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APU

Ritsumeikan
Asia Pacific University

Graduate
Academic
Handbook

2026

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2026 Graduate Academic Handbook
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List of Abbreviations

Abbreviation	Formal Name
GSA	Graduate School of Asia Pacific Studies
GSAM	Graduate School of Asia Pacific Studies Master's Program
APS	Major in Asia Pacific Studies
ICP	Major in International Cooperation Policy
GSAD	Graduate School of Asia Pacific Studies Doctoral Program
GSM	Graduate School of Management

Declaration on the Occasion of the Opening of APU

Since the beginning of human history, human beings have attempted to create their own distinctive cultures and develop civilizations in the various regions of the world. They have also had to overcome many constraints and obstacles in order to achieve their goal of living in conditions of freedom, peace and humanity.

The twentieth century was an era of rapid progress and unprecedented advance in the political, economical and cultural fields, as human activity increasingly took place on a global scale. Through the experience of the two World Wars, the United Nations and other international organizations were formed to enhance cooperation in order to maintain peace and to promote international understanding.

Given that the 21st century will see the emergence of a global society, we firmly believe that coexistence between mankind and nature, as well as between diverse cultures, will be indispensable for the peaceful and sustainable development of the Asia Pacific region. This is why we are now establishing a university here, to nurture the young talent and to create a new academic discipline which will help shape the region's future.

April 1, 2000 therefore marked the birth of the Ritsumeikan Asia Pacific University, based on a vision of freedom, peace and humanity, mutual international understanding, and the future shape of the Asia Pacific region. The establishment of the University at Jumonjibaru, in Beppu City, has been made possible through the cooperation of the people of Beppu and Oita Prefecture, together with many others both within and outside Japan.

Our hope is that it will be a place where the young future leaders from countries and regions throughout the world will come to study together, live together, and understand each other's cultures and ways of life, in pursuit of goals that are common to all mankind.

The Ritsumeikan Asia Pacific University is hereby declared open.

April 1, 2000

THE RITSUMEIKAN CHARTER

Ritsumeikan traces its roots to Prince Saionji's private academy of the same name, established in 1869. It was officially founded in 1900 by his protégé, Kojuro Nakagawa, as the Kyoto Hosei Gakko (Kyoto School of Law and Politics), later to take on the name "Ritsumeikan". The name is derived from a passage in the Jinxin chapter of the Discourses of Mencius, and means "a place to establish one's destiny through cultivating one's mind."

Ritsumeikan's founding ideals are "freedom and innovation" and reflecting upon its wartime experience, it committed itself to a core educational philosophy of "peace and democracy" after World War II.

Ritsumeikan has faced the challenges of the times by pursuing an independent path to rise above adversity and has become the comprehensive private educational institution that it is today through extensive cooperation and support from both within and outside Japan.

Ritsumeikan, as a Japanese institution located in the Asia Pacific region, is committed to sincerely reflecting upon history and to building an institution where many cultures coexist in the spirit of international mutual understanding.

Ritsumeikan will build relationships of trust, through research and education, as well as sports and cultural activities, and establish its roots in the local community, to create an academic institution open to international society.

Ritsumeikan will strive to strengthen links with society and promote its institutional development by fully utilizing the characteristics of a private academic institution, the participation of its faculty, staff and students, and the support of alumni and parents, while respecting the principles of autonomy, democracy, transparency, non-violence and justice.

Ritsumeikan will pursue the creation of universal values based on academic freedom and search for solutions to the pressing issues facing humankind, with its educational endeavors based on its founding spirit and educational ideals, bearing in mind "to believe in the future, to live for the future".

Ritsumeikan will foster learning and the development of individual talents in order to nurture just and ethical global citizens.

Ritsumeikan, as an institute of education and research, pledges to promote peace, democracy and sustainable development in Japan and throughout the world, in keeping with the spirit of this Charter.

The Ritsumeikan Trust
July 21, 2006

Purposes of Education and Research

Graduate School of Asia Pacific Studies

1. Master's Program Graduate School of Asia Pacific Studies

The Graduate School of Asia Pacific Studies aims to cultivate human resources who will contribute to the sustainable development of and coexistence in the Asia Pacific region. These individuals will possess specialized knowledge in administration, environment and development economics and have practical problem-solving skills required for the development of the Asia Pacific region.

1) Master's Program in Asia Pacific Studies

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will contribute to the sustainable development of and coexistence in the Asia Pacific region. These individuals will possess a keen interest in research pertaining to and specialized knowledge and skills in fields including international relations and social and cultural studies, and they will demonstrate the practical problem-solving skills required for the development of the Asia Pacific region.

2) Master's Program in International Cooperation Policy

The Master's Program in International Cooperation Policy aims to cultivate human resources who will contribute to the sustainable development of and coexistence in the Asia Pacific region. These individuals will possess a keen interest in research pertaining to and specialized knowledge and skills in fields including administration, environmental studies, development, health science and tourism, and they will demonstrate the practical problem-solving skills required for the development of the Asia Pacific region.

2. Doctoral Program in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to cultivate advanced researchers and professionals who will contribute to the sustainable development of and coexistence in the Asia Pacific region and achieve an advanced capacity for pioneering new academic disciplines required for the development of the Asia Pacific region.

Graduate School of Management

The Mission of the Graduate School of Management is to cultivate creative well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

Diploma Policy

1. Graduate School of Asia Pacific Studies

1) Master's Program in Asia Pacific Studies

To accomplish the educational objectives stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations, the Graduate School of Asia Pacific Studies, Master's Program in Asia Pacific Studies has defined graduation requirements as well as the following three learning outcomes to be achieved by the time of graduation.

Graduation Requirements
- Students are required to enroll for the designated period and to complete at least 32 credits in accordance with the following course registration requirements.
- Complete 4 credits of Analytical Foundations Subjects, at least 4 credits of Core Subjects on the Asia Pacific Region, at least 4 credits of Seminars and at least 10 credits of Major Subjects in the affiliated Division. However, Optional Subjects are not included in the number of credits required for completion.
- Successfully pass the screening for the research output, in the form of either a Master's Thesis or a special project (Research Report).
- Detailed course registration requirements shall be stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations.

Learning Outcomes
1. Broad knowledge and understanding of the various issues facing the Asia Pacific region
    1-a. Understand important social science issues involving the Asia Pacific Region.
    1-b. Understand differences between issues of the Asia Pacific Region and other regions.
2. Advanced knowledge of discipline
    2-a. Understand the theories important for the discipline being studied
    2-b. Understand the current important areas for research in the discipline.
    2-c. Apply theories using standard methodologies and current analytical tools.
3. Global perspectives
    3-a. Understand interdisciplinary theories involving the Asia Pacific region and how the region interacts with other regions.
    3-b. Understand critical perspectives of the Asia Pacific region from a global view.

2) Master's Program in International Cooperation Policy

To accomplish the educational objectives stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations, the Graduate School of Asia Pacific Studies, Master's Program in International Cooperation Policy has defined graduation requirements as well as the following three learning outcomes to be achieved by the time of graduation.

Graduation Requirements
- Students are required to enroll for the designated period and to complete at least 32 credits in accordance with the following course registration requirements.
- Complete 4 credits of Analytical Foundations Subjects, at least 4 credits of Core Subjects on the Asia Pacific Region, at least 4 credits of Seminars, and at least 10 credits of Major Subjects in the affiliated Division. However, Optional Subjects are not included in the number of credits required for completion.

- Produce a research output, in the form of either a Master's Thesis or a special project (Research Report), and successfully pass the screening.
- Detailed course registration requirements shall be stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations.

<u>Learning Outcomes</u>
1. Broad knowledge and understanding of the various issues facing the Asia Pacific region
   1-a. Understand important social science issues involving the Asia Pacific Region.
   1-b. Understand differences between issues of the Asia Pacific Region and other regions.
2. Advanced knowledge of discipline
   2-a. Understand the theories important for the discipline being studied
   2-b. Understand the current important areas for research in the discipline.
   2-c. Apply theories using standard methodologies and current analytical tools.
3. Policy perspectives
   3.a. Recognize the importance of a Multi-disciplinary approach to policy-making
   3.b. Participate and contribute to policy-making process

3) Doctoral Program in Asia Pacific Studies

To accomplish the educational objectives stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations, the Graduate School of Asia Pacific Studies, Doctoral Program in Asia Pacific Studies has defined graduation requirements as well as the following four learning outcomes to be achieved by the time of graduation.

<u>Graduation Requirements</u>
- Students are required to enroll for the designated period and to complete 30 credits in accordance with the following course registration requirements.
- Become a Doctoral Degree Candidate by completing 24 credits of required subjects for Doctoral Candidacy and by successfully passing the screening for Doctoral Candidacy.
- Submit the Doctoral Dissertation and successfully pass the screening.
- Detailed course registration requirements shall be stipulated in the Graduate School of Asia Pacific Studies Graduate School Regulations.

<u>Learning Outcomes</u>
1. Broad knowledge and understanding of the various issues facing the Asia Pacific region
2. Advanced knowledge of discipline
3. Ability to perform original research
4. Global perspectives

2. Graduate School of Management

To accomplish the educational objectives stipulated in the Graduate School of Management Graduate School Regulations, the Graduate School of Management has defined graduation requirements as well as the following four learning outcomes to be achieved by the time of graduation.

<u>Graduation Requirements</u>
- Students are required to enroll for the designated period and to complete at least 44 credits in accordance with the following course registration requirements.
- Complete 6 credits of Analytical Foundations Subjects, 18 credits of Core Business Fundamentals Subjects, 2 credits of Capstone Subjects, at least 8 credits of Elective Subjects, and 6 credits of Seminars. However, Optional Subjects are not included in the number of credits required for completion.
- Complete seminar subjects and produce a research project that meets the requirements and expectations set forth by the Graduate School of Management.
- Detailed course registration requirements shall be stipulated in the Graduate School of Management Graduate School Regulations.

<u>Learning Outcomes</u>
1. BUSINESS ETHICS & SOCIAL RESPONSIBILITY
   1-a. To recognize and reflect upon complex issues on ethics and social responsibility with multi-sided understanding of global business-society relations.
   1-b. To evaluate ethical and socially responsible implications of contemporary business issues.
2. ADVANCED MANAGEMENT KNOWLEDGE & SKILLS
   2-a. To demonstrate an understanding of advanced management knowledge and business concepts in a specialized field.
   2-b. To apply advanced analytical tools (qualitative and/or quantitative) to examine business problems.
   2-c. To integrate functional knowledge for developing sustainable business solutions.
   2-d. To demonstrate an advanced level of communication skills in writing, oral presentation, and negotiation in business settings.
3. CREATIVITY & INNOVATION
   3-a. To identify the opportunities and challenges of innovation in a business setting.
   3-b. To design creative and innovative solutions in business and/or research projects.
4. GLOBAL PERSPECTIVE
   4-a. To demonstrate comprehensive understanding of the complexity and interconnectedness of businesses, economies, and societies of the globalized world.
   4-b. To diagnose problems and identify opportunities for sustainable development from an Asia Pacific perspective.
5. MULTICULTURALISM, DIVERSITY & INCLUSION
   5-a. To apply theories of effective leadership and team development to promote diversity and inclusion.
   5-b. To demonstrate ability to leverage diversity and work productively in teams.

〔20220419 updated〕

Curriculum Policy (Curriculum Design Policy and Curriculum Implementation Policy)

1. Curriculum Design Policy and Curriculum Implementation Policy for Graduate School of Asia Pacific Studies

(1) Curriculum Design Policy and Curriculum Implementation Policy for Master's Program in Asia Pacific Studies

①Curriculum Design Policy

Subject Placement

- The curriculum is divided into Analytical Foundation Subjects, Core Subjects on the Asia Pacific Region, Seminar Subjects, Major Subjects, Core Related Subjects, and Optional Subjects, and is designed for two years.
- Analytical Foundation Subjects are designed for mastering the skills needed by APU Graduate Students.
- Core Subjects on the Asia Pacific Region are designed for acquiring the knowledge needed by APU Graduate Students.
- Seminar Subjects are designed for developing the knowledge and skills in their research field of interest.
- Major Subjects are divided into International Relations Division Subjects, and Society and Culture Division Subjects. These are designed for acquiring the knowledge needed to deepen research in their field.
- Core Related Subjects are designed for acquiring valuable knowledge and experiences through courses, not specific to a particular field of research.
- Optional Subjects are designed for learning the Japanese language.

Curriculum Map

Curriculum Map (or Curriculum Alignment Matrices) is available on the APU Website.

②Curriculum Implementation Policy

Subject Offerings

- Subjects listed in the Graduate School of Asia Pacific Studies Graduate School Regulations, with the exception of the Optional Subjects, are offered in English.
- All subjects are offered in the semester, day and period which allow students to take full advantage of structured learning.

Subject Operation

- All subjects are operated in compliance with the Standards for Establishment of Universities and the University Regulations. In addition, based on the methods applied in the subject, factors such as the educational outcomes and necessary studies outside of the class hours are also taken into account.
- Each subject is operated in accordance with the Curriculum Map and each syllabus is designed to guide students in achieving the Learning Goals and Learning Objectives set for the subject.
- All subjects are aimed at achieving Multi-cultural Cooperative Learning by taking full advantage of APU's multicultural environment and education, and encouraging interactive collaboration between International and Domestic students.
- Instructors are required to comply with guidelines related to the subject operation including administration of Class Evaluation Surveys, response to Grade Inquiries, and holding Make-up Classes.

(2) Curriculum Design Policy and Curriculum Implementation Policy for Master's Program in International Cooperation Policy

①Curriculum Design Policy

Subject Placement

- The curriculum is divided into Analytical Foundation Subjects, Core Subjects on the Asia Pacific Region, Seminar Subjects, Major Subjects, Core Related Subjects, and Optional Subjects, and is designed for two years.
- Analytical Foundation Subjects are designed for mastering the skills needed by APU Graduate Students.
- Core Subjects on the Asia Pacific Region are designed for acquiring the knowledge needed by APU Graduate Students.
- Seminar Subjects are designed for developing the knowledge and skills in their research field of interest.
- Major Subjects are divided into International Public Administration Division Subjects, Sustainability Science Division Subjects, Tourism and Hospitality Division Subjects, and Development Economics Division Subjects. These are designed for acquiring the knowledge needed to deepen research in their field.
- Core Related Subjects are designed for acquiring valuable knowledge and experiences through courses, not specific to a particular field of research.
- Optional Subjects are designed for learning the Japanese language.

Curriculum Map

Curriculum Map (or Curriculum Alignment Matrices) is available on the APU Website.

②Curriculum Implementation Policy

Subject Offerings

- Subjects listed in the Graduate School of Asia Pacific Studies Graduate School Regulations, with the exception of the Optional Subjects, are offered in English.
- All subjects are offered in the semester, day and period which allow students to take full advantage of structured learning.

Subject Operation

- All subjects are operated in compliance with the Standards for Establishment of Universities and the University Regulations. In addition, based on the methods applied in the subject, factors such as the educational outcomes and necessary studies outside of the class hours are also taken into account.
- Each subject is operated in accordance with the Curriculum Map and each syllabus is designed to guide students in achieving the Learning Goals and Learning Objectives set for the subject.
- All subjects are aimed at achieving Multi-cultural Cooperative Learning by taking full advantage of APU's multicultural environment and education, and encouraging interactive collaboration between International and Domestic students.
- Instructors are required to comply with guidelines related to the subject operation including administration of Class Evaluation Surveys, response to Grade Inquiries, and holding Make-up Classes.

(3) Curriculum Design Policy and Curriculum Implementation Policy for Doctoral Program in Asia Pacific Studies

①Curriculum Design Policy

Subject Placement

- The curriculum is divided into Lecture Subjects, Seminar Subjects, Research and Presentation Subjects, Tutorials, and Optional Subjects, and is designed for three years.
- Lecture Subjects are designed for mastering the skills needed by APU Graduate Students at the Doctoral level.
- Seminar Subjects are designed for further deepening the research in their research field.
- Research and Presentation Subjects are designed for producing a Doctoral Dissertation in their research field.
- Tutorials are designed for acquiring and developing, through practice, skills for academic instruction at tertiary level.
- Optional Subjects are designed for learning the Japanese language.

②Curriculum Implementation Policy

Subject Offerings

- Subjects listed in the Graduate School of Asia Pacific Studies Graduate School Regulations, with the exception of the Optional Subjects, are offered in English.
- All subjects are offered in the semester, day and period which allow students to take full advantage of structured learning.

Subject Operation

- All subjects are operated in compliance with the Standards for Establishment of Universities and the University Regulations. In addition, based on the methods applied in the subject, factors such as the educational outcomes and necessary studies outside of the class hours are also taken into account.
- All subjects are aimed at achieving Multi-cultural Cooperative Learning by taking full advantage of APU's multicultural environment and education, and encouraging interactive collaboration between International and Domestic students.
- Instructors are required to comply with guidelines related to the subject operation including administration of Class Evaluation Surveys, response to Grade Inquiries, and holding Make-up Classes.

