

Course Registration Handbook for Independently-arranged Internships starting in AY 2026 Spring 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 Spring semester internships (May 2026 – September 20, 2026) r
- ◇ AY 2026 Spring Semester internships continuing into the AY 2026 Fall Semester (April 2026 – March 31, 2027)

II. Types of Internship Courses, Outline and Application Requirements

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

1. Type of Internships Courses and Course Registration Requirements

Subject Field		ST Major Education Subject	APM Major Education Subject	GSM Experiential Learning
Subject Name		Specialized Internship	Business Internship	Internship
Subject Code		038342	037249	062119
Course Language		Japanese / English	Japanese / English	English
Course Availability	Contract-type	○	○	○
	Independently-arranged	○	○	○
Eligible College/Graduate School		ST	APM	GSM
Semester of enrollment		Cannot register in final semester		
		For internships spanning over two semesters, final semester & one semester before the final semester are also not accepted for application.		
		Must be in 2 nd semester or above at the time of application.	(2023 curriculum) Must be in 2 nd semester or above at the time of application. (2017 curriculum) Must be in 4 th semester or above at the time of application.	1 st to 3 rd semester · 1 st semester students can apply, but if their GPA at the end of their 1 st semester is below 2.75, their application will be cancelled.
Enrollment status		Students must have regular 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 for course registration and will not be able 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+	<ul style="list-style-type: none"> • Cumulative GPA of 2.00+ • Must have completed at least 5 of the 11 APM required courses. • Must have completed "Fundamental Mathematics" or "Advanced Mathematics". 	Cumulative GPA of 2.75+
Min. required no. of internship training hours		40 hours	80 hours	
Required no. of internship training hours		2 credits (40 – 129 hours) 4 credits (130 hours or more)	2 credits (80 – 159 hours) 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
	Post	In-person	In-person	In-person
Syllabus	EN	Specialized Internship	Business Internship	Internship
	JP	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

On-demand classes should be completed prior to the internship and post-classes in the semester following the completion of the internship. 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 type of internship (contract-type or independently arranged).

*Refers to “Specialized Internship” and/or “APM Business Internship”.

Maximum number of credits counted toward graduation

Undergraduate	Common Liberal Arts Internship	No limit
	<ul style="list-style-type: none"> • ST Specialized Internship • APM Business Internship 	<u>A total of up to 8 credits</u> can count toward the 124 needed for graduation. Credits which exceed this limit will not count toward graduation.
Graduate school	GSM Experiential Learning	<u>A total of up to 4 credits</u> can count toward the 44 needed for graduation. Credits which exceed this limit will not count toward graduation.

III. Internship Language and Course Language

1. Undergraduate Courses

- The course language is determined by the language used at the internship.
- Refer to the table below to confirm the language used at your internship and identify the appropriate course language.
- 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 does not match the language used at your internship, you will not be eligible to register for the course.

Internship language \ Course language	Japanese	English
Japanese	○	×
English	×	○
Other	×	○

2. Graduate Courses

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

IV. 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 before the start of their internship.

Course registration and grading will take place in the semester following the completion of the internship. The course registration timing for internships finishing by September 20, 2026 is the 2nd Quarter of AY2026 Fall Semester. If your internship is spanning over 2 semesters in the period May 2026 – March 31, 2027, then the course registration timing will be in the 2nd Quarter of AY2027 Spring Semester.

Overall Schedule

Documents required to be submitted in advance.	Screening	Pre-class	Internship	Post-class	Documents required to be submitted after internship	Course registration/ Grading
Last week of Feb–End Jul	As soon as submissions are received.	On-demand class viewing	Spring semester (April – Sept)	Oct	End Oct	Following semester after the internship (Fall semester)
Last week of Aug–End Jan			Fall semester (Oct. – March)	Apr-May	End Apr	Following semester after the internship (Spring semester)
Last week of Feb–End Jul			From Spring Semester to Fall Semester (April – March)	Apr-May	End Apr	Following semester after the internship (Spring semester)
Last week of Aug–End Jan			From Fall Semester to Spring Semester (Oct. – Sept.)	Oct	End Oct	Following semester after the internship (Fall semester)

V. Application Procedure/Flow:

1. Before the internship

Internship application	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Application Period: AY2026 Spring semester internships: May 14, 2026 – 16:30 July 31, 2026 AY2026 Fall semester internships: October 1, 2026 – 16:30 January 30, 2027 Regardless of the deadline above, students must submit all required documents and the Course Registration Application at least five weeks (35 days) prior to the start of the internship. As the required documents must be completed by the host organization, students are advised to make the necessary arrangements well in advance. Submission link: Forms ※Your participation in the internship must be confirmed at the time of the application. <p>Required Documents</p> <table border="1"> <tr> <td>Internship Acceptance Consent Form (to be filled by the host institution)</td> </tr> </table> <ul style="list-style-type: none"> ※The document must be stamped with the official company seal. If you are not able to submit the required documents by 5 weeks (35 days) before the start of the internship, the application will not be accepted for any reason. Insufficient or incomplete documents may result in rejection. 	Internship Acceptance Consent Form (to be filled by the host institution)			
Internship Acceptance Consent Form (to be filled by the host institution)					
Document screening	<ul style="list-style-type: none"> 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. 				
Pre-classes (On-demand)	<ul style="list-style-type: none"> View the on-demand classes before the internship. Submit any assigned coursework by the designated deadlines. 				
Business Manners Course (mandatory)	<ul style="list-style-type: none"> Complete the mandatory business manners course. Submit any assigned coursework by the designated deadlines. 				
Insurance purchase	<p>Enroll in an insurance plan as directed by the Student Office.</p> <table border="1"> <tr> <td>Domestic internship (Japan) (Unpaid internship)</td> <td> <ul style="list-style-type: none"> 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] </td> </tr> <tr> <td>Overseas internships</td> <td> <ul style="list-style-type: none"> 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] * If the internship will be held in your home country, please consult with the Student Office. </td> </tr> </table> <ul style="list-style-type: none"> If you do not enroll in an insurance plan by the start of your internship, you will not be eligible to register the course or receive grades. 	Domestic internship (Japan) (Unpaid internship)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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] * If the internship will be held in your home country, please consult with the Student Office.
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Overseas internships	<ul style="list-style-type: none"> 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] * If the internship will be held in your home country, please consult with the Student Office. 				

