Undergraduate	Common Liberal Arts Internship	No limit
	・ ST Specialized Internship ・ APM Business Internship	Maximum of **8 credits** earned through internship courses may be counted toward the **124 credits required for graduation**. **N.B.** Any internship credits exceeding this limit will not be counted toward graduation requirements.
Graduate School	GSM Experiential Learning	A maximum of **4 credits** earned through GSM Experiential Learning may be counted toward the **44 credits required for graduation**. **N.B.** Any credits exceeding this limit will not be counted toward graduation requirements.

III. Internship Hours and Credit Award

1. How Internship Hours Are Calculated

- Internship hours are calculated from the start time to the end time on each working day, including lunch breaks.
- Working days may include weekdays and/or weekends, depending on the internship schedule.

2. Credit Award Based on Completed Internship Hours

Credits are awarded based on the actual completed hours.

If the final number of internship hours differs from the originally planned hours, credits will be awarded based on the actual hours completed, as outlined below.

・ Example 1: Reduced Hours

If your “Common Liberal Arts Internship” or “ST Specialized Internship” was intended to cover 130 hours or more, but actually only covered 40 to 129 hours or your “APM Business Internship” or “GSM Experiential Learning” was intended to cover 160 hours or more, but actually only covered 80-159 hours.

→ **Two credits will be awarded**.

・ Example 2: Increased Hours

If your “Common Liberal Arts Internship” or “ST Specialized Internship” was intended to cover 40

to 129 hours, but actually only covered 130 hours or more or your “APM Business Internship” or “GSM Experiential Learning” was intended to cover 80-159 hours, but actually only covered 160 hours or more.
→ **Four credits will be awarded**.

IV. Internship Language and Course Language

1. Undergraduate Courses

- The course language is determined by the primary language used during the internship and must be selected at the time of application.
  If your internship is conducted primarily in Japanese, you must apply for the internship course offered in Japanese. If your internship is conducted primarily in English or another language, you must apply for the internship course offered in English.
- For Japanese-basis domestic students, enrolling in an English internship course will count toward the opposite language credit requirement.
- The course language cannot be changed after the application has been submitted.
- **If the course language selected in your application does not match the language used at your internship, your application will be cancelled and will not be eligible to register for the course.**

2. Graduate Courses

Since graduate courses are offered only in English, internship course registration is permitted only if the internship is conducted in English.

V. Course Registration

Students who want to register for an internship course and receive credits for their Independently-arranged Internship must state their intent to do so by **submitting a course registration application at least 35 days before the start of their internship**.

Course registration and grading will take place on the Grade Release date in the semester following the completion of the internship. For internships ending by March 31, 2027, course registration and grading will take place on the Grade Release date for the AY2027 Spring Semester. If your internship spans multiple semesters between December 2026 and September 20, 2027, course registration and grading will take place on the Grade Release date for the AY2027 Fall Semester.

Overall Schedule

Documents required to be submitted in advance.	Screening	Pre-class	Internship Period	Post-class	Documents required to be submitted after internship	Course registration/ Grading
Mid-May to Late Jul	As soon as submissions are received.	On-demand class viewing	Spring semester (June – Sept)	Oct	Mid Oct	Following semester after the internship (Fall semester)
Late Oct – Late Jan			Fall semester (Dec – Mar)	Apr	Mid Apr	Following semester after the internship (Spring semester)
Mid-May to Late Jul			From Spring Semester to Fall Semester (June – March)	Apr	Mid Apr	Following semester after the internship (Spring semester)

Late Oct. – Late Jan			From Fall Semester to Spring Semester (Dec – Sept)	Oct	Mid Oct	Following semester after the internship (Fall semester)

VI. Application Procedure/Flow:

1. Before the internship

Internship application	・ Students apply directly to internships through the host institution（※）. ※ Only internships that meet the requirements outlined in "I. Internships Eligible for Course Registration" will be considered eligible.
Submission of course registration	**For internships held during AY 2026 Fall Semester** ➔ **Application Period: October 30, 2026 – 16:30 on January 31, 2027** **For internships starting in AY 2027 Spring Semester** ➔ **Application Period (tentative): May 14, 2027 – 16:30 on July 31, 2027** **Important**: The dates above indicate the application period only. Students must submit the Course Registration Application and all required documents **at least five (5) weeks (35 days) before the internship start date**, even if the application period remains open. Applications submitted fewer than 35 days before the internship start date will not be accepted. As some required documents must be completed by the host organization, students are strongly advised to begin the application process and make the necessary arrangements well in advance. ・ Submission link: (AY2026FA-AY2027SP) Course Registration Application for Independently Arranged Internships – Fill in form ※Your participation in the internship must be confirmed at the time of the application. **Required Documents (document templates will be provided on Moodle)** Internship Acceptance Consent Form (to be filled by the host institution) ※The document must be stamped with the official company seal. ・ Insufficient or incomplete documents may result in rejection.
Document screening	・ The documents will be internally screened to confirm that the internship content is suitable for academic credit. ・ If you pass the internal screening, you will be registered on Moodle in the internship course. ・ Screening usually may take up to 3 weeks.
Pre-classes (On-demand) ***mandatory***	・ View the on-demand classes before the internship. ・ Submit any assigned coursework by the designated deadlines.
Business Manners Course ***mandatory***	・ Complete the mandatory business manners course. ・ Submit any assigned coursework by the designated deadlines.
Insurance purchase ***mandatory***	Enroll in an insurance plan as instructed by the Student Office. Domestic internship (Japan) (Unpaid internship): ・ Internship of one month or less: "*Tokio* Marine & *Nichido* Fire Insurance Co., Ltd. Domestic Travel Accident Insurance" [東京海上日動火災保険株式会社 国内旅行傷害保険] or "Mitsui Sumitomo Insurance Company, Limited – Domestic Travel Accident Insurance." [三井住友海上火災保険株式会社 国内旅行傷害保険] ・ Internship lasting longer than one month：Sompo Japan – Personal Accident and Income Protection Insurance "*THE*