2. Curriculum Design Policy and Curriculum Implementation Policy for Graduate School of Management

(1) Curriculum Design Policy and Curriculum Implementation Policy for Graduate School of Management

①Curriculum Design Policy

Subject Placement

- The curriculum is divided into Analytical Foundation Subjects, Core Business Fundamentals Subjects, Capstone Subjects, Elective Subjects, Seminar Subjects, Core Related Subjects, Experiential Learning Subjects, and Optional Subjects, and is designed for two years.
- Analytical Foundation Subjects are designed for mastering the skills needed by APU Graduate Students.
- Core Business Fundamentals Subjects are designed for acquiring the knowledge needed by APU Graduate Students.
- Capstone Subjects are designed for mastering and deepening the systematic understanding of the theme through studies and discussions.
- Optional Subjects are designed for acquiring the knowledge needed to deepen their research in each of the four specializations: Japanese Management, Accounting and Finance, Marketing and Management, and Entrepreneurship, Innovation and Operations Management.
- Seminar Subjects are designed for developing the knowledge and skills in their research field of interest.
- Core Related Subjects are designed for acquiring valuable knowledge and experiences through courses, not specific to a particular field of research.
- Optional Subjects are designed for learning the Japanese language.
- Experiential Learning Subjects are designed for students to develop their business knowledge and skills through practical and experiential learning.

Curriculum Map

Curriculum Map (or Curriculum Alignment Matrices) is available on the APU Website.

②Curriculum Implementation Policy

Subject Offerings

- Subjects listed in the Graduate School of Management Graduate School Regulations with the exception of the Optional Subjects are offered in English.
- All subjects are offered in the semester, day, and period which allows students to take full advantage of structured learning.

Subject Operation

- All subjects are operated in compliance with the Standards for Establishment of Universities and the University Regulations. In addition, based on the methods applied in the subject, factors such as the educational outcomes and necessary studies outside of the class hours are also taken into account.
- Each subject is operated in accordance with the Curriculum Map and each syllabus is designed to guide students in achieving the Learning Goals and Learning Objectives set for the subject.
- All subjects are aimed at achieving Multi-cultural Cooperative Learning by taking full advantage of APU's multicultural environment and education and encouraging interactive collaboration between International and Domestic students.
- Instructors are required to comply with guidelines related to the subject operation including administration of Class Evaluation Surveys, response to Grade Inquiries, and holding Make-up Classes.

〔20220419 updated〕

The Ritsumeikan Trust Privacy Policy

The Ritsumeikan Trust (hereinafter, "the Trust) has established voluntary rules and systems to ensure the appropriate handling of personal information (information on living individuals that falls under any of the items of Article 2, Paragraph 1 of the Act on the Protection of Personal Information (hereinafter, "Personal Information Protection Act")) in accordance with the Personal Information Protection Act, and it has formulated the following privacy policy which it continues to maintain.

1. Name of enterprise, address, and name of representative
The Ritsumeikan Trust
8 Nishinokyo-Higashi-Toganoocho, Nakagyo-ku, Kyoto
Tomomi Morishima, Chairperson of the Board of Trustees

2. Compliance with relevant laws, regulations, guidelines, etc.
The Trust shall handle personal data appropriately in compliance with the Personal Information Protection Act, other related laws and regulations, the "Guidelines Pertaining to the Act on the Protection of Personal Information (General Rules Guidelines)," and other guidelines stipulated by the government that must be complied with.

3. Collection and usage of personal information
The Trust may collect and use personal information within the extent necessary to accomplish the purposes of use stipulated in the next paragraph. The Trust shall obtain personal information using only appropriate and legal methods, and it will use it appropriately.

4. Purposes of use of personal information
The Trust will use the personal information it acquires for the purposes of use stipulated in "Public Notice 2," and it will not use it for any other purposes, except with the consent of the individual concerned or as permitted by law. Other purposes of use may be disclosed or announced individually.

5. Matters concerning the secure management of personal data
With respect to the personal data (personal information constituting personal information database, etc. (a collection of information that contains personal information and which described in the items of Article 16, Paragraph 1 of the Personal Information Protection Act (excluding information stipulated in government ordinances as having little risk of harming the rights and interests of individuals with regard to the method of use)) handled by the Trust, the person responsible for management will take necessary and appropriate security management measures, and the Trust will strive to protect personal data by taking necessary and appropriate security measures to prevent leakage of personal data to outside parties and to protect personal data against the risk of loss, destruction, and manipulation as well as unauthorized access by outside parties. In addition, the Trust will provide employees and contractors who handle personal data with the necessary and appropriate supervision.
The security management measures for personal data are specifically stipulated in the separate Personal Information Protection Regulations and other internal regulations, the primary contents of which are as described in "Public Notice 3."

6. Provision of personal information to third parties
The Trust will not provide personal data to any third parties, except with the consent of the individual concerned or as permitted by law.

7. Shared usage of personal information
The Trust may engage in the shared usage of personal data where the Ritsumeikan Trust is the person responsible for the management of shared usage. The matters disclosed concerning shared usage are as described in "Public Notice 4."

8. Handling of education and learning data
When creating education and learning data (data including personal information stored in information systems, etc. in the course of education and learning activities), the Trust will follow the standards stipulated in laws and regulations, and it will handle said data appropriately.

9. Handling of pseudonymized personal information
When creating pseudonymized information (information about an individual obtained by processing personal information so that the individual cannot be identified unless the information is cross-checked with other information according to measures stipulated in the items of Article 2, Paragraph 5 of the Personal Information Protection Act according to the category of personal information listed in the relevant item), the Trust will take appropriate measures in accordance with the standards stipulated by law.

10. Handling of anonymized personal information
When creating anonymized information (information on individuals obtained by processing personal information so that specific individuals cannot be identified according to measures stipulated in the items of Article 2, Paragraph 6 of the Personal Information Protection Act according to the category of personal information listed in the relevant item, and where said personal information cannot be restored), the Trust will take appropriate measures in accordance with the standards stipulated by law.

11. Notification, disclosure, correction, etc. or suspension of use of retained personal data
The Trust will respond to requests from individuals or their representatives for disclosure, correction, addition, or deletion of content, suspension of use, erasure, and suspension of provision to third parties of retained personal data (personal data for which a business operator handling personal information (an individual who uses a personal information database, etc. for business purposes) has the authority to disclose, correct, add, or delete content, suspend use, erase, and suspend provision to third parties, other than personal data stipulated in government ordinances as data whose existence or nonexistence is found to be harmful to the public or other interests). Individuals who wish to make such a request should do so in accordance with the provisions outlined in "Public Notice 6."

12. Contact information for inquiries and complaints
Inquiries regarding the handling of retained personal data by the Trust should be directed to the contact points listed in "Public Notice 7."

13. Improvement in the handling of personal information
Ritsumeikan will seek to improve the manner of handling personal information from time to time.

Handling of Personal Information at Ritsumeikan Asia Pacific University

Personal information acquired from prospective students by Ritsumeikan Asia Pacific University (hereinafter, "APU") shall be handled as follows, in observance of laws and regulations concerning personal information protection and the Ritsumeikan Trust Personal Information Protection Regulations.

Purposes of use
Students' personal information shall be used for the following purposes:
• To provide study and learning support for students, including administration of enrollment, course registration, grades and results, and information relating to tuition fees.
• To provide extracurricular and living support for students, including campus life advisory services, support for extracurricular activities, administration of scholarships, and administration of public health and hygiene.
• To provide career development and job placement assistance for students, including academic and career counseling, support for job hunting, and administration of career and job placement information.
• To provide consultative and advisory services on courses of study, grades and career paths to students' parents/guardians, including the sending of grade reports to parents/guardians.
• To perform work related to entrance examinations and enrollment procedures.
• To send information and documentation related to the APU and the Ritsumeikan Academy's other universities and schools.
• To administer the use of internal facilities and equipment, and maintain the safety and security thereof.
• To issue certificates.
• To provide information required by organizations authorized by the Ritsumeikan Trust Personal Information Protection Committee, such as scholarship providers and associations composed of alumni, parents, etc.
• To provide information to schools previously attended by students concerning students' study progress and living circumstances.
• To conduct university evaluation (self-assessment evaluation, third party evaluation, certified evaluation) and statistical research.
• To conduct education, research and faculty development activities.
• To process other matters necessary in the administration and management of APU.

Ritsumeikan Asia Pacific University Research Code of Ethics

The humanities, the social sciences and natural sciences have developed hand in hand with progress towards a more advanced, sophisticated and diverse society.
The continued pursuit of truth in traditional academic disciplines is accompanied by relentless processes of integration between different disciplines and generation of new fields of academic endeavor. Ritsumeikan Asia Pacific University (APU) is aware of the turbulent environment surrounding scientific inquiry today and the need to go beyond strict adherence to existing conventions and structures of academic research at universities. With this awareness, APU declares its commitment to the ideals intrinsic to academic research: pursuit of truth, conception and transmission of cultural traditions, and contribution to the welfare of humanity and advancement of human society. APU will promote research, following the spirit of the "Ritsumeikan Charter", the ideals and mission of which are shared by the Ritsumeikan Trust personnel and which is widely conveyed to society.
At universities, research should be conducted freely on the basis of academic conscience. In order to guarantee this freedom and enable APU and its researchers to fulfill their responsibilities to society in conditions of autonomy, it is critically important to develop a shared ethical paradigm. This must encompass protection of research subjects, both individuals and organizations, and researchers themselves, from any acts of infringement in the research process, as well as providing a concrete framework for application.
APU has established this Research Code of Ethics with the aims of facilitating the proper and smooth performance of academic research and maintaining community confidence in this research. This Code of Ethics prescribes standards which must be routinely observed and complied with by all those involved in research activity at APU.

1. Academic research at Ritsumeikan Asia Pacific University (APU)
(1) Holding 'Freedom, Peace and Humanism', 'International Mutual Understanding' and 'Creation of the Future of the Asia Pacific' as its basic ideals and aiming to achieve a better future for humankind, APU will strive to identify fundamental truths and seek solutions to problems facing humanity through activity founded on the freedom of academic inquiry. APU will use these efforts to contribute to peaceful, democratic and sustainable development throughout the world and in Japan.
(2) APU will endeavor to cultivate a hub for distinctive and world-standard research, giving emphasis to both basic research activity founded on the free and original intellectual interests of each individual researcher, and focused research in areas of strategic significance for the university.
(3) APU will promote the internationalization of research activity and the dissemination of research findings both within Japan and overseas. It will also work to develop linkages with overseas research institutes and other organizations, and aim to become an international center of academic research.
(4) Through research activity, APU will work to contribute to the welfare of humankind, the advancement of society, the achievement of world peace, and the interests of local communities.
(5) APU will enhance functions for integration of research and pedagogy, and endeavor to nurture individuals to assume active roles as just and ethical citizens of the global community.
(6) APU will actively promote research and educational exchange, working to develop linkages with individuals and organizations overseas, public bodies at national and regional level, private enterprise, civil society organizations and other bodies.

2. Obligations and behavioral standards for researchers and staff engaged in administration of research activities
The term 'researcher' is a generic description which refers not only to APU faculty members but also to graduate students, undergraduate students, visiting research fellows and others engaged in research activity at APU.

(1) Basic provisions

- (i) The researcher shall behave with integrity and in accordance with good conscience and conviction, aware of the fact that academic research is supported by the trust and mandate of wider society.
- (ii) In the course of research, the researcher shall respect human dignity and fundamental human rights and endeavor to gain the understanding of society.
- (iii) The researcher shall comply with internationally-recognized standards, agreements, treaties and other conventions, domestic laws, regulations, this Code of Ethics, and all regulations prescribed by APU.
- (iv) The researcher shall endeavor to maintain and expand his/her own specialist knowledge and skills, always aiming to achieve higher standards through profound academic inquiry.
- (v) The researcher shall respect expert research in other fields and endeavor to comprehend the cultures, customs and values entailed in research activity conducted in other countries and regions. The researcher shall also recognize that fellow participants in joint research activity are mutually independent researchers of equal status, and exercise respect for their academic standpoints.
- (vi) In cases where undergraduate and/or graduate students participate in research activity, the researcher shall take care to ensure that the students do not suffer any disadvantage.
- (vii) The researcher shall take responsible steps in regards to safety and environmental considerations for individuals engaged in the research as collaborators. The researcher shall endeavor to build positive human relationships with these individuals, devoid of any harassment or discrimination based on factors such as disability, gender or nationality. Issues relating to harassment shall be dealt with in accordance with guidelines established separately from these provisions.
- (viii) Research-related exchange and interaction with bodies outside the university shall be based on the four principles of autonomy, democracy, disclosure and harmony.
- (ix) When engaging in research and activities involving examination, evaluation or exercises of judgment, the researcher shall pay sufficient attention to a voiding conflicts of interest and shall handle these activities appropriately and in consideration of their public character.
- (x) In the process of engaging in research activity, the researcher shall behave with integrity and in accordance with the spirit of this Code of Ethics.

(2) Formulating research questions and proposals

- (i) The researcher shall formulate research questions and proposals in a manner which enables presentation in as clear a form as possible.
- (ii) When formula ting research questions and proposals, the researcher shall obtain a full grasp of results of related research carried out previously, and take sincere steps to confirm the originality and novelty of his/her proposed research.
- (iii) In the course of performing his/her research, the researcher shall undertake self-assessment of research progress, and endeavor to produce reports on progress as appropriate.
- (iv) If at any stage, including during actual execution of research tasks, the possibility arises that the research may exert an undesirable influence on any human, society or environment, the researcher shall give careful consideration to whether or not to continue the research.

(3) Informed consent

- (i) The researcher shall observe and safeguard all laws, regulations, guidelines and other rules in engaging with research subjects and collaborators.
- (ii) If the researcher engages in research involving the receipt of information or data regarding personal matters such as individual conduct, thoughts or beliefs, property or assets, environment, and physical or mental condition, the researcher shall provide the individual(s) supplying that information or data with a thorough explanation of the aims, significance, data collection methods and other aspects of the research, and obtain the consent of the individual(s) to participate in the research.
- (iii) The researcher shall endeavor as far as possible to eliminate all foreseeable risks to the individual(s) supplying the information or data.
- (iv) The above provisions also apply in cases where information or data is supplied by an organization, group or other collective body.

(4) Obtaining and managing materials, data etc.

- (i) When obtaining materials, data etc. for the purposes of his/her research, the researcher shall employ methods which are both scientific and generally considered suitable.
- (ii) The researcher shall employ appropriate methods to store all records related to materials, data etc. obtained for the purposes of his/ her research, and shall preserve these records for a period sufficient to allow retrospective verification.

(5) Protection of personal information

- (i) The importance of personal information shall be recognized and measures shall be instituted to ensure appropriate management of this information, in light of the need to handle it carefully and in keeping with the principle of respect for individual personality.
- (ii) The researcher and clerical staff responsible for administration of the research shall ensure that all materials, data etc. obtained in relation to the research are managed diligently. They shall not release any personal information obtained in the course of the research to any third party without the permission of the person to whom the information relates.
- (iii) The researcher and clerical staff responsible for administration of the research shall respond with integrity to complaints or other inquiries regarding the handling of personal information.

(6) Managing the safety of research equipment, chemicals etc.

- (i) If the researcher uses research devices, machinery, chemicals or other materials to conduct research experiments, the researcher shall observe all relevant laws, regulations, internal APU rules and other stipulations and endeavor to ensure the safety of these uses.
- (ii) The researcher shall take responsibility for the final disposal of all residues, waste matter, spent chemicals and other materials generated in the course of experiments related to his/her research.

(7) Proper administration of research funds

- (i) The researcher and clerical staff responsible for the research shall endeavor to administer all research funds in a proper manner, in constant awareness of the fact that these funds derive from sources including student fees, subsidies from national and regional public entities, grants from foundations and other providers and contributions from private enterprise.
- (ii) The researcher shall use research funds only for the purposes of the research for which they were granted.
- (iii) When administering research funds, the researcher and clerical staff responsible for the research shall comply with all related laws and regulations, APU accounting regulations and other standards regarding the use of the funds in question.

(8) Disseminating research findings

(i) The researcher has the right and obligation to accurately report and return to society the findings of his /her research in their entirety, except in cases where public release is restricted on rational grounds such as the protection of rights of related parties and the acquisition of industrial property rights.

(ii) In presentation of research findings, the researcher shall survey earlier research carefully and avoid infringing on the intellectual property of others.

(iii) Performance of the research and presentation of its findings shall not involve any improper conduct such as fabrication (creating data that does not exist in fact), falsification (altering data or manufacturing false data) or plagiarism (use of others' ideas, data, research findings etc. without appropriate citation).

(iv) In presentation of research findings, the person(s) materially involved in the research and holding responsibility for its content and findings shall be deemed the author(s) of the presentation.

(9) Engaging in performance evaluation of third parties

(i) If by virtue of appointment to a screening committee or other arrangement the researcher is involved in evaluating the performance of another party, the researcher shall conduct evaluation appropriately in accordance with relevant standards such as evaluation criteria and screening guidelines, and shall not allow the evaluation to be informed by any arbitrary perspectives.

(ii) Any information which the researcher obtains in the course of evaluating the performance of other parties shall not be disclosed to any third party or used in any improper manner.

3. Obligations of Ritsumeikan Asia Pacific University (APU)

(1) Maintaining the research environment and implementing ethics education

(i) APU shall maintain a research environment that enables all researchers to exercise their abilities to the full, and shall give attention to researchers' individual development and building capabilities in accordance with aptitude.