	<ul style="list-style-type: none"> In principle, students who are doing online internships, or paid internships in Japan are not required to purchase insurance.
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2. After the internship

Post-class (in-person)	<ul style="list-style-type: none"> Attend 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	<ul style="list-style-type: none"> In addition to the course assignments, you must submit the following post-internship documents to the Student Office. <p>Document list (document templates will be provided on Moodle)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">a</td> <td>Internship Log</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Internship Supervisor Evaluation Sheet</td> </tr> </table> <p>Submission deadlines: AY2026 Spring semester internships (May 2026 – September 20, 2026): 16:30 on October 9, 2026 Where to submit: Moodle</p> <p>AY 2026 Spring Semester internships continuing into the AY 2026 Fall Semester: 16:30 on April 16, 2027 Where to submit: Moodle</p> <ul style="list-style-type: none"> A “F” Grade will be issued if documents are not submitted by the due date. Submissions after the deadline are not accepted for any reason. 	a	Internship Log	b	Internship Supervisor Evaluation Sheet
a	Internship Log				
b	Internship Supervisor Evaluation Sheet				
Course registration/ Grading	<ul style="list-style-type: none"> The university will register the course on your behalf based on your internship course registration. Course registration will be completed after the Course Drop Period 2 of the semester following the completion of the internship. 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: early Sep / Course registration in Fall semester: Early March) Students must confirm their course registration via Campus Web. 				

VI. Release of Grades / Grade Inquiries

The internship course will be registered and graded as a course in the second quarter of the semester during which the post-classes are held. 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 Spring Semester (April – September 2026)
 Timing of post-classes: AY 2026 Fall Semester
 Timing of Course Registration: AY 2026 Fall Semester, 2nd Quarter
 Grades Awarded: March 2027
 Grade Inquiries: Grade Inquiry Period for AY 2026 Fall Semester Courses

- Case2 : If the internship is held over two semesters, e.g. internships starting in AY2026 Spring Semester and continuing into AY 2026 Fall Semester (April 2026 – March 31, 2027)
 Timing of post-classes: AY 2027 Spring Semester
 Timing of Course Registration : AY 2027 Spring Semester, 2nd Quarter

Grades Awarded: September 2027

Grade Inquiries: Grade Inquiry Period for AY 2027 Spring Semester Courses

VII. Precautions

1. Cancellation and Withdrawal

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

1-1. Cancellation of Participation

In the event any of the following apply, a participant's participation in an internship course may be cancelled even after the announcement of acceptance. In the event a participant's participation is cancelled, as a rule, a grade of "F" will be assigned.

- A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance.
- B) In the event the participant becomes subject to disciplinary action after the announcement of the screening results
- C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed.
- D) In the event of misconduct.
- E) In the event of other violations of the participant's duty as a student.

1-2. Withdrawal after the announcement of screening results

The University undertakes screening on the assumption that, at the time of application, everyone who applies for an internship wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted. When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw.

1-3. Course registration plan

Students should thoroughly review their course registration plan and number of credits to be earned and confirm that this plan will not cause any problems with their course registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced or that an item listed in "Cancellation of participation" has arisen. Students should take personal responsibility when applying to any internship course.

Note: Students wishing to participate at the same internship organization multiple times will only be able to register a credit-bearing course with that organization once.

2. Class and internship hours

2-1. 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.

2-2. 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.**

2-3. When Minimum Required Hours Are Not Met

- 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.

2-4. 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.

2-5. In the event of “2-3 When Minimum Required Hours Are Not Met” or “2-4 Procedures for Unavoidable Absences”, make sure that you contact the Student Office via email within **3 business days** after the missed class or missed internship workday. Applications submitted after the deadline will not be accepted.

2-6. If your internship takes place during the class period and overlaps with your course timetable, classes will take priority, and no special consideration will be given for class absences. Students must coordinate with the host organization in advance to avoid scheduling conflicts between the internship and their

classes.

For international students participating in a paid internship during the class period, the working hours must not exceed 28 hours per week (or 40 hours per week during long breaks).

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 class period or long breaks.

2-7. If you apply for a two-semester internship, the internship course will be registered in the semester following the originally planned completion of the internship. This registration timing will not change, 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 Spring Semester to AY 2026 Fall Semester

→ Course Registration: AY 2027 Spring Semester

2026SP		2026FA	2027SP
2 nd semester		3 rd semester	4 th semester
<ul style="list-style-type: none"> • Internship application • At least 5 weeks (35 days) before the start of the internship 	<ul style="list-style-type: none"> • Pre-class • Pre-guidance (On-demand viewing) 	Internship	<ul style="list-style-type: none"> • Post-class • 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 college student visas may only be permitted to work within the limits of their visa. Please make sure to abide by these regulations.

VIII. Inquiries

Advising and Career Team

Student Office

Email: career2@apu.ac.jp