		Karada no Hoken "[損保ジャパン株式会社　THE カラダの保険]"
	Overseas internships	・ When participating in an internship outside your home country: *Tokio* Marine & *Nichido* Fire Insurance Co., Ltd. Overseas Travel Insurance [東京海上日動火災保険株式会社　海外旅行保険] * On campus, you can enroll in insurance through Creotech Life Support, located on the second floor of Building A. ・ When Participating in an Internship in Your Home Country: choose between 1) enrolling in an insurance and 2) self-management (without insurance). If you choose option 2, you are required to enroll in the "Liability Insurance for Internships, Professional Qualification Activities AKA Intern Insurance (Intnern-bai)" and submit a signed pledge form (Overseas Internship Dispatch Consent Form) before departure.

・ If you fail to enroll in the required insurance plan by the start date of your internship, your course registration application will be canceled. In such cases, you will not be registered for the course and will not be eligible to receive academic credit.
・ In principle, students who are doing online internships, or paid internships in Japan are not required to purchase insurance.

*Students must complete all items designated as "mandatory" in order to pass the course. Failure to complete any mandatory requirement will result in a final grade of F.

2. After the internship

Post-class (in-person) *mandatory*	・ Attend **all** post-class (held in semester following the semester in which the internship was completed) ・ Submit any assigned coursework by the designated deadlines.
Documents to be submitted *mandatory*	・ In addition to the course assignments, you must submit the following post-internship documents to the Student Office. Document list (document templates will be provided on Moodle) a Career Check Sheet (Excel) b Internship Log (Excel) c Internship Supervisor Evaluation Sheet **Submission deadlines:** For internships held during AY 2026 Fall Semester (December 2026 – March 31, 2027): by **16:30 on April 16, 2027** Where to submit: Moodle For AY 2026 Fall Semester internships continuing into the AY 2027 Spring Semester (December 2026 – September 20, 2027) 16:30 on October 13, 2027 Where to submit: Moodle ・ Submissions after the deadline will not be accepted under any circumstances.

Course registration/ Grading	・ The university will register the course on your behalf based on your internship course registration. ・ The internship course and the grade awarded will appear your Campus Web when the grades for the semester following the completion of the internship are released (see “VII. Release of Grades / Grade Inquiries” for details). ・ Grades will be assigned in the same manner as other courses, and will be announced when grades are released for the semester in which the course is registered. (Course registration in Spring semester: end of August / Course registration in Fall semester: Early March) ・ Students must confirm their course registration via Campus Web.

*Students must complete all items designated as "mandatory" in order to pass the course. Failure to complete any mandatory requirement will result in a final grade of F.

VII. Release of Grades / Grade Inquiries

The internship course and the grade awarded will appear your Campus Web when the grades of the semester during which the post-classes are held are released. Grade inquiries for this program should be made during the "Grade Inquiry Period" set for the semester in which the grade is awarded.

・ Case 1: If the internship is held during AY 2026 Fall Semester (December 2026 – March 31, 2027)
Timing of post-classes: AY 2027 Spring Semester
Timing of Course Registration: On the Grade Release date for AY 2027 Spring Semester courses
Grades Awarded: August 25, 2027
Grade Inquiries: Grade Inquiry Period for AY 2027 Spring Semester Courses

Case 2: If the internship is held over two semesters, e.g. internships starting in AY2026 Fall Semester and continuing into AY 2027 Spring Semester (December 2026 – September 20, 2027)
Timing of post-classes: AY 2027 Fall Semester
Timing of Course Registration: On the Grade Release date for AY 2027 Fall Semester courses (e.g. March 1, 2028)
Grades Awarded: March 1, 2028
Grade Inquiries: Grade Inquiry Period for AY 2027 Fall Semester Courses

VIII. Precautions

1. Application and Course Registration Policies

The course registration cannot be cancelled or changed once the application has been submitted.