(ii) APU shall implement awareness programs and ethics education in order to enhance recognition of ethical issues among researchers.

(iii) APU shall inform all researchers of the need to comply with the research ethics Code of Ethics and to act with integrity.

(iv) APU shall make known to all parties the need to observe related laws and regulations, internal rules and other stipulations regarding the implementation of research projects and the management of research funds. APU shall also institute measures necessary to ensure that improper conduct does not occur.

(v) In the emergence of a matter of dispute such as a researcher conflict of interest or supposed improper intrusion on the research activity, APU shall institute measures necessary for the resolution of this matter.

(vi) APU shall establish Investigative Committee regarding research ethics.

(2) Establishing an Investigative Committee

(i) Investigative Committee Meetings shall be held to promote the proper application of this Code of Ethics and to address matters including conduct by researchers in violation of research ethics, submissions from parties subjected to improper or unjust treatment, and disruptive conduct encountered by researchers themselves.

(3) Dealing with conduct in violation of this Research Code of Ethics

(i) Any party who is aware of conduct which violates this Code of Ethics or is subjected to improper or unjust treatment can notify the Investigative Committee, attaching documentation and any other evidence related to the subject matter of the notification. The Pres ident of APU shall serve as the Chairperson. The Chairperson and committee members involved in the investigation shall give full consideration to ensuring that the party making the notification does not suffer any disadvantage.

(ii) The Chairperson shall undertake a careful examination of the matters contained in the notification, and if necessary enlist the cooperation of APU faculty members in related research fields to undertake an investigation of these matters.

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Graduate School of Asia Pacific Studies Master's Program

GSAM

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1-1. Outline of the Master's Degree Programs

Degree Programs

Degrees offered in the Graduate School of Asia Pacific Studies Master's Programs are as follows:

Degree Type	Major	Degree Awarded on Completion
MS	Asia Pacific Studies (APS)	Master of Science in Asia Pacific Studies
MS	International Cooperation Policy (ICP)	Master of Science in International Cooperation Policy

Graduate School of Asia Pacific Studies, Master's Programs - Structure and Outline

Master's Program in Asia Pacific Studies

1) Policy for Curriculum Structure

In light of the educational objectives stipulated in the Graduate School Regulations, the Master's Program in Asia Pacific Studies is composed of two Divisions, International Relations and Society and Culture, each with its own curriculum. Each Division will offer its own Major Subjects, and Analytical Foundation Subjects and Core Subjects on the Asia Pacific Region will be offered jointly with the International Cooperation Policy Major to provide students with basic research skills and knowledge on the Asia Pacific. Meanwhile, students will receive individual research supervision in the Seminars.

a) International Relations (IR)

The International Relations (IR) division is aimed at expanding the students' empirical knowledge base and sharpening their analytical and theoretical thinking about social, economic, political, and security phenomena in the globalizing world. The courses in this division provide a useful knowledge base for both academic-bound students and practitioner-bound students with an intended career in security, diplomacy, and media. The major courses in this division include international security, international political economy, international law, and conflict resolution and allow students to choose their subfield(s) to focus on toward their paper writing.

b) Society and Culture (SC)

The Asia Pacific is one of the most rapidly developing regions in recent decades. To capture the patterns of social and cultural changes that have occurred, the Society and Culture (SC) division is devoted to promote comparative academic research on the region. The students can acquire practical skills in formulating and conducting research using theories and methods developed in sociology, cultural anthropology, or communication and media studies. With knowledge concerning social and cultural backgrounds of the countries in the regions, it enables students to have greater employment opportunities in governmental, industrial, commercial and academic institutes.

2) Policy for Curriculum Implementation

In their coursework, students will gain a solid understanding of research methods and basic knowledge of the Asia Pacific, upon which they will pursue subjects primarily in their respective divisions. They may also take subjects from the International Cooperation Policy Major and other divisions.

Based on their individual research topics, students will receive research supervision and work on a final written assignment in the seminars.

Master's Program in International Cooperation Policy

1) Policy for Curriculum Structure

In light of the educational objectives stipulated in the Graduate School Regulations, the Master's Program in International Cooperation Policy is composed of four Divisions, International Public Administration, Sustainability Science, Tourism and Hospitality, and Development Economics, each with its own curriculum.

Each Division will offer its own Major Subjects, and Analytical Foundation Subjects and Core Subjects on the Asia Pacific Region will be offered jointly with the Asia Pacific Studies Major to provide students with basic research skills and knowledge on the Asia Pacific. Meanwhile, students will receive individual research supervision in the Seminars.

a) International Public Administration (IPA)

The International Public Administration (IPA) division is aimed at providing knowledge and skills to those who are interested in pursuing an advancing career in national and international governmental organizations in an era of increasing globalization. The study at the division

enables students to improve professional and practical skills to manage and evaluate administrative operations and policies in national, regional, and global settings. The major courses in this division related to international organizations, international cooperation policy, and public administration form the foundation, on which each student can further build more focused study depending on their intended policy fields.

b) Sustainability Science (SS)

Sustainability Science (SS) is the application of science for achieving the goals of sustainable development. Sustainability Science is about using science in the analysis, planning and implementation of policies and actions dealing with interactions between society and nature with a view to creating a sustainable future for all. It involves the scientific understanding of society-nature interactions; linking research with policy and actions; generating new knowledge, tools and techniques; and enhancing scientific and institutional capability for promoting resilience and sustainability. The students are expected to gain holistic perspective, integrative skills, and trans-disciplinary orientation as they engage in analyzing and managing population-resource-technology-institution interactions relevant to particular problems or ecological settings in both man-made and natural ecosystems.

c) Tourism and Hospitality (TH)

Tourism is a fast growing economic sector that transforms societies and communities in the Asia Pacific region. The Tourism and Hospitality (TH) division looks at various aspects of tourism (both mass tourism and alternative tourism) and its economic, social, cultural and environmental impacts on societies and communities, mostly through the lenses of the human and social sciences. The division also studies the theory and practice of hospitality management as it relates to the tourism, service, and health and welfare industries. The knowledge and academic / professional skills obtained from our division will be useful to a wide variety of employment opportunities, in government service, international organizations, and private corporations, as well as to further study in Master's and Doctoral programs.

d) Development Economics (DE)

The Development Economics (DE) division is aimed at those who are interested in the socio-economic issues of the developing world. Study in this division enables students to improve their critical and analytical skills in development economics, including industrial development, social development, political development, rural development and poverty alleviation, as well enhancing their professional and practical skills related to international development. This division also aims to enhance the development of research skills in this field for those who are wishing to pursue further study. The knowledge and skills obtained will provide a wide variety of employment opportunities in international organizations, national and local governments, international development agencies, NGOs, and development consultancy firms.

2) Policy for Curriculum Implementation

In their coursework, students will gain a solid understanding of research methods and basic knowledge of the Asia Pacific, upon which they will pursue subjects primarily in their respective divisions. They may also take subjects from the Asia Pacific Studies Major and other divisions.

Based on their individual research topics, students will receive research supervision and work on a final written assignment in the seminars.

Conferral of Degrees

The GSA Faculty Council will review each student's credit record and the results of the Master's Thesis or Research Report examination. The reviewed results will be presented to the Higher Degrees Committee for approval. Following approval by the Higher Degrees Committee, the president will confer the Master's Degree.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient has done anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

Divisions and Programs

Graduate students must belong to one of the following Divisions which they chose when applying for the program.

GSAM Majors, Divisions and Programs

Major	Division	
Asia Pacific Studies	International Relations (IR)	
	Society and Culture (SC)	
International Cooperation Policy	International Public Administration (IPA)	
	Sustainability Science (SS)	
		International Material Flow Management Program (IMAT)
	Tourism and Hospitality (TH)	
	Development Economics (DE)	

■ International Material Flow Management (IMAT) Program

IMAT Dual Degree program students spend their first year studying at APU and the second year at the Institute for Applied Material Flow Management (IfaS), University of Applied Sciences Trier, Germany. The program offers an integrated knowledge in engineering, economics, law, natural and social sciences. In addition to the learning goals of the International Cooperation Policy Major the program also offers knowledge on how to link economic development with environmental protection in the fields of energy, water, waste or other material streams, through the use of optimized technology management strategies. Students will also have the opportunity to participate in an internship in Germany.

At APU, the IMAT Program belongs to the Sustainability Science division. As such, completion requirements for the APU portion of the program are the same as those for the Sustainability Science division (see p. 2). However, IMAT students will be expected to take some specific subjects and participate in extra IMAT classes held throughout the year.

Due to the intense nature of this dual-degree program, students must be enrolled for the full 2 years. Students from the Sustainability Science division who wish to participate in the program after enrolling at APU may do so by submitting the prescribed form by the last working day of November in their first year of enrollment. For the final written outcome of their studies, IMAT students submit a Master's Thesis or Research Report to APU and a Master's Thesis to IfaS in Germany.

1-2. Completion Requirements and Credit Registration Limits

Basic Requirements for Completion

Students will be qualified for the degree upon completion of the following requirements:

1. Period of Enrollment: In principle, a student must be enrolled as a regular, full-time student in the Master's Program for 2 years. However, the degree may also be granted to outstanding students (see p. 101) in less than 2 years. In this case, the minimum period of full-time enrollment is 1 year*. Those interested in completing in 1 or 1.5 years should consult with a supervisor upon entry to the Graduate School.

   * IMAT program students are under 2-year enrollment due to program regulations.

2. Credit Requirements: Students are required to earn 32 credits or more which must include 4 credits from Analytical Foundation Subjects, 4 credits from Core Subjects on the Asia Pacific Region, 4 credits from Seminars, and 10 credits from Major Subjects within their division to complete the program.

3. Master's Thesis and Research Report Requirements: All students must complete an extended piece of writing, which presents the findings and conclusions of their individual research. Students from both majors, APS and ICP, must complete either a Master's Thesis or Research Report which must be approved in accordance with the University's examination procedures. For further details on requirements and examination procedures, see Section "1-5. Master's Thesis and Research Report."

Credit Requirements for Completion

Students must acquire at least 32 credits for program completion. In addition to the designated minimum number of credits from Analytical Foundation Subjects (4 credits), Core Subjects on the Asia Pacific Region (4 credits), Seminars (4 credits) and Major Subjects within the affiliated Division (10 credits), students must also complete at least 10 additional credits from any of the subject categories listed below. For more information on class operations, evaluation procedures, standards, etc. see Section "5-1. Operation of Classes." See p. 5 for a complete list of GSAM subjects.

Subject Category	Minimum Required Credits		Subject Name	Credit Rules
Analytical Foundation Subjects	4			
Core Subjects on the Asia Pacific Region	4			Any credits earned from Core Subjects on the Asia Pacific Region exceeding the minimum required credits of 4 will count towards the credits required for program completion.
Seminars	4	2	Research Project	The minimum required 4 credits include 2 credits from Final Research Project. Any credits earned from Seminars exceeding the minimum requirement of 4 credits will count towards the credits required for program completion.
		2	Final Research Project	
Major Subjects	10	10	Major Subjects 1	Students must complete at least 10 credits from Major Subjects from their affiliated Division.
		—	Major Subjects 2	Any credits earned from APS / ICP Major Subjects outside the student's affiliated Division will count towards the credits required for program completion.
Core Related Subjects	—			Credits earned from Core Related Subjects will count towards the credits required for program completion.
	TOTAL 32			*Credits earned from Optional Subjects will NOT count towards the credits required for program completion

Credit Registration Limits

There is a fixed maximum number of credits for which students may register each semester.

	Maximum Credit Limit
1st Semester	22
2nd Semester	22
3rd Semester	22
4th Semester	22

Note:
1. Students will not be penalized or charged extra fees for earning more than 32 credits.
2. Students who are under a tuition reduction scholarship need to refer to the Scholarship Chapter on the APU Student Services website for credit completion requirements per semester.
3. Upon acquisition of 32 credits and the fulfillment of all graduation requirements, students will be awarded a Master's degree. Students may not register for additional subjects after completing all graduation requirements.

Graduate School of Asia Pacific Studies Master's Programs (GSAM) Subject List

Major	Subject Category			Minimum Required Credits		Subject Name	
APS & ICP	Analytical Foundation Subjects			4 Credits		Research Methods and Academic Writing	Information Resources and Data Analysis
	Core Subjects on the Asia Pacific Region			4 Credits		Social and Cultural Processes in the Asia Pacific Politics and Economics in the Asia Pacific Environment and Sustainable Development in the Asia Pacific	Tourism in the Asia Pacific Public Health in the Asia Pacific Special Studies (Core Subjects on the Asia Pacific Region)
	Seminars	Research Projects		4 Credits	2	Research Project I Research Project II	Research Project III
		Final Research Project			2	Final Research Project	
APS	APS Major Subjects	International Relations (IR)		10 Credits* *Students must acquire at least 10 credits from subjects within their affiliated Division		Regionalism and Globalization International Law International Political Economy Comparative Politics and Government	Special Studies (International Relations) Conflict Resolution International Security
		Society and Culture (SC)				Changing Social Landscapes Media and Communication Migration and Trans-nationalism Social Organizations and Institutions	Sociology of Everyday Life Special Studies (Society and Culture) Cultural Change
ICP	ICP Major Subjects	International Public Administration (IPA)				Disaster Relief and Rehabilitation Special Studies (International Public Administration) International Public Administration International Organizations	Project Management Planning and Evaluation Community Development
		Sustainability Science (SS)				Environment and Natural Resources Conservation Advanced Environmental Geosciences Environmental Policy, Law and Administration Environmental Economics	Urban Sustainability Industrial Ecology Special Studies (Sustainability Science)
		Tourism and Hospitality (TH)				Tourism Economics Cultural and Heritage Tourism Environmental Tourism Community Based Tourism	Health and Wellness Tourism Special Studies (Tourism and Hospitality) Tourism Policy and Planning
		Development Economics (DE)				Development Economics Macroeconomics Development Finance Comparative Economic Development	Microeconomics Community Development Special Studies (Development Economics)
APS & ICP	Core Related Subjects			—		Decision Making Under Uncertainty Information Technology and Operations Management Product Development Strategy Marketing Strategy Marketing Research	Hospitality Management Management Information Systems Database Management Advanced Data Analysis and Statistics
				Total: 32 Credits		* Any credits from Core Related Subjects as well as credits earned exceeding the minimum credits requirement for any of the above Subject Categories will fulfill the **32-Credit Requirement for Program Completion**.	

Subject Code	Subject Category	Division	Subject Name	Credits
051014	Analytical Foundation Subjects		Research Methods and Academic Writing	2
051024			Information Resources and Data Analysis	2
051054	Core Subjects on the Asia Pacific Region		Social and Cultural Processes in the Asia Pacific	2
061074			Politics and Economics in the Asia Pacific	2
061284			Environment and Sustainable Development in the Asia Pacific	2
061314			Tourism in the Asia Pacific	2
061414			Public Health in the Asia Pacific	2
061514			Special Studies (Core Subjects on the Asia Pacific Region)*	2
071014	Seminars		Research Project I	2
071024			Research Project II	2
071034			Research Project III	2
071054			Final Research Project	2
051040	APS Major Subjects	IR	Regionalism and Globalization	2
051044			International Law	2
051090			International Political Economy	2
061114			Comparative Politics and Government	2
061154			Special Studies (International Relations)*	2
061214			Conflict Resolution	2
061464			International Security	2
061014	APS Major Subjects	SC	Changing Social Landscapes	2
061024			Media and Communication	2
061034			Migration and Trans-nationalism	2
061044			Social Organizations and Institutions	2
061054			Sociology of Everyday Life	2
061064			Special Studies (Society and Culture)*	2
064074			Cultural Change	2
061124	ICP Major Subjects	IPA	Disaster Relief and Rehabilitation	2
061134			Special Studies (International Public Administration)*	2
061140			International Public Administration	2
061160			International Organizations	2
061400			Project Management	2
061424			Planning and Evaluation	2
061474			Community Development	2
051114	ICP Major Subjects	SS	Environment and Natural Resources Conservation	2
051124			Advanced Environmental Geosciences	2
061224			Environmental Policy, Law and Administration	2
061230			Environmental Economics	2
061244			Urban Sustainability	2
061274			Industrial Ecology	2
063064			Special Studies (Sustainability Science)*	2
061324	ICP Major Subjects	TH	Tourism Economics	2
061334			Cultural and Heritage Tourism	2
061344			Environmental Tourism	2
061354			Community Based Tourism	2
061364			Health and Wellness Tourism	2
061384			Special Studies (Tourism and Hospitality)*	2
061394			Tourism Policy and Planning	2
061360	ICP Major Subjects	DE	Development Economics	2
061374			Macroeconomics	2
061420			Development Finance	2
061444			Comparative Economic Development	2
061454			Microeconomics	2
061474			Community Development	2
061484			Special Studies (Development Economics)*	2
061534	Core Related Subjects		Decision Making Under Uncertainty	2
061544			Information Technology and Operations Management	2
062140			Product Development Strategy	2
062150			Marketing Strategy	2
062160			Marketing Research	2
062214			Hospitality Management	2
062404			Management Information Systems	2
062504			Database Management	2
062704			Advanced Data Analysis and Statistics	2
066034	Optional Subjects		Survival Japanese I	2
066044			Survival Japanese II	2
066054			Japanese for Communication I	2
066064			Japanese for Communication II	2
066074			Japanese for Communication III	2
066084			Japanese for Communication IV	2
066094			Special Studies (Japanese)*	2

* These courses may be taken more than once (only when course contents are different from the previous time).

GSAM Curriculum Alignment Matrix (CAM)

GSA utilizes a Curriculum Alignment Matrix (CAM) to give an overview of the expectations for what students should learn in each subject within their master's program. The second column under "Learning Goal" of the matrix indicates the given subjects. Listed in the upper columns of the matrix are the seven Learning Objectives and three Learning Goals they are aligned with.

The Learning Goals indicate the ideal characteristics that GSA hopes students to have acquired by the time they complete their degrees. Learning Objectives further clarify more specific abilities students should acquire. Both the Learning Goals and Objectives were developed in alignment with the Declaration of the Occasion of the Opening of APU and the Mission of GSA.

Category	Subject	1. Broad knowledge and understanding of the various issues facing the Asia Pacific region		2. Advanced knowledge of discipline			3. Global perspectives	
		1-a. Understand important social science issues involving the Asia Pacific Region.	1-b. Understand differences between issues of the Asia Pacific Region and other regions.	2-a. Understand the theories important for the discipline being studied	2-b. Understand the current important areas for research in the discipline.	2-c. Apply theories using standard methodologies and current analytical tools	3-a. Understand interdisciplinary theories involving the Asia Pacific region and how the region interacts with other regions	3-b. Understand critical perspectives of the Asia Pacific region from a global view.
Analytical Foundation Subjects	Research Methods and Academic Writing					○		
	Information Resources and Data Analysis					○		
Core Subjects on the Asia Pacific region	Politics and Economics in the Asia Pacific	○		○	○			
	Environment and Sustainable Development in the Asia Pacific	○		○	○			
	Social and Cultural Processes in the Asia Pacific	○		○				
	Tourism in the Asia Pacific			○	○			
	Public Health in the Asia Pacific			○	○			
Society and Culture	Cultural Change		○	○	○	○		○
	Sociology of Everyday Life		○	○	○	○		○
	Changing Social Landscapes (Changing Social Landscapes in the Asia Pacific)			○	○			
	Media & Communication				○			
	Migration & Trans-nationalism				○			
	Social Organizations and Institutions				○			
	Special Studies (Society and Culture)	○	○		○		○	○
International Relations	Comparative Politics and Government	○	○	○	○		○	
	Conflict Resolution			○	○			
	International Political Economy			○	○			
	International Security			○	○			
	Regionalism and Globalization	○	○				○	○
	International Law			○	○			
	Special Studies (International Relations)	○		○	○			○
International Public Administration	International Organizations			○	○			
	International Public Administration			○	○			
	Project Management							
	Planning and Evaluation				○	○		
	Disaster Relief and Rehabilitation				○	○		
	Special Studies (International Public Administration)				○	○		
Sustainability Science	Environmental Policy, Law and Administration			○	○	○		
	Environment and Natural Resources Conservation				○			○
	Industrial Ecology				○		○	
	Environmental Economics				○	○	○	
	Urban Sustainability				○	○		
	Advanced Environmental Geosciences				○	○		
	Special Studies (Sustainability Science)			○	○	○		
Tourism and Hospitality	Tourism Policy and Planning				○	○		
	Tourism Economics			○	○			
	Community Based Tourism			○		○		
	Cultural and Heritage Tourism			○	○			
	Environmental Tourism			○	○			
	Health and Wellness Tourism			○	○			
	Special Studies (Tourism and Hospitality)			○	○			
Development Economics	Macroeconomics			○	○			
	Microeconomics			○	○			
	Development Economics			○	○			
	Development Finance			○	○			
	Community Development			○		○		
	Comparative Economic Development			○	○			
	Special Studies (Development Economics)			○	○	○		
Core Related Subjects*	(Product Development Strategy)*							
	(Marketing Strategy)*							
	(Hospitality Management)*							
	(Marketing Research)*							
	Management Information Systems			○	○	○		
	Database Management					○		
	Advanced Data Analysis and Statistics					○		
	Decision Making Under Uncertainty			○		○		
	Information Technology and Operations Management					○		

*These subjects are jointly offered with GSM. Please refer to the GSM Curriculum Alignment Matrix on p. 72 for the specific learning goals and learning objectives.

1-3. Reference Information on GSAM Subjects

Recommended Elective Subjects

Recommended Elective Subjects are a combination of subjects outside the Major Subjects for the student's affiliated Division designed to deepen students' knowledge in their respective research field. Students are recommended to take the Recommended Elective Subjects listed under their Division in addition to the Major Subjects 1. Credits earned from these subjects will **NOT** fulfill the **Major Subjects 1** requirement but will count towards the credits required for program completion under the Major Subject 2 category.

Major	Division	Subject Name	
APS	International Relations (IR)	Changing Social Landscapes Migration and Trans-nationalism Social Organization and Institution	Disaster Relief and Rehabilitation International Public Administration International Organizations
	Society and Culture (SC)	Regionalism and Globalization Comparative Politics and Government Planning and Evaluation	Urban Sustainability Comparative Economic Development Community Development
ICP	International Public Administration (IPA)	International Law Comparative Politics and Government Conflict Resolution	Environmental Policy, Law and Administration Development Finance Comparative Economic Development
	Sustainability Science (SS)	Conflict Resolution Cultural Change Disaster Relief and Rehabilitation	Planning and Evaluation Environmental Tourism
	Tourism and Hospitality (TH)	Project Management Product Development Strategy Hospitality Management	Marketing Strategy Marketing Research
	Development Economics (DE)	International Political Economy International Public Administration International Organizations	Project Management Planning and Evaluation Environmental Economics

Special Studies

In general, Special Studies serve to supplement the content not sufficiently covered by regular subjects in the respective fields. Students may take these Special Studies multiple times only if the contents of the lectures differ.

Optional Subjects

Credits from Optional Subjects do not count towards the credits required for program completion. However, these credits do count as part of the maximum credit limit set for each semester. Please refer to p. 6 for available Optional Subjects, and p. 4 for Credit Registration Limits within GSAM.

1-4. Seminars

Operation of Seminars

Seminars are subjects designed to help students with the preliminary readings and research, determination of a research topic, and to start systematic research and data collection. These subjects also help students to strengthen their research, writing, and presentation skills and enrich their research through comments, suggestions and guidance by their individual supervisors, other faculty members, and fellow students.

Students will be registered for Seminars following the schedule below in accordance with their enrollment status (program completion length, semester of enrollment, supervisor).

Seminars' subject titles are Research Project I, II, III or Final Research Project. Research Project I refers to the seminar class in the 1st semester, Research Project II – to the one in the 2nd semester and Research Project III – to the 3rd semester seminar class. The Final Research Project is registered for the final semester at APU.

1. All students must take Seminars consecutively from the first semester through the last semester of enrollment.
2. Students must complete one of the three Research Projects (Research Project I, II or III) **and** the Final Research Project.
3. The Master's Thesis or the Research Report is to be submitted during the semester in which Final Research Project is registered.

※During the course of study, students <u>must</u> take seminars as designated below.

Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester
2-year Standard Completion	Research Project I	Research Project II	Research Project III	Final Research Project
1.5-year Accelerated Completion	Research Project I	Research Project II	Final Research Project	**Program Completion**
1-year Accelerated Completion	Research Project I	Final Research Project	**Program Completion**	

Seminar Structure

Seminars consists of the following two elements.

<u>Individual Supervision</u>

Every student is assigned an individual supervisor from their affiliated Division. The student will meet with their supervisor on an individual or small group basis and <u>all meetings are scheduled individually between supervisors and students.</u>

<u>Joint Research Presentations</u>

In principle, Joint Research Presentations will be held at least once per quarter and all faculty members and students must attend the Joint Research Presentation within their Division. These presentations provide students with opportunities to present their research and receive feedback from faculty members other than their supervisors. The presentation requirements, including the timing and the number of the presentations, differ per Division and may depend on the student's enrollment status (1st semester, final semester, accelerated completion program, etc.). Students should consult with their supervisor and the Division Head for their presentation schedule, and should follow other details specified by their specific Division. Moreover, as a rule, all students are required to give a presentation at least once before the submission of their Master's Thesis / Research Report.

Joint Research Presentations Schedule

	Spring Semester	Fall Semester
Quarter 1	May	November
Quarter 2	July	January
※ Joint Research Presentations are held on a Wednesday within the months above. The Academic Office will announce the exact dates at the start of each semester.		

▌First Seminar Meeting and Choosing a Seminar Supervisor

The **First Seminar Meetings** are organized for each Division on the 1st Wednesday after classes for the semester have begun to provide new students with an opportunity to meet with professors from each Division and choose a supervisor. After the First Seminar Meeting, all consecutive meetings are scheduled between supervisors and students. Please contact the Office for any inquiries regarding the GSAM Seminar Classes.

▌Seminar Registration for New Enrollees

New enrollees will be automatically registered for "Research Project I SA / FA" under the name of the Dean of the Graduate School of Asia Pacific Studies. The Office will update students' seminar registration once the supervisors have been decided. Students should confirm their registration via CAMPUS WEB during Course Drop Period 2.

▌Plan for Research Supervision

The Graduate School of Asia Pacific Studies requires that the supervisor prepare a yearly plan for research supervision, present it to the student in advance, and conduct research supervision in accordance with this yearly plan. The Plan is created based on a research plan written by the student and presented to their supervisor. It reflects the student's individual research and is provided to students as a tool to help lead them to the successful completion of high-quality research.

The Plan establishes a guideline for students to follow to progress with their research in the subsequent year. It also serves as a reference point the supervisor can use to monitor the progress of the student's research.

The student prepares a research plan at the beginning of their 1st and 3rd semesters and presents it to their supervisor who will, in consultation with the student, write and present the student with the Plan for Research Supervision for that year. Upon confirmation, both the student and the supervisor sign the Plan, and the student submits a copy to the Office for record-keeping.

Plan for Research Supervision Submission Deadline

	Spring Semester	Fall Semester
1st-semester students	May 31	November 30
3rd-semester students	April 15	October 15
Submission Location	Moodle	

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Note 1: Students who have changed supervisors: the new supervisor will prepare and present a yearly Plan for Research Supervision. Please provide your new supervisor with your research plan so they can do so. The period of research supervision indicated in the Plan will depend on the time left until completion.

Note 2: A new Plan for Research Supervision will need to be prepared by students who extend their graduate program, as well as reinstated / readmitted students. Please present your supervisor with an updated research plan so they can prepare a new research supervision plan. The period of research supervision indicated in the Plan will depend on the extension period for students who are extending their programs and on the period until completion for reinstated / readmitted students.

1-5. Master's Thesis and Research Report

All students must complete an extended piece of writing (Master's Thesis or Research Report) which presents the findings and conclusions of their individual research. A Master's Thesis or a Research Report is the accumulation of work and studies done in the seminar classes during the time enrolled at APU. Both APS and ICP students can choose between Master's Thesis or Research Report in the process of taking the seminar classes and in consultation with their supervisor.

Writing a solid research proposal is the first step towards the completion of a Master's Thesis or Research Report.

Research Proposal

All students must submit a research proposal approved by their supervisor for examination within the Division by the deadline set for their completion program. The research proposal should include the theme of the study, the research background and research question, the significance of the study, methodology, and other specific information. Students should carefully read the "Procedures for Master's Thesis and Research Report in GSAM" and refer to the Graduate School website for further details about research proposal submission and deadline.

Research Proposal Submission Period:

1 year completion: 1st semester (when registered for Research Project I)

1.5 and 2 year completion: 2nd semester (when registered for Research Project II)

Notification of Intent to Submit a Master's Thesis / Research Report

All students in their final semester should submit a Notification of Intent to Submit a Master's Thesis or a Research Report accompanied by a summary of their Master's Thesis / Research Report. Please refer to the Graduate School webpage for the appropriate form and submission deadlines. Notification of Intent and submission of a summary of the Master's Thesis / Research Report is required to ensure that appropriate examiners are appointed and a fair examination is conducted.

NOTE: Failure to submit this form may result in an inappropriate selection of examiners which may also affect the entire examination process and result.

Features and Characteristics of the Master's Thesis / Research Report

Features common to both the Master's Thesis and Research Report:

1. They require a submission and approval of a research proposal, outlining the topic, before the start of research.

2. They require presentation at the Joint Research Presentation prior to submission.

3. They are approximately 15,000 words long.

4. They are submitted and examined within the same deadline and according to the same procedures.

5. They are examined by two faculty members – the supervisor and another professor.

Characteristics:

Master's Thesis	Research Report
1. Specific analytical frameworks with extensive literature review, research questions, and hypotheses as well as explicit methodology that is common to a given academic field.	1. Research background and research objectives are clearly indicated. It is recommended that analytical frameworks be set up; however, this is not compulsory.
2. The empirical findings contain originality and provide new knowledge for academics, practitioners, or society.	2. Collecting sufficient data and evidence to attain research objectives and analysis of this data in a logical manner towards reaching certain conclusions is required. It is not mandatory to contribute anything new to the existing academic field.

Procedures for the Master's Thesis and Research Report

All students should carefully read the procedures related to the Master's Theses and Research Reports in the Graduate School of Asia Pacific Studies outlining the examination requirements and procedures (see p. 15-28 for details). This information is also summarized in the flow chart on page 14.

Registration Flow for GSAM Seminars

Standard Completion Program (2 years)

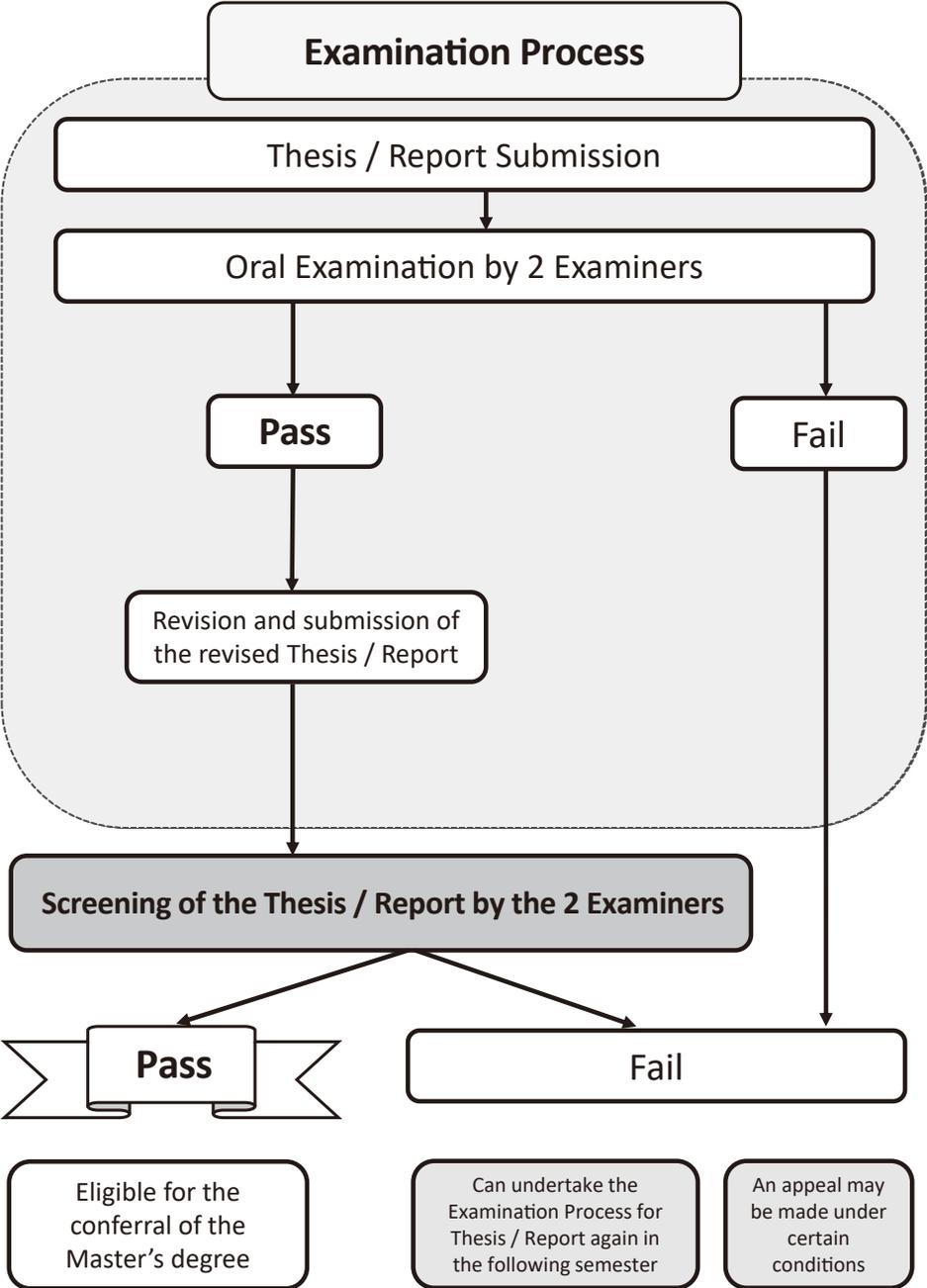| Semester	What:	When:	Notes
1	Registration for Research Project I	Before Course Registration Period B	*Registered by the University*
	First Seminar Meeting	First Wednesday of the semester	*Announced at the orientation session for new enrollees*
	Decide Supervisors	Within 3 weeks from the First Seminar Meeting	
	Plan for Research Supervision (1st year)	By the last day of the second month of the semester (or the preceding workday if a holiday)	*Prepared by the supervisor based on the research plan of, and consultation with, the student and submitted to the Office*
	Begin research and data collection		
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
2	Registration for Research Project II	Before Course Registration Periods	*Registered by the University*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Research Proposal Submission	Towards the end of the 2nd Quarter	*Approved by the supervisor and submitted to the Office*
3	Registration for Research Project III	Before Course Registration Periods	*Registered by the University*
	Plan for Research Supervision (2nd year)	By the 15th of the first month of the semester (or the preceding workday if a holiday)	*Prepared by the supervisor based on the research plan of, and consultation with, the student and submitted to the Office*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
4	Registration for Final Research Project	Before Course Registration Periods	*Registered by the University*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Notification of Intent to Submit	1 month before the thesis/report submission	*Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 〜 28 for details	*Office*