1-1. Withdrawal after the announcement of screening results

Students are expected to fully understand all internship course requirements before applying, including attendance at all required pre-internship and post-internship classes and completion of other program requirements.

The University conducts screening on the assumption that students are committed to fulfilling all course registration requirements if. Accordingly, withdrawal after the course registration application has been approved is generally not permitted.

1-2. Course registration plan

Students are responsible for carefully reviewing their course registration plan, including the number of

credits to be earned, and confirming that participation in the internship course fits within their overall academic and graduation plans.

No special consideration will be provided if issues related to course registration, credit requirements, or graduation eligibility are identified after the announcement of screening results, or if any circumstance listed under “Application and Course Registration Policies” subsequently arises. Students are expected to apply only after ensuring that they can meet all academic and program requirements.

Note: Students who participate in an internship with the same host organization more than once may receive academic credit for that organization only once.

1-3. Application and Course Registration Policies:

Students will receive a final grade of "F" for the applicable internship course if any of the following conditions apply after their course registration application has been approved.

A) In the event a student’s course participation is judged inappropriate, taking into consideration the student’s behavior and attendance.
B) In the event the student becomes subject to disciplinary action after the course registration application was approved.
C) In the event that the student fails to obtain the designated overseas travel and accident insurance, and/or fails to follow university instructions regarding the submission of required documents, attendance at mandatory events, completion of mandatory assignments, or other required procedures.
D) In the event of misconduct.
E) In the event of any other violation of the student's responsibilities or obligations as a student.

2. Internship Hours, Absences, and Credit Award

2-1. Failure to Meet Minimum Internship Hours Requirements

- If the total completed hours are less than 40 hours for a Common Liberal Arts Internship or ST Specialized Internship, or less than 80 hours for an APM Business Internship or GSM Experiential Learning, the award of credits will be determined based on the reason for the shortfall.
- Credits are not guaranteed in these cases and will be determined on individual review. **If the shortfall is due to reasons attributable to the student’s own discretion, an F grade may be awarded.**
- The University will review each case individually and decide whether course registration and credit award are approved.

2-2. Procedures for Unavoidable Absences

If your internship hours are reduced due to unavoidable circumstances, follow the procedure corresponding to your case below. The University will determine whether course registration is permitted.

A) Internship cancellation or temporary suspension by the host organization

- Submit an explanatory document issued by the host organization (PDF format, signed or stamped) via email.

B) Illness/Hospitalization or Bereavement

If you must be absent due to unavoidable circumstances such as illness or bereavement and meet the requirements stipulated in the “5. Class Absences (Illness or Bereavement)” page on the Academic Information website, submit the following documents to the Student Office via email:

- Required official certificates listed on the handbook webpage (PDF format)
- A Report of Absence (free format)

C) Other reasons (e.g., severe weather, strikes, epidemics, etc.)

- Contact the Student Office for further instructions.

2-3. Procedures and Deadlines for Reporting Absences and Reduced Internship Hours

In the event of circumstances described in 2-1 Failure to Meet Minimum Internship Hours Requirements or 2-2 Procedures for Unavoidable Absences, students must notify the Student Office by email within three (3) business days of the missed internship workday or class.

Failure to notify the Student Office within the specified deadline will result in receiving an F grade for the course. Requests submitted after the deadline will not be accepted.

2-4. Internship Schedule and Working Hour Restrictions

- **If your internship is conducted during the academic semester and overlaps with your class schedule, attendance in classes will take priority. No special consideration will be granted for class absences resulting from internship participation.** Students are responsible for coordinating with the host organization in advance to ensure that their internship schedule does not conflict with their classes.
- International students participating in a paid internship must comply with the conditions of their status of residence. Working hours must not exceed 28 hours per week during the semester and 40 hours per week during long vacation periods.
- For domestic students participating in a paid internship, working hours must not exceed 40 hours per week, regardless of whether the internship takes place during the semester or during long vacation periods.

2-5. Course Registration for Two-Semester Internships

For internships spanning over two semesters, the internship course will be registered in the semester following the originally planned completion date of the internship. The timing of course registration will remain unchanged, even if the internship is shortened to one semester due to circumstances on the part of the student or the host organization.

Example) Application for an internship from AY 2026 Fall Semester to AY 2027 Spring Semester

→ Course Registration: AY 2027 Fall Semester

2026FA		2027SP	2027FA
・ Internship application ・ At least 5 weeks (35 days) before the start of the internship	・ Pre-classes ・ Pre-guidance（On-demand viewing）	Internship	・ Post-class (in-person) ・ Submission of class assignments ・ Submission of the required post-internship documents ・ Course registration / grading / credits awarded

3. Important Notes

International students enrolled at APU under a Student visa must comply with all applicable immigration regulations regarding employment. Students are responsible for ensuring that their internship activities remain within the limits permitted by their visa status.

IX. Inquiries

Advising and Career Team
Student Office
Email: career2@apu.ac.jp