Accelerated Completion Program (1.5 years)

Semester	What:	When:	Notes
1	Registration for Research Project I	Before Course Registration Period B	*Registered by the University*
	First Seminar Meeting	First Wednesday of the semester	*Announced at the orientation session for new enrollees*
	Decide Supervisors	Within 3 weeks from the First Seminar Meeting	
	Plan for Research Supervision (1st year)	By the last day of the second month of the semester (or the preceding workday if a holiday)	*Prepared by the supervisor based on the research plan of, and consultation with, the student and submitted to the Office*
	Begin research and data collection		
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
2	Registration for Research Project II	Before Course Registration Periods	*Registered by the University*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Research Proposal Submission	Towards the end of the 2nd Quarter	*Approved by the supervisor and submitted to the Office*
3	Registration for Final Research Project	Before Course Registration Periods	*Registered by the University*
	Plan for Research Supervision (2nd year)	By the 15th of the first month of the semester (or the preceding workday if a holiday)	*Prepared by the supervisor based on the research plan of, and consultation with, the student and submitted to the Office*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Notification of Intent to Submit	1 month before the thesis/report submission	*Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 〜 28 for details	*Office*

Accelerated Completion Program (1 year)

Semester	What:	When:	Notes
1	Registration for Research Project I	Before Course Registration Period B	*Registered by the University*
	First Seminar Meeting	First Wednesday of the semester	*Announced at the orientation session for new enrollees*
	Decide Supervisors	Within 3 weeks from the First Seminar Meeting	
	Plan for Research Supervision	By the last day of the second month of the semester (or the preceding workday if a holiday)	*Prepared by the supervisor based on the research plan of, and consultation with the student, and submitted to the Office*
	Begin research and data collection		
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Research Proposal Submission	Towards the end of the 2nd Quarter	*Approved by the supervisor and submitted to the Office*
2	Registration for Final Research Project	Before Course Registration Periods	*Registered by the University*
	Joint Research Presentations	Once every quarter	*Details are decided by each Division and announced at the beginning of every semester*
	Notification of Intent to Submit	1 month before the thesis/report submission	*Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 〜 28 for details	*Office*

Screening and Examination Process for Master's Thesis / Research Report

Examination Process

Thesis / Report Submission

↓

Oral Examination by 2 Examiners

Pass | Fail

↓

Revision and submission of the revised Thesis / Report

↓

Screening of the Thesis / Report by the 2 Examiners

Pass | Fail

Eligible for the conferral of the Master's degree | Can undertake the Examination Process for Thesis / Report again in the following semester | An appeal may be made under certain conditions

Procedures for the Master's Thesis and Research Report in the Graduate School of Asia Pacific Studies Master's Program (GSAM) under the AY2014 Curriculum (Revised January 2024)

Table of Contents

1. Master's Thesis Committee

A Master's Thesis Committee is established within GSA to administer the procedures for examination and evaluation of Master's Theses and Research Reports.

2. Master's Thesis Committee Structure

The Master's Thesis Committee shall consist of one chairperson and two members nominated by the Dean and approved by the GSA Faculty Council. The Associate Dean of GSA will chair the Master's Thesis Committee and members will be appointed from each Major. The term of appointment is one (1) year and members can be reappointed.

3. Master's Thesis or Research Report

Students are required to submit a Master's Thesis or Research Report and pass the screening and examination to obtain a Master's Degree in GSA. A faculty member within the Major and Division to which the Master's student is affiliated will become the student's supervisor. The length of a Master's Thesis/Research Report shall be approximately 15,000 words long, not counting the bibliography and any appendices. However, the length may vary depending on the discipline and may be set by the Division. In the case of Japanese language, the length shall be equivalent to the standards set for English language Master's Theses and Research Reports.

4. Master's Thesis/Research Report Language

The Master's Thesis or Research Report should normally be presented in English and, as a general rule, each submitted Master's Thesis or Research Report should include an abstract in English. However, in the case that it is to the advantage of the student to present his/her Master's Thesis/Research Report in Japanese due to the original data and research materials being mostly found in Japanese sources, etc., the student may be allowed to do so upon approval by the Dean. In such cases, an extended abstract in English must be provided.

5. Joint Research Presentations

Joint Research Presentations within each Division will be held every quarter. In these presentations, students will present the main points and current progress of their research to the faculty members and students affiliated with their Division for feedback. As a rule, all students are required to give a presentation at least once before the submission of the Master's Thesis/Research Report.

6. Research Proposal Approval

Students are required to submit a Research Proposal approved by their supervisor to the Office for examination by the Division as stipulated in Clause 14, Table 1.

7. Master's Thesis/Research Report Submission

7-1. Notification of Intent to Submit a Master's Thesis/Research Report

Students must submit a Notification of Intent to Submit a Master's Thesis/Research Report, describing the type and outline of the Master's Thesis/Research Report, to the Office at least one month before the submission deadline specified in Clause 14, Table 2.

7-2. Changing type of Final Written Outcome

Even after submission of the Notification of Intent to Submit a Master's Thesis/Research Report, the type of Final Written Outcome may be changed until the submission deadline specified in Clause 14, Table 2.

Students who wish to change the type of Final Written Outcome must apply for the change with the approval of their supervisor, after which it will be authorized by the Dean. However, under no circumstances is a change in the type of Final Written Outcome permitted after it has been submitted for screening and examination.

7-3. Submission

Students must submit one soft copy of their Master's Thesis/Research Report to the Office as stipulated in Clause 14, Table 2. As a rule, all students are required to give a presentation at least once before the submission of the Master's Thesis/Research Report.

7-4. Re-submission

Students who have passed the oral examination as per 11-1, and have made all corrections as detailed in the evaluation report per 11-3, must submit one soft copy of their Master's Thesis/Research Report to the Office by the due date as stipulated in Clause 14, Table 2.

8. Master's Thesis/Research Report Format

In principle, a Master's Thesis/Research Report should contain the following:

1. Title Page, 2. Table of Contents (should describe the contents in sufficient detail), 3. Certification Page (that the Master's Thesis/Research Report contains only original and/or properly referenced material), 4. Acknowledgements (for any support and advice given), 5. Abstract, 6. Main Text, 7. Conclusions, 8. References, 9. Appendices (supporting material in addition to the main text)

9. Examiners

(1) Two (2) faculty members will examine the Master's Thesis/Research Report. The supervisor will be one of the examiners and the other examiner will be appointed by the Division Head from within the Division. However, examiners from different Divisions may also be selected.

(2) If it is beneficial in light of the content of the Master's Thesis/Research Report, and the Division Head and supervisor propose so, the Dean may approve the appointment of a faculty member without graduate school qualifications.

(3) In the case that the Division Head is the student's supervisor, the Dean or the Associate Dean of GSA shall appoint the second examiner for them. The examiners will be advised of each other's names.

10. Screening and Examination Criteria of Master's Thesis/Research Report

The Master's Thesis/Research Report should achieve or exceed the quality of research of peers working in the same field at the graduate level. The research project is assessed based on the following criteria, among others.

10-1. Master's Thesis

1) Originality

The Master's Thesis provides original knowledge in terms of theories, methods, or empirical findings for academics, practitioners, or society.

2) Research Question/Topic

The research question/topic is well-thought-out in its field's standard and is defined within the discipline's current paradigm and context of academic literature.

3) Literature Review

The literature referenced in the Master's Thesis is extensive, encompassing a broad range of sources and has the context to fully cover the necessary academic and other material to define and defend the research project's originality and significance.

4) Methodology

The Master's Thesis is grounded in objectively appropriate theory and uses well-considered methodologies to determine results.

5) Structure

The Master's Thesis structure allows for precise and logical communication of information to the audience.

6) Analysis

The Master's Thesis provides sufficient data and reasons that lead to the findings and conclusions.

7) Implication

The Master's Thesis has implications for academics, practitioners, or society.

8) Writing

The text is clear and concise without unnecessary repetition and is written in the format of an argument with substantial evidence and claims. The writing adheres to standard research practices for citations and works cited without any instances of plagiarism.

10-2. Research Report

1) Research Objective/Topic

The research purpose/topic is appropriate and is defined within the relevant field's current argument and context of academic literature.

2) Literature Review

The Research Report must include a review of previous studies related to the research task.

3) Structure

The structure of the Research Report allows for precise and logical communication of information to the audience.

4) Discussion

The Research Report provides solid/sound reasons for its conclusions.

5) Writing

The text is clear and concise without unnecessary repetition and is written in the format of an argument with substantial evidence and claims. The writing adheres to standard research practices for citations and works cited without any instances of plagiarism.

10-3. Oral Examination

1) The oral examination will be based on the content of the submitted Master's Thesis/Research Report, and through questions on its content, will determine if the student's knowledge of the subject, specialized field, and compliance with research ethics is sufficient to award them with a Master's Degree.

2) The oral examination is not an opportunity for the student to give a presentation. It is not permitted to submit new materials or request to give a presentation.

11. Screening/Examination Process

11-1. The Oral Examination

Examiners shall conduct an oral examination of the submitted Master's Theses/Research Reports. However, examiners may deem it necessary for students to undergo an additional written, oral, or practical examination.

The examiners shall submit only one mutually agreed upon evaluation result to the Master's Thesis Committee from among the following possible results:

1) Pass (Meets the standard for a Master's Thesis/Research Report. May include points that need correction and can be revised by the resubmission due date, such as formatting or typographical errors and requests for small amendments or expansions of data or text).

2) Fail (Does not meet the standard for a Master's Thesis/Research Report)

In addition to the mutually agreed upon evaluation result, each examiner shall submit an individual evaluation report to be presented to the student.

11-2. Determining the Oral Examination Results

The examination evaluation given by the examiners shall be deliberated and approved by the Master's Thesis Committee. The approved results shall be reported to the Dean or the Associate Dean of GSA for determining the examination results.

In cases where the results from the examiners are judged to be incongruent, the Master's Thesis Committee will deliberate on how to handle the cases individually and the final result of such cases will be determined in consultation with the Dean.

11-3. Notifying Students of the Oral Examination Results

Students shall receive notification of the examination results, the names of the examiners, and copies of the examiners' evaluation reports.

11-4. Screening

The examiners will screen the Master's Thesis/Research Report upon re-submission by the student after the Oral Examination. However, examiners may deem it necessary for students to undergo an additional written, oral, or practical examination. The examiners shall again submit only one mutually agreed upon evaluation result to the Master's Thesis Committee from among the following possible results:

1) Pass
2) Fail

In addition to the mutually agreed upon evaluation result, each examiner shall submit an individual evaluation report to be presented to the student.

11-5. Determining the Screening Results

The screening evaluation given by the examiners shall be deliberated and approved by the Master's Thesis Committee. The approved result shall be reported to the Dean or the Associate Dean of GSA for determining the screening results.

In cases where the results from the examiners are judged to be incongruent, the Master's Thesis Committee will deliberate on how to handle the cases individually and the final result of such cases will be determined in consultation with the Dean.

11-6. Notifying Students of the Screening Results

Students shall receive notification of the screening results, the names of the examiners, and copies of the examiners' evaluation reports.

12. Overall Evaluation for the Final Research Project

Supervisors shall evaluate the overall grade for the Final Research Project based on the Master's Thesis Committee's final decision regarding the Master's Thesis/Research Report.

13. Appeal Procedures

A student whose result as determined by the Master's Thesis Committee is "Fail" may appeal that decision.

A student who wishes to appeal must submit a written appeal to the Office addressed to the Master's Thesis Committee within one (1) week of the announcement of the examination results. The submission must clearly [in a detailed and precise manner] state the grounds on which the appeal is based. The Master's Thesis Committee in consultation with the Dean will review the submission and decide whether or not to accept the appeal for evaluation. If an appeal has been accepted for evaluation, an Appeals Committee shall be established consisting of the Chair of the Master's Thesis Committee, the Dean, and one other person who has recognized expertise in the area of the student's Master's Thesis/Research Report, but who has neither previously examined the Master's Thesis/Research Report nor supervised the student. In the case that the Chair of the Master's Thesis Committee and/or the Dean is the student's supervisor, a third person shall be appointed as a member of this Committee instead. The Appeals Committee will decide how to conduct the appeal and whether to require the student to present further evidence in written or oral form to substantiate the grounds of the appeal as stated in the original submission. After review and careful consideration of all related materials and documents, the Appeals Committee will determine the final evaluation of the case as follows:

1) Reject the appeal, the result originally announced to the student remains unchanged.

2) Accept the appeal, the result originally announced to the students will be changed to "Pass".

However, if in the process of evaluating the appeal new evidence of plagiarism, research misconduct, etc. is uncovered, the Master's Thesis/Research Report will be failed.

The final result of the appeal accompanied by appropriate feedback will be announced to the student, barring any unavoidable circumstances, by the day of the Graduation Ceremony for that semester.

14. Time Schedule for All Programs for Completion

Table 1 Research Proposal Examination Schedule

	Spring Semester	Fall Semester
Submission	June 30	January 10
Notification of the Examination Results	August 5	February 10

※Submission period: 1-year program completion: 1st semester of enrollment
1.5 & 2-year program completion: 2nd semester of enrollment
Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Table 2 Master's Thesis/Research Report Screening and Examination Schedule

	Spring Semester	Fall Semester
Submission	June 5	December 5
Notification of the Oral Examination Results	June 25	December 25
Resubmission	July 15	January 15
Notification of the Screening Results	July 31	January 31

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

15. Preservation and Publication of Master's Theses and Research Reports

After successful examination, students are required to submit a finalized soft copy of their Master's Thesis or Research Report for permanent binding by the University. Bound Master's Theses and Research Reports will be forwarded to the University Library, where they will be catalogued for APU Library users.

The University does not normally publish Master's Theses or Research Reports; however, if desired, students may undertake publication at their own expense.

2014年度カリキュラム　アジア太平洋研究科博士前期課程（GSAM）論文審査の手続き

（2024 年 1 月改訂）

目次

1. 修士学位論文委員会

本研究科内に、修士学位論文委員会を設け、修士論文・研究レポートの審査及び評価の管理を行う。

2. 修士学位論文委員会の構成

修士学位論文委員会は、1名の委員長と2名の委員からなり、アジア太平洋学部副学部長（大学院担当）が委員長を務め、研究科長が各専攻から1名ずつ委員を選出し、研究科委員会にて承認を行う。任期は1年とし、再任を妨げない。

3. 修士論文・研究レポート

アジア太平洋研究科博士前期課程における修士学位取得のためには、修士論文・研究レポートを提出し、審査及び試験に合格しなければならない。学生の所属する専攻（Major）、研究分野内の教員1名が指導教員となる。修士論文・研究レポートは、文献目録、付録を除いた本文が、約15,000語を目安とする。ただし、文字数はディシプリンによって異なる場合があるため、各研究分野で別途定める場合がある。日本語の場合は、英語の修士論文・研究レポートに見合う長さとする。

4. 修士論文・研究レポートの言語

英語を原則とし、英語の要約をつける。しかし、論文の根拠となるデータや研究記録の大半が日本語による場合など、日本語による執筆が学生にとってより有意義である場合には、研究科長による承認を条件とし、日本語での修士論文・研究レポートを認めることがある。そのような場合でも、長文の英語要約の提出は求められる。

5. 合同発表会

クォーター毎に各研究分野内にて合同発表会を実施する。この発表会では、各研究分野の所属教員と他の学生から研究主旨および修士論文・研究レポートの執筆状況に対するフィードバックを得ることを目的として、学生がプレゼンテーションを行うものである。原則として、すべての学生が修士論文・研究レポートを提出する前に研究内容の発表を行うことを義務付ける。

6. 研究計画書の承認

指導教員の承認を受けた上で、研究計画書を第14項の表1に定める期日までにオフィスへ提出し、研究分野内で審査を受けなければならない。

7. 修士論文・研究レポート提出

7-1. 提出意向届（Notification of Intent to Submit a Master's Thesis / Research Report）

修士論文／研究レポートの種別及び概要を記述した Notification of Intent to Submit a Master's Thesis / Research Report を第14項の表2に定める提出締切日の1カ月前までにオフィスへ提出しなければならない。

7-2. 最終成果物の種別変更

Notification of Intent to Submit a Master's Thesis / Research Report を提出した後であっても、第14項の表2に定める提出締切日までであれば最終成果物の種別を変更することができる。最終成果物の種別変更を希望する学生は指導教員の承認のもとで変更を申請し、その申請は研究科長によって承認される。しかし、審査及び試験のために提出された後の最終成果物の種別変更はいかなる場合であっても認められない。

7-3. 提出

修士論文・研究レポートのソフト・コピー 1 部を第 14 項の表 2 に定める提出締切日までにオフィスへ提出しなければならない。

7-4. 再提出

11-1 で合格の結果を受けた者は、11-3 で通知される審査員の評価レポートに基づく修正を行った修士論文・研究レポートのソフト・コピー 1 部を第 14 項の表 2 に定める再提出締切日までにオフィスへ提出しなければならない。

8. 修士論文・研究レポートの形式

修士論文・研究レポートは、基本的に以下の項目を含む。

1. 表紙、2. 目次（内容の詳細を十分に記述していること）、3. 宣誓（データの偽造、剽窃のないこと）、4. 謝辞（サポートや指導を受けた対象に対して）、5. 要約、6. 本文、7. 結語、8. 参考文献、9. 付録（本文に添えて補強する資料）

9. 審査員

（1）2 名の学内教員が修士論文・研究レポートの審査を行う。審査員のうち 1 名は指導教員とし、1 名は同一の研究分野の教員から研究分野長が指名する。ただし、異なる研究分野から審査員を選任することもできる。

（2）論文内容に鑑み有益であって、指導教員及び研究分野長から審査員への提案があった場合に限り、大学院資格を持たない学部教員の選任を研究科長が認めることがある。

（3）研究分野長が指導教員の場合、研究科長またはアジア太平洋学部副学部長（大学院担当）が第二審査員を指名する。審査員の氏名は互いに開示される。

10. 修士論文／研究レポートの審査・試験基準

修士論文・研究レポートの質は、同分野における修士レベルの他の研究者の研究の質と同程度もしくはそれを上回るものでなければならない。研究結果は特に以下の基準に基づき評価される。

10-1. 修士論文

1）独創性

理論、方法、実証的知見などの面で、学術的、実務的、または社会的に独創的な知見を提供するものであること。

2）研究課題

研究上の問いがその分野の標準からみて考え抜かれており、既存の理論的枠組みと学術文献に裏付けられたものであること。

3）文献レビュー

関連分野における既存の学術的成果を幅広く参照・引用しながら考察し、論文の独創性と重要性を立証できるものであること。

4）方法論

研究結果を客観的に適切な理論や十分に検討された方法論を用いていること。

5）構成

読者にとって正確かつ論理的に情報を伝達できる構成であること。

6）分析

研究発見や結論が十分なデータや根拠を用いて導かれていること。

7）意義

学術、実務ならびに社会に対しての意義を有すること。
8）ライティング
　文章に不必要な重複がなく、明快かつ簡潔であり、確かな証拠と具体的な主張を伴う議論が展開されていること。また、学術論文としてふさわしい書式規範に従い、剽窃の疑いのないこと。

10-2. 研究レポート
1）研究目的
　研究の目的が適切であり、関連分野における現行の議論や学術文献の文脈の中で定義されていること。
2）文献レビュー
　研究課題に関連する先行研究のレビューが含まれていること。
3）構成
　読者にとって正確かつ論理的に情報を伝達できる構成であること。
4）考察
　結論の根拠となる確かな理由が示されていること。
5）ライティング
　文章に不必要な重複がなく、明快かつ簡潔であり、確かな証拠と具体的な主張を伴う議論が展開されていること。また、学術論文としてふさわしい書式規範に従い、剽窃の疑いのないこと。

10-3. 口頭試問
1）口頭試問における議題は提出された修士論文・研究レポートの内容に関するものとし、その内容に関する質問を通じて、学生の専門分野における知識の獲得及び修士号授与にふさわしい研究倫理の順守等を審査する。
2）口頭試問は、学生のプレゼンテーションの機会ではない。学生による新たな資料の提出や口頭発表の申し出は、認められない。

11. 審査・試験の手順
11-1. 口頭試問
　審査員は提出された修士論文・研究レポートに基づき口頭による試問を行う。
　審査員は合議を経て下記の評価結果のいずれかを選択し、修士学位論文委員会に提出する。
1）合格（修士論文・研究レポートは合格水準に達している。誤植、体裁あるいは少量の文章もしくはデータや説明の追加等、修正すべき箇所は確認されるものの、期日までの修正が可能であると認められるものを含む）
2）不合格（修士論文・研究レポートとしての水準を満たしていない）
　合議による評価結果に加え、各審査員は評価レポートを一部ずつ提出する。

11-2. 口頭試問結果の決定
　審査員が判定した評価は、修士学位論文委員会で審議、承認され、研究科長もしくはアジア太平洋学部副学部長（大学院担当）に報告し、最終確定される。
　適切な評価結果が得られない場合は、対応策を審議し、研究科長に報告の上、最終的な評価結果が確定される。

11-3. 口頭試問結果の通知
　審査結果、審査員名、審査員の評価レポートは学生に通知される。

11-4. 審査

審査員は口頭試問後に再提出された修士論文・研究レポートに基づき審査を行う。ただし、提出者に対し、追加の審査を筆記、口頭、実技によって要求できる。審査員は合議を経て下記の評価結果のいずれかを選択し、修士学位論文委員会に提出する。

　1）合格

　2）不合格

合議による評価結果に加え、各審査員は評価レポートを一部ずつ提出する。

11-5. 審査結果の決定

審査員が判定した審査評価は修士学位論文委員会で審議、承認され、研究科長もしくはアジア太平洋学部副学部長（大学院担当）に報告し、最終確定される。

適切な評価結果が得られない場合は、対応策を審議し、研究科長に報告の上、最終的な評価結果が確定される。

11-6. 審査結果の通知

審査結果、審査員名、審査員の評価レポートは学生に通知される。

12. ファイナル・リサーチ・プロジェクトの成績評価

指導教員は修士学位論文委員会の最終結果に基づき、ファイナル・リサーチ・プロジェクトの成績評価を行う。

13. 不服申し立て

修士学位論文委員会の判定が"不合格"である学生は、その判定に対し不服申し立てを行うことができる。不服申し立てを行う場合、審査結果の通知ののち１週間以内に修士学位論文委員会宛に申立書を作成の上、オフィスに提出しなければならない。その申立書では、不服申し立てを行う理由が正確かつ明瞭に述べられていなければならない。不服申し立て審査の実施の可否は修士学位論文委員会と研究科長による検討の上、決定される。不服申し立て審査の実施が承認された場合、修士学位論文委員会委員長、研究科長、ならびに提出された修士論文・研究レポートの分野に関連し、かつ、極力審査および研究指導に関わったことのない教員１名の、計３名から不服審査委員会が組織される。修士学位論文委員会委員長または研究科長が不服申し立てを行った学生の指導教員である場合、第三者がこの委員会の一員として任命される。不服審査委員会は不服申し立ての進行手順および、学生に書面または口頭で不服申し立てを裏付ける更なる根拠を要求するかを決定する。不服申し立てのすべての関連資料および書類の内容を検討したのち、不服審査委員会はその申し立てを評価し、以下の審査結果のいずれかに決定する。

（1）申し立てを棄却し、学生に通知した結果を変更しない。

（2）申し立てを認容し、学生に通知した結果を「合格」に変更する。

ただし、申し立てを審議する過程において、剽窃や不正行為等に関わる新たな証拠が発見された場合などには、その審査結果は不合格とする。

やむを得ない事情がない限り、そのセメスターの卒業式までに、学生は適切なフィードバックと共に、審査結果の通知を受け取る。

14．審査・試験日程

表 1　リサーチ・プロポーザル審査日程

	春セメスター	秋セメスター
提出締切日	6月30日	1月10日
審査結果通知日	8月5日	2月10日

※提出時期：1年修了‒1セメスター目

　　　　　　1.5年と2年修了‒2セメスター目

注意：締切日は土日・祝日のオフィスの閉室日の場合、直前の開室日が締切日となる。

表 2　修士論文・研究レポート審査・試験日程

	春セメスター	秋セメスター
提出締切日	6月5日	12月5日
審査結果通知日	6月25日	12月25日
再提出締切日	7月15日	1月15日
再審査結果通知日	7月31日	1月31日

注意：締切日は土日・祝日のオフィスの閉室日の場合、直前の開室日が締切日となる。

15．修士論文・研究レポートの保存と出版

　合格とされた修士論文・研究レポートは、学生による最終版のソフト・コピー提出ののち、大学が恒久的な装丁を行う。装丁された修士論文・研究レポートは大学図書館に保存され、本学図書館利用者に閲覧を認める。大学としては修士論文・研究レポートを出版することはしないが、学生においてその費用を負担し、出版することができる。

Section 2

Graduate School of Asia Pacific Studies Doctoral Program

GSAD

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2-1. Outline of the Doctoral Degree Program

Degree Program

The degree offered in the Graduate School of Asia Pacific Studies Doctoral Program is as follows:

Degree type	Major	Degree awarded on completion
Ph.D.	Asia Pacific Studies (APS)	Doctor of Philosophy in Asia Pacific Studies

Graduate School of Asia Pacific Studies, Doctoral Program - Structure and Outline

1) Policy for Curriculum Structure

The Program offers common coursework on theories and perspectives of Asia Pacific Studies, upon which students receive research supervision based on their individual research topics in seminars. Students also write research papers and take coursework on presentations.

2) Policy for Curriculum Implementation

After completing their coursework and seminars, students must pass the doctoral candidacy process (which requires among others the completion of at least 24 credits and the submission of dissertation chapters for screening) before submitting their doctoral dissertation. Degrees are awarded to those candidates who pass the dissertation screening.

Conferral of Degrees

The GSA Faculty Council will review the results of each student's Doctoral Dissertation screening. The reviewed results will be presented to the Higher Degrees Committee for approval. Following approval by the Higher Degrees Committee, the president will confer the Doctoral Degrees to successful candidates.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient does anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

2-2. Course Requirements and Credit Registration Limits

Basic Requirements for Completion

Students will be qualified for the degree upon completion of the following requirements:

1. <u>Period of Enrollment</u>: In principle, a student must be enrolled as a regular, full-time student in the Doctoral Program for 3 years. However, the degree may also be granted to outstanding students who have completed credit requirements in less than 3 years. In this case, the minimum period of full-time enrollment is 2 years. The period of enrollment (2 or 3 years) must be decided upon entry to the Doctoral Program.

2. <u>Credit Requirements</u>: Students must obtain 30 credits to complete the program.

3. <u>Doctoral Dissertation</u>: Doctoral students must complete a Doctoral Dissertation presenting the findings and conclusions of their individual research. The Doctoral Dissertation may be submitted once candidacy is achieved. The Doctoral Dissertation will be approved in accordance with the University's screening procedures. For further details of the screening procedures, see Section "2-5. Doctoral Dissertations".

List of GSAD Subjects and Credits

Subject Category	Subjects	No. of Credits	Notes
Lecture Subjects	Perspectives on Asia Pacific Studies*	2 credits	
	Theories for Asia Pacific Studies*	2 credits	
Seminar Subjects	Advanced Research on Asia Pacific Studies I*	2 credits	
	Advanced Research on Asia Pacific Studies II*	2 credits	
	Advanced Research on Asia Pacific Studies III*	2 credits	
	Advanced Research on Asia Pacific Studies IV*	2 credits	
	Advanced Research on Asia Pacific Studies V	2 credits	
	Advanced Research on Asia Pacific Studies VI	2 credits	Conducted by students' individual supervisors
Presentations	Research Presentation*	2 credits	
Research Papers	Research Paper I*	4 credits	
	Research Paper II*	4 credits	
Tutorials	Tutorial I*	2 credits	
	Tutorial II	2 credits	
	Total:	30 credits	

*required for Candidacy (24 credits in total)

Credit Limits

Doctoral students cannot register for more than the maximum credit limit each semester. Credit limits are as follows:

	Standard 3-year Completion Credit Limit	2-year Completion Credit Limit
1st Semester	6	14
2nd Semester	10	14
3rd Semester	6	6
4th Semester	10	4
5th Semester	6	—
6th Semester	4	—

2-3. GSAD Subject Registration

With the exception of "Perspectives on Asia Pacific Studies" and "Theroies for Asia Pacific Studies", all students will be registered for subjects following the schedules below in accordance with their semester of enrollment. Students must register for "Perspectives on Asia Pacific Studies" and "Theories for Asia Pacific Studies" themselves during the appropriate course registration periods. Seminars (subjects conducted by students' supervisors) are designed to assist students in their individual research leading to the production and completion of a dissertation. These subjects also help students strengthen their research, writing, and presentation skills. Students will meet with their supervisor on an individual or small group basis and all meetings are scheduled individually between supervisors and students.

Spring Entry Registration Schedule

Standard 3-year Completion				Semester	2-year Completion			
(Perspectives on Asia Pacific Studies)	Advanced Research I	--	--	1st Semester	(Perspectives on Asia Pacific Studies)	Advanced Research I&II	Research Presentation	Research Paper I
(Theories for Asia Pacific Studies)	Advanced Research II	Research Paper I	--	2nd Semester	(Theories for Asia Pacific Studies)	Advanced Research III&IV	Tutorial I	Research Paper II
--	--	--	--	--	Students have completed 24 credits and are now eligible to apply for candidacy.			
--	Advanced Research III	Research Presentation	--	3rd Semester	--	Advanced Research V	Tutorial II	—
--	Advanced Research IV	Tutorial I	Research Paper II	4th Semester	--	Advanced Research VI	--	--
Students have completed 24 credits and are now eligible to apply for candidacy.				--	Program Completion			
--	Advanced Research V	Tutorial II	--	5th Semester				
--	Advanced Research VI	--	--	6th Semester				

Fall Entry Registration Schedule

Standard 3-year Completion				Semester	2-year Completion			
(Theories for Asia Pacific Studies)	Advanced Research I	--	--	1st Semester	(Theories for Asia Pacific Studies)	Advanced Research I&II	Research Presentation	Research Paper I
(Perspectives on Asia Pacific Studies)	Advanced Research II	Research Paper I	--	2nd Semester	(Perspectives on Asia Pacific Studies)	Advanced Research III&IV	Tutorial I	Research Paper II
--	--	--	--	--	Students have completed 24 credits and are now eligible to apply for candidacy.			
--	Advanced Research III	Research Presentation	—	3rd Semester	--	Advanced Research V	Tutorial II	--
--	Advanced Research IV	Tutorial I	Research Paper II	4th Semester	--	Advanced Research VI	--	--
Students have completed 24 credits and are now eligible to apply for candidacy.				--	Program Completion			
--	Advanced Research V	Tutorial II	--	5th Semester				
--	Advanced Research VI	--	--	6th Semester				

Subjects in ( ) indicate lecture subjects.

Note: "Advanced Research" is the shortened title of the subject "Advanced Research on Asia Pacific Studies".

2-4. Doctoral Candidacy (Registration for the Award of a Doctoral Degree)

At APU, Doctoral Candidacy is defined as a condition for students to be eligible to submit their dissertation for examination, by showing their capacity and vigor in conducting their research independently. To become a doctoral 'candidate', a student must apply to the Dissertation Committee by meeting the following requirements. Once candidacy is achieved, the student is registered as a candidate for the award of Doctoral degree and is eligible to submit their dissertation for examination.

Candidacy Submission Requirements

Submission Requirements

● Passing the **Dissertation Proposal Defense**

● Passing the **Pre-candidacy Oral Examination**

For more information on Dissertation Proposal Defense and Pre-candidacy Oral Examination, please see the Graduate Research in Progress Seminars (GRiPS) on p. 34.

● **Acquisition of 24 credits**

Students enrolled in the 3-year standard completion program are expected to complete the credits required for candidacy application by the end of their 4th semester while those enrolled in the 2-year accelerated completion program – by the end of their 2nd semester. See the "List of GSAD Subjects and Credits" for details.

Required Documents

● **Dissertation chapters** (Introduction, Literature Review, Methodology, Findings/Results, and Discussion)

● **Application form**

● (Upon Request) Applicants may be asked by the Dissertation Committee in the process of screening to submit other works to supplement their deliberations.

Students are encouraged to submit additional papers to show that they have the potential to advance in their field.

● Published journal articles

● Conference papers

● Papers written as part of the classes Research Paper I and II

Candidacy Screening Schedule

Students can apply for Candidacy at any given time within the semester if they fulfill the requirements. If aiming for notification of result within the same semester, students are advised to follow the below deadlines.

	Spring Semester	Fall Semester
Submission	By July 5	By January 10
Notification of Result	Within 6 weeks of submission	

Note 1: The screening period may be extended upon decision by the Dissertation Committee.

Note 2: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Note 3: The screening of applications submitted during summer/winter break may take up to 3 months.

Candidacy Screening Process

Candidacy applications will be screened by the Dissertation Committee and students will be notified of the screening result.

Students who *pass* Doctoral Candidacy screening may continue working toward the completion of their dissertation and are eligible to submit their dissertation once it is ready and approved by their supervisor.

Students who *fail* screening should revise and resubmit their dissertation chapters in accordance with the Dissertation Committee's recommendations. Students should bear in mind that they cannot submit their dissertations until they have successfully achieved candidacy.

2-5. Doctoral Dissertations (Application for Conferral of the Doctoral Degree)

Doctoral dissertations are the final piece of work required to complete the Doctoral Program.

Features of Doctoral Dissertations

1. Dissertations should be the result of original investigation and / or should embody a critical appraisal or analysis of a primary or secondary source.
2. Dissertations should be deemed a contribution to a body of knowledge and be worthy of publication.

Dissertation Format

Regarding the dissertation format, please see Clause 7 of the "Procedures for the Conferral of Doctoral Degrees in the Graduate School of Asia Pacific Studies".

Submission of Doctoral Dissertations

Submission Requirements

Doctoral candidates may submit a completed dissertation and the following required documents <u>after obtaining candidacy</u>. Since the examination process cannot be canceled or reversed once it has begun, <u>candidates must consult closely with their supervisor before submitting their dissertation</u>.

Required Documents (all forms are available on the Graduate School website)
- Completed dissertation
- Abstract of the dissertation
- Dissertation Register
- Curriculum Vitae (candidates may submit their CV in their format of choice)
- Doctoral Dissertation Screening Application and Certificate of Authority (signed by both the candidate and their supervisor)
- Declaration Form Regarding Making My Doctoral Dissertation Available Online (signed by both the candidate and supervisor)

Doctoral Dissertation Submission Deadlines

Candidates must apply for conferral of a doctoral degree at least 6 months before their desired program completion date. The screening of applications submitted during summer/winter breaks may take up to 3 months.

The Handling of Dissertations after Program Completion

Once candidates have successfully completed their oral defense they will be asked to submit the final version of their dissertation to the Office for preservation. A hard copy of the dissertation will be printed and stored in the APU library. The soft copy will be uploaded to the APU Library / R-Cube and the National Diet Library in accordance with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) requirements that all doctoral dissertations be made publicly available online.

Candidates are asked to submit a consent form confirming that they agree to make their dissertation available via the APU Library / R-Cube and the National Diet Library of Japan. If the candidate does not agree to immediate uploading, they can request a deferral of the date of making the dissertation publicly available online for up to 5 years (see the application form).

<u>Points to be aware of:</u>
1) Candidates retain the copyrights of their dissertation even after they are made publicly available online.
2) If the copyright of the candidate's work is held by a third party (e.g. a publisher or academic society) the candidate must obtain permission to upload the dissertation by the copyright holder.
3) If information from interviews or surveys is included in the dissertation, candidates should make sure they handle all personal information appropriately and gain informed consent in writing regarding information used.

Note: For more information on research ethics and correct research practices please refer to the information on the Academic Information for Graduate Students Website, under "Research and Writing - Research Support".

Procedures for the Conferral of Doctoral Degrees in the Graduate School of Asia Pacific Studies

All students should carefully read the procedures related to the Conferral of Doctoral Degrees in the Graduate School of Asia Pacific Studies outlining the examination standards, requirements and procedures in details (p. 37-66). This information is summarized in the flow chart on p. 36.

2-6. Other Important Information for GSAD Students

Plan for Research Supervision

The Graduate School of Asia Pacific Studies requires that the supervisor prepare a yearly plan for research supervision, present it to the student in advance, and conduct research supervision in accordance with this yearly plan. The Plan is created based on a research plan written by the student and presented to their supervisor. It reflects the student's individual research and is provided to students as a tool to help lead them to the successful completion of high-quality research.

The Plan establishes a guideline for students to follow to progress with their research in the subsequent year. It also serves as a reference point the supervisor can use to monitor the progress of the student's research.

The student prepares a research plan at the beginning of the 1st, 3rd, and 5th semesters and presents it to their supervisor who will, in consultation with the student, write and present the student with the Plan for Research Supervision for that year. Upon confirmation, both the student and supervisor sign the Plan, and the student submits a copy to the Office for record-keeping.

Plan for Research Supervision Submission Deadline

	Spring Semester	Fall Semester
1st-semester students	May 31	November 30
3rd-semester students and above	April 15	October 15
Submission Location	Moodle	

Note 1: Students who have changed their supervisor: the new supervisor will prepare and present a yearly Plan for Research Supervision. Please provide your new supervisor with your research plan so they can do so. The period of research supervision in the Plan will depend on the time left until graduation.

Note 2: A Plan for Research Supervision will need to be prepared by students who extend their graduate program, as well as reinstated / readmitted students. Please present your supervisor with an updated research plan so they can prepare a new research supervision plan. The period of research supervision indicated in the Plan will depend on the extension period for students who are extending their programs and on the period until graduation for reinstated / readmitted students.

Graduate Research in Progress Seminars (GRiPS)

The Graduate Research in Progress Seminars (GRiPS) provide students with an opportunity to gain presentation experience, receive constructive feedback, and get a formal report on their progress from GSA faculty. GRiPS also prepares them for the difficulty of the oral presentation and defense of their dissertation, which is required for obtaining a doctoral degree.

GRiPS is not only beneficial to Ph.D. students currently working on their research, but also to graduate students who wish to learn more about the Ph.D. program and the research involved. Presenters are expected to discuss the progress of their research and respond to questions and comments from the audience.

Students are required to present twice while enrolled in the program as follows:
1) By the end of the 2nd semester (Dissertation Proposal Defense)
2) Before applying for Doctoral Candidacy (Pre-candidacy Oral Examination)

Please refer to Article 4 of the "Procedures for the Conferral of Doctoral Degrees in the Graduate School of Asia Pacific Studies" as well as the Graduate School website for more details on GRiPS.

Options for Students Unable to Complete the Program within 3 Years

As the standard Doctoral Program length at APU is 3 years (6 semesters), students entering their 7th semester or above need to consider whether to extend their enrollment in the Doctoral Program, to take a Leave of Absence, or to withdraw from the University. Enrollment options for students in their 6th semester and beyond are explained in more detail below.

Extension of Period of Enrollment

Students who need to stay enrolled in the Doctoral Program for 6 semesters or more and who have completed all required 30 credits, but need more time to complete their dissertation must submit an application for extension to the Office each additional semester. Students should carefully consult with their supervisors before submitting the application. Once an application is received, it shall be reviewed by the GSA Faculty Council for approval.

Documents to Submit (5 items total)

1. Application for Extension of Period of Enrollment to Complete Doctoral Dissertation

2. Doctoral Dissertation Composition Schedule (this includes the documents below)

    ● Doctoral Dissertation Composition Schedule

    ● Plan for Research Supervision

    ● Past Research Achievements

3. Abstract/Overview of your research

Submission Deadlines

● The last working day on or before January 10 (for extension in the Spring Semester)

● The last working day on or before July 10 (for extension in the Fall Semester).

Withdrawal or Leave of Absence

Students who need more time before they are ready to submit their dissertation for screening may consider withdrawing from the program or taking a Leave of Absence. The period of withdrawal is counted towards the 6 year maximum enrollment period, while the Leave of Absence period is NOT as shown in the example below. Students nearing the end of their eligibility period or wishing to be re-admitted or reinstated are strongly encouraged to discuss possible alternatives with their supervisors, the Student Office and the Academic Office.

Example: Enrollment Options

Enrollment		Options		All Program Requirements Must Be Completed By:
2025 Spring Semester	⇨	Withdrawal for 1 year	⇨	2030 Fall Semester
2025 Spring Semester	⇨	Leave of Absence for 1 year*	⇨	2031 Fall Semester

*Maximum Leave of Absence period three years or six semesters (total) during their enrollment period.

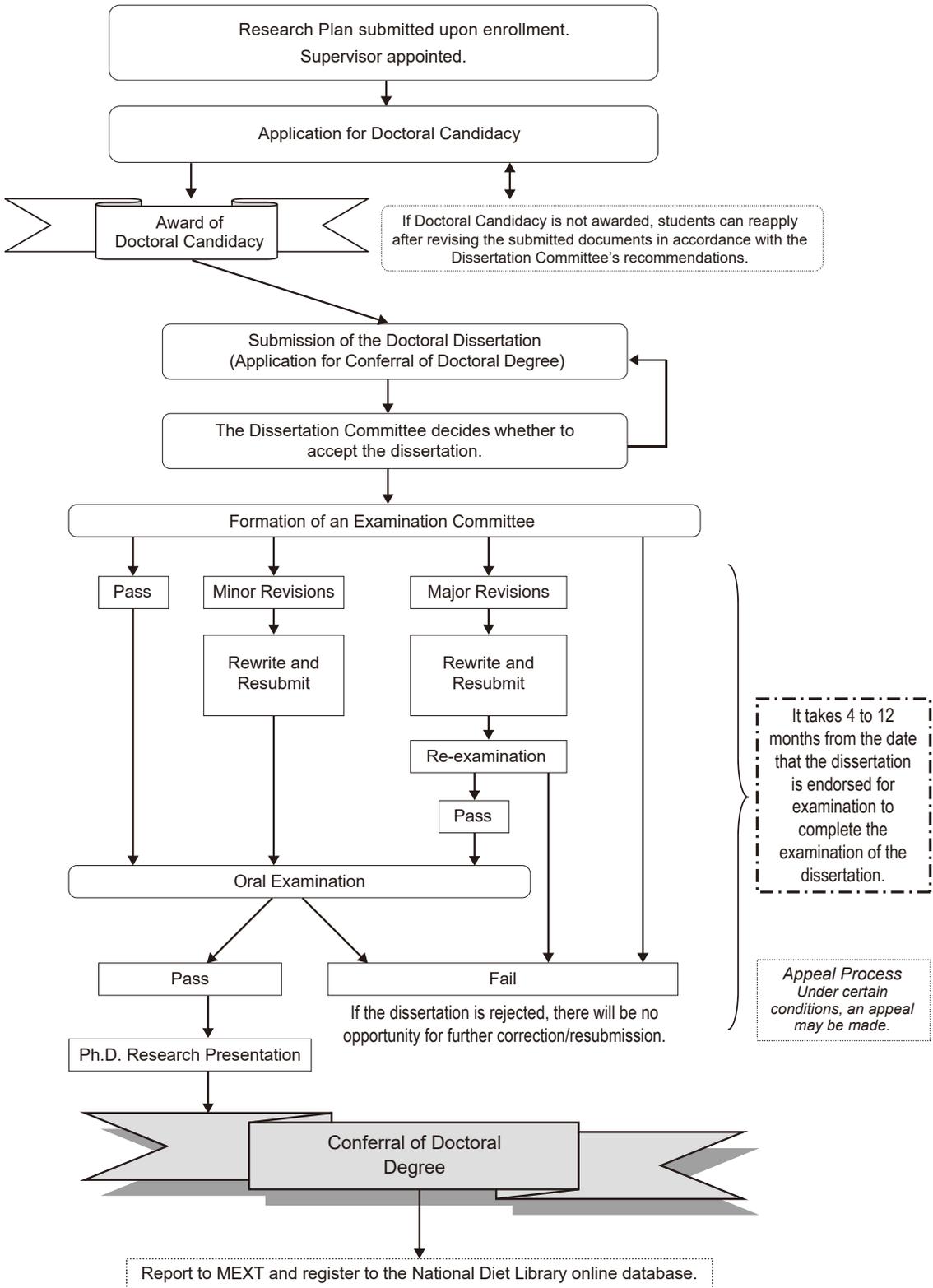Please note that the student's enrollment must be valid at the following times:

1. when applying for candidacy

2. during the screening of the candidacy application

3. when submitting their Doctoral Dissertation

4. during the screening of the Doctoral Dissertation

Notes regarding Withdrawal and Leave of Absence:

1. Students must be reinstated into the Graduate School before applying for candidacy and submitting their dissertation and must be enrolled in the Graduate School during the screening process.

2. International student visas shall no longer be valid upon Withdraw or Leave of Absence from APU. International students who choose this option must leave Japan. Students should bear this in mind when deciding whether to extend or withdraw from the program.

3. If a student withdraws from APU for a certain period, his / her enrollment status after re-admission as shown on CAMPUS WEB etc. will not match with the number of semesters left for program completion.

4. Procedures for Withdrawal and Leave of Absence are carried out at the Student Office.

※ Students should consult with their supervisor and the Academic / Student Offices for any questions or concerns regarding the Extension / Withdrawal / Leave of Absence options.

Examination Flow for the GSAD Dissertations

Research Plan submitted upon enrollment.
Supervisor appointed.

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Application for Doctoral Candidacy

↓

Award of Doctoral Candidacy

If Doctoral Candidacy is not awarded, students can reapply after revising the submitted documents in accordance with the Dissertation Committee's recommendations.

↓

Submission of the Doctoral Dissertation
(Application for Conferral of Doctoral Degree)

↓

The Dissertation Committee decides whether to accept the dissertation.

↓

Formation of an Examination Committee

| Pass | Minor Revisions | Major Revisions |

Minor Revisions → Rewrite and Resubmit

Major Revisions → Rewrite and Resubmit → Re-examination → Pass

It takes 4 to 12 months from the date that the dissertation is endorsed for examination to complete the examination of the dissertation.

↓

Oral Examination

Pass / Fail

If the dissertation is rejected, there will be no opportunity for further correction/resubmission.

Appeal Process
Under certain conditions, an appeal may be made.

Pass → Ph.D. Research Presentation

↓

Conferral of Doctoral Degree

↓

Report to MEXT and register to the National Diet Library online database.

Procedures for the Conferral of Doctoral Degrees in the Graduate School of Asia Pacific Studies
(Revised March 2022)

Table of Contents

1. The Doctoral Degree

The doctoral degree is an academic degree certifying the completion of an academic program incorporating original research on a topic of the candidate's choice. This degree is conferred on those who satisfy the requirements for the completion of the doctoral program in the Graduate School of Asia Pacific Studies (hereinafter referred to as GSA).

The key conditions for the doctoral degree are as follows:

a) A distinct contribution to a body of knowledge through an original investigation or testing of ideas that is worthy of publication.

b) Competence in research processes (techniques and reporting).

c) Mastery of a body of knowledge, including previous works, and keen understanding of their relationship to wider fields.

2. The Dissertation Committee

A Dissertation Committee is established within GSA to administer the procedures for the conferral of a doctoral degree.

2-1. Selection and Term of Appointment

The Dissertation Committee consists of a chairperson and two members who are recommended by the Dean of GSA and then appointed by the GSA Faculty Council. The term of appointment is one (1) year and members can be reappointed. The Dean cannot be a member.

2-2. Duties of the Dissertation Committee

The duties of the Dissertation Committee are as follows:

a) Ensure the impartiality and rigor of the examination process.

b) Review applications for doctoral candidacy and decide whether to accept/approve the applications.

c) Review submitted dissertations and decide whether to endorse them for examination.

d) Form an Examination Committee upon endorsement of an application for conferral of a doctoral degree.

e) Review the recommended outcomes and the evaluation reports from the Examination Committee and decide the examination result.

f) Review the recommended outcomes and the evaluation reports from the Examination Committee and the examination standards, and decide the re-examination result.

g) In the case of minor revisions, examine to confirm if the recommended changes have been made.

h) Review the recommended outcomes and the evaluation reports from the Examination Committee after the oral defense and decide the final examination result.

i) Determine if there are any grounds for plagiarism or other forms of research misconduct and report the conclusion to the Dean.

3. Supervision

Each student enrolled in the doctoral program must have a supervisor who is a GSA member approved for PhD supervision, to support the student in the development of a research topic, formulating ideas and structuring them, and guiding the progress of the dissertation while the student is enrolled in the program. Students and supervisors should work together to sustain a supportive and collegial environment.

3-1. Selection of a Supervisor

Students shall choose a GSA faculty member approved for PhD supervision who will accept them for supervision of their research activities through the completion of the doctoral program.

3-2. Responsibilities of the Student

Students are expected to have the capacity and enthusiasm to organize their own research and to work on their own initiative. Students are responsible for their own work.

Students should meet with their supervisors regularly to discuss research and academic progress and to receive feedback, comments, and critical reviews concerning their research project. They are expected to submit written work at regular intervals for discussion with their supervisor. Students should meet all deadlines as agreed with their supervisor. Students should confirm with their supervisor that their research is conducted in line with research ethics and rules for conducting research. They must receive approval from their supervisor regarding the content and structure of their dissertation before submitting it for examination.

3-3. Responsibilities of the Supervisor

The supervisor provides support, guidance, and timely feedback to facilitate successful completion of the dissertation. The supervisor encourages the student to seek advice from other experts on- and off-campus and ensures that the student observes the requisite ethics and rules for conducting research. The supervisor confirms that the dissertation is written in line with the established standards. The supervisor should verify the student's progress annually and inform them of the extent of their progress and the prospects for them completing the program.

The supervisor helps the student prepare for their dissertation examination, oral defense, and recommends appropriate examiners for the student's dissertation. The supervisor shall be a member of the Examination Committee and chair the oral defense.

4. Requirements for the Application for Conferral of a Doctoral Degree (Submission of the Doctoral Dissertation)

Completion of all the following requirements is compulsory for the application for conferral of a doctoral degree (submission of the doctoral dissertation).

4-1. Dissertation Proposal Defense

Doctoral students must defend their dissertation proposal at the end of the second semester before GSA faculty at a Graduate Research in Progress Seminar (GRiPS). The proposal defense is open for GSA faculty and doctoral students to attend. The proposal may be evaluated by one or two other GSA faculty members recommended by the supervisor to help verify the proposal meets the level normally expected of a GSA student and thus these faculty can advise students whether they should continue with the doctoral program.

4-2. Preliminary Verification Before Registration for the Doctoral Degree Award (Pre-Candidacy Examination)

Doctoral students must make a preliminary oral presentation before registering for the doctoral degree award (Doctoral Candidacy). The oral presentation is conducted at a Graduate Research in Progress Seminar (GRiPS), open to GSA faculty and doctoral students to attend, and is assessed by one or two other GSA faculty members recommended by the supervisor. Students must satisfy the expectations of their supervisor in order to be allowed to apply for doctoral candidacy.

4-3. Registration for the Doctoral Degree Award (Doctoral Candidacy)

Doctoral Candidacy (hereinafter referred to as candidacy) is defined as a condition of eligibility for students to submit their dissertations for examination, and is demonstrated by showing their capacity and vigor in conducting their research independently. To become a doctoral candidate, a student must apply to the Dissertation Committee. Once candidacy is achieved, the student is registered as a candidate for the doctoral degree award and, having fulfilled the other requirements for completion, is eligible to submit

their dissertation for examination. The details of the requirements for Doctoral Candidacy are outlined in Section 6.

5. Graduate Research in Progress Seminars (GRiPS)

The Graduate Research in Progress Seminars (GRiPS) provide students with an opportunity to gain presentation experience, receive constructive feedback, and get a formal report on their progress from GSA faculty. GRiPS also prepares them for the difficulty of the oral presentation and defense of their dissertation, which is required for obtaining a doctoral degree.

Students are required to present at GRiPS at least two (2) times: for their dissertation proposal defense and for their pre-candidacy oral examination.

6. Registration for the Doctoral Degree Award (Doctoral Candidacy)

6-1. Doctoral Candidacy Requirements

Students who want to apply for candidacy must satisfy all the following:

a) Must be enrolled in the doctoral program (students taking a leave of absence are not eligible to apply for candidacy).

b) Must have passed the dissertation proposal defense.

c) Must have passed the pre-candidacy oral examination.

d) Must have acquired twenty-four (24) credits from among the prescribed subjects.

e) Must submit all the appropriate application forms.

f) Must submit a soft copy of their doctoral dissertation that includes the Introduction, Literature Review, and Research Methods chapters as well as chapters on Findings/Results and at least some of their discussion.

6-2. Screening of the Application for Doctoral Candidacy

Candidacy applications are reviewed by the Dissertation Committee and the results are announced to students within six (6) weeks of the application date. Doctoral students who pass the screening are referred to as candidates.

6-3. Period for Registration for Doctoral Candidacy

Students can apply for doctoral candidacy throughout the academic year. Screening takes up to six (6) weeks for applications submitted April–June and October–December. Screening of applications submitted during summer/winter breaks may take up to three (3) months.

7. Doctoral Dissertation

The doctoral dissertation is the final written original outcome of the research conducted by the student while studying in the GSA doctoral program and is required for completion of the program and the acquisition of a doctoral degree.

7-1. Structure of the Dissertation

In principle, a dissertation should contain the following:

1. Title Page (dissertation title, name of the candidate, date of completion), 2. Certification Page (a pledge that the dissertation is the student's work, with only original or properly referenced material), 3. Acknowledgements (of support and advice received), 4. List of Abbreviations used, 5. List of Figures/Tables, 6. Table of Contents (listing the chapters, the main titles, and subtitles within), 7. Abstract (summary of the work in 500–700 words), 8. Introduction (including background information, research area and focus, research questions and objectives, value/significance/original contribution of research), 9. Literature

Review, 10. Research Methods (including ethical considerations, framework of analysis, limitations and potential problems),11. Findings/Results and Discussion, 12. Conclusions, 13. References, 14. Appendices (supporting material in addition to the main text)

7-2. Language

The dissertation should be presented in English and should include a summary in English.

7-3. Length

The dissertation is a major piece of original work, and its length will normally be between 60,000 and 80,000 words. However, the length may vary with the research topic and the form of presentation.

8. Application for Conferral of a Doctoral Degree (Submission of the Doctoral Dissertation)

8-1. Application Period

All candidates must apply for conferral of a doctoral degree at least six (6) months before their desired program completion date. Screening of applications submitted during summer/winter breaks may take up to three (3) months.

8-2. Application Requirements

Candidates who want to apply for conferral of a doctoral degree must satisfy all the following:

a) Must be enrolled in the doctoral program (students taking a leave of absence are not eligible to apply for candidacy).

b) Must submit a soft copy of their completed dissertation, including an abstract of the dissertation, and the appropriate application form.

8-3. Application Screening

The Dissertation Committee screens the application and decides whether to endorse it for examination. Candidates will be informed of the decision of the Dissertation Committee within two (2) weeks of the date the application was submitted. However, screening of applications submitted during summer/winter breaks may take up to three (3) months.

8-4. Endorsement Standards

The Dissertation Committee screens the format of the dissertation to ensure it follows the structure outlined in 7-1.

8-5. Proceedings After the Application Screening

Endorsed dissertations are forwarded to the Doctoral Dissertation Examination Committee for examination.

9. Examination Period

9-1. Examination Period

It takes from four (4) to twelve (12) months from the date the dissertation was endorsed for examination to complete the examination of the dissertation. Examination of dissertations given minor revisions is usually completed within four (4) months, while examination of dissertations given major revisions is completed in the range of four (4) to twelve (12) months. Candidates must be enrolled in the doctoral program throughout the duration of the examination.

However, under certain circumstances, the examination may be extended upon approval of the Dissertation Committee and GSA Faculty Council.

9-2. Examination Schedule

A specific examination schedule is arranged for each dissertation after it is endorsed for examination.

10. Doctoral Dissertation Examination Committee

10-1. Structure of the Examination Committee

An Examination Committee shall be formed by the Dissertation Committee upon endorsement of the application for conferral of a doctoral degree. The Examination Committee shall consist of the principal supervisor, one internal examiner, and one external examiner.

If it is deemed necessary by the Dissertation Committee, the number of examiners may be increased.

10-2. Eligibility Criteria for Appointing Examiners

10-2-1. Internal Examiners

Internal examiners should be affiliated to one of the APU graduate schools and should normally hold doctoral-level supervising qualification status (D+). However, if deemed necessary based on the content of the dissertation, faculty who do not fit this profile may be appointed. In this case, the Dissertation Committee shall review the proposed faculty's CV and research accomplishments, and decide on the appropriateness of the selection accordingly.

10-2-2. External Examiners

External examiners should have competence in the field of the dissertation research. They must be from outside the university, hold a doctoral or equivalent degree, and have significant experience in examining doctoral dissertations or significant publishing or practical experience in the relevant field. The Dissertation Committee shall review the proposed examiner's CV and supporting statement as to why they are considered appropriate, and decide on the appropriateness of the selection accordingly.

Former faculty members are not eligible to act as external examiners until a period of at least four (4) years has passed. Professors emeriti of the university are also ineligible to act as external examiners.

10-3. Appointment of the Examination Committee

The supervisor of the candidate shall recommend suitable examiners with appropriate expertise and experience. The Dissertation Committee will review the recommendations and appoint the examiners of the dissertation.

The examiner appointments will last for the duration of the examination process, including re-examination and oral defense, unless exceptional circumstances arise.

10-4. Role of the Examination Committee

The Examination Committee should ensure that the information, arguments, and results of the candidate's research work as presented in the dissertation and as defended at the oral defense (if appropriate) meet the academic standards relevant to the degree.

The examiners shall be experts in the field of the dissertation but not necessarily in all parts of the precise topic. The aim should be to appoint a team of examiners who together can cover all aspects of the work to be presented by the candidate and who demonstrate experience with GSA's examination procedures.

The supervisor should coordinate the examination process, provide the necessary orientation regarding the research work, and chair the oral defense.

The internal examiner should reach a viewpoint on whether the candidate's research work and knowledge meet the standards normally expected of a GSA student and the university's criteria for awarding the degree.

The external examiner should reach a viewpoint on whether the candidate's research work and knowledge are of a standard comparable to that of students being examined in the same field at other institutions for the same degree.

10-5. Duties of the Examination Committee

The duties of the Examination Committee are as follows:

a) Examine the dissertation submitted.

b) Ensure that the dissertation is of acceptable quality and meets the examination standards and criteria.

c) Provide individual recommendations for the examination result and independent evaluation reports for the examination.

d) Examine the revised dissertation (if needed).

e) Provide individual recommendations for the re-examination result for the revised dissertation and independent evaluation reports for the re-examination.

f) Attend the oral defense and provide feedback to the candidate on their presentation of the dissertation and make an individual recommendation for the final examination result.

g) Confirm during the examination process that there are no problems with regard to confidential information, personal information, copyrights, patents, etc. and submit individual reports to the Dissertation Committee.

10-6. Changes to the Examination Committee

As a rule, the appointment of the members of the Examination Committee will last for the duration of the examination process, including re-examination and oral defense. However, if exceptional circumstances arise (e.g., an examiner retires, an examiner no longer wishes to participate in the examination, an examiner chooses not to re-examine, etc.), a new examiner shall be appointed by the Dissertation Committee. In that case, the decision of the remaining examiners will hold.

If all examiners choose not to re-examine the revised dissertation, the Dissertation Committee will appoint a new set of examiners to conduct the re-examination.

11. Examination of Doctoral Dissertations

11-1. The Examination Process

The Dissertation Committee shall coordinate the examination process and ensure that it has been conducted rigorously. The Dissertation Committee should ensure that checks for plagiarism or other forms of research misconduct have been conducted and that there are no problems with regard to copyright, patents, confidential information, or personal information.

11-2. Examination Criteria

The doctoral dissertation should achieve or exceed the quality of doctoral research of peers working in the same field at the doctoral level. The research project is assessed based on the following criteria, among others.

11-2-1. Originality

The dissertation provides original and important knowledge for academics, practitioners, or society.

11-2-2. Research Question/Topic

The research question/topic is appropriate and is defined within the current paradigm and context of academic literature in the discipline.

11-2-3. Literature Review

The literature referenced in the dissertation is both extensive and deep, encompassing a broad range of sources and has the context to fully cover the necessary academic and other material to define and defend the research project's originality and significance.

11-2-4. Methodology

The dissertation is grounded in appropriate theory and uses appropriate methodologies to determine results.

11-2-5. Structure

The structure of the dissertation allows for clear and logical communication of information to the audience.

11-2-6. Analysis

The dissertation provides sufficient data and reasons that lead to the findings and conclusions.

11-2-7. Implication

The dissertation has implications for academics, practitioners, or society.

11-2-8. Writing

The text is clear and concise without unnecessary repetition and is written in the format of an argument with substantial evidence and claims. The writing adheres to standard research practices for citations and works cited without any instances of plagiarism.

11-3. Examiner Evaluations

Each examiner must recommend to the Dissertation Committee a possible result for the examination from the options below and submit an individual evaluation report to be presented to the candidate within six (6) weeks of receipt of the dissertation for examination.

a) **Pass:** the candidate may proceed to the final stage of the examination, the oral defense, without any revision. The dissertation fulfills the examination criteria and meets the degree requirements.

b) **Minor Revisions:** the candidate may proceed to the final stage of the examination, the oral defense, after making minor revisions. The dissertation is generally acceptable, but typos and text formatting, minor changes in phraseology, clarification of arguments and explanations, improvements of descriptions, corrections of subsidiary arguments, and the rewriting of sections are required. It is expected that once these minor revisions have been made the dissertation will meet the required standards for the degree. The amount of time allocated for these revisions is up to one (1) month.

c) **Major Revisions:** the candidate may proceed to the final stage of the examination, the oral defense, only after the dissertation is revised and has been re-examined and accepted by the Examination Committee. Major revisions involve, for example, adding data or explanations, extensive changes of entire sections or rewriting one or more sections or the introduction of significant new material or further experiments, calculations or research, or profound correction of an argument, and are estimated to take from one (1) to six (6) months.

d) **Fail:** the dissertation is rejected. There will be no opportunity for (further) correction/ resubmission.

11-4. Non-disclosure of Examiner Identity

An examiner may request that their name not be disclosed to the candidate and/or other examiners.

11-5. Examination Results

The Dissertation Committee shall decide the examination result choosing from the following after deliberating the results recommended by the examiners and their assessments. If the Dissertation Committee cannot come to a decision regarding the result, the Dean shall determine the examination result.

a) **Pass:** approved to proceed to the final stage of the examination, the oral defense, without any revisions.

b) **Minor Revisions:** approved to proceed to the oral defense after making the appropriate minor changes to the dissertation.

c) **Major Revisions:** approved to proceed to the final stage of the examination, the oral defense, only after the dissertation has been extensively revised and re-examined by the Examination Committee.

d) **Fail:** the dissertation is rejected.

If an examiner is a member of the Dissertation Committee, this member may be excluded from

deliberation of the candidate's case and may not take part when the decision on the result is made.

The Dissertation Committee and the Dean are responsible for administering a result of "fail."

11-6. Discrepancies in the Evaluations

In case of conflicting examiner evaluations, i.e., when contradictory revisions are recommended, the Dissertation Committee will resolve the conflict. The Dissertation Committee's comments will be forwarded to the examiners.

11-7. Notifying Candidates of the Examination Results

Candidates shall receive notification of the examination results and copies of the examiners' evaluation reports within ten (10) weeks of the date the dissertation was endorsed for examination.

12. Revision Process

12-1. Coordination of the Process

When a candidate is required by the Dissertation Committee to rewrite their dissertation, the supervisor shall coordinate the process unless the Dean and/or the Chair of the Dissertation Committee require another person(s) to assist in coordinating the corrections.

12-2. Minor Revisions

In the case of minor revisions, the candidate is required to obtain their supervisor's approval before submission and to submit a detailed summary of the changes they made to the dissertation in order to assist the examiners in the checking process. The Dissertation Committee will examine the dissertation to certify that the recommended changes have been made. The results will be shared with the Examination Committee before the oral defense.

12-3. Major Revisions

In the case of major revisions, the revised dissertation will be subject to re-examination and the original examiners will re-examine the dissertation upon re-submission by the candidate. The candidate is required to obtain their supervisor's approval before submission and to submit a detailed summary of the revisions they made to assist the examiners in the re-examination process. There is no guarantee the revised dissertation will meet the standards required for a degree to be awarded.

12-4. Submission of the Revised Dissertation

The revised dissertation shall be submitted as instructed by the Dissertation Committee.

13. Re-examination of the Doctoral Dissertation

13-1. The Re-examination Process

The Dissertation Committee shall coordinate the re-examination process and ensure that it has been conducted rigorously. The Dissertation Committee should ensure that checks for plagiarism or other forms of research misconduct have been conducted and there are no problems with regard to copyright, patents, confidential information, or personal information.

13-2. Examiner Re-evaluations

Each examiner must recommend to the Dissertation Committee a possible result for the examination from the options below and submit an individual evaluation report to be presented to the candidate within four (4) weeks of the date of receipt of the dissertation for re-examination.

  a) **Pass:** the candidate may proceed to the final stage of the examination, the oral defense, without any revision. The dissertation fulfills the examination criteria and meets the degree requirements.

  b) **Fail:** the dissertation is rejected. There will be no opportunity for (further) correction/ resubmission.

13-3. Non-disclosure of Examiner Identity

An examiner may request that their name not be disclosed to the candidate and/or other examiners.

13-4. Re-examination Result

The Dissertation Committee shall decide the re-examination result after deliberation upon the results recommended by the examiners and their assessments. If the Dissertation Committee cannot come to a decision regarding the result, the Dean shall determine the re-examination result.

If an examiner is a member of the Dissertation Committee, this member may be excluded from the deliberation of the candidate's case and may not take part when the decision on the result is made.

The Dissertation Committee and the Dean are responsible for administering a result of "fail."

13-5. Discrepancies in the Evaluations

In the case of conflicting examiner evaluations, that is, if contradictory revisions are recommended, the Dissertation Committee will resolve the conflict. The Dissertation Committee's comments will be forwarded to the examiners.

13-6. Notifying Candidates of the Re-examination Results

Candidates shall receive notification of the re-examination results and copies of the examiners' evaluation reports within six (6) weeks of the date the revised dissertation was submitted for re-examination.

14. Oral Defense

An oral defense on the candidate's knowledge of the content of the dissertation is scheduled for candidates who have been granted permission to proceed to the final stage of the examination.

14-1. Objectives of the Oral Defense

The main objectives of the oral defense are to:

a) Provide the candidate with an opportunity to defend their dissertation and clarify any issues/matters raised by the examiners.

b) Provide the candidate with an opportunity to discuss their work in depth with their examiners and to interact directly and in person with leaders in the same field of study.

c) Allow the examiners to confirm the work presented is the candidate's own as well as the candidate's knowledge of the content of the dissertation and related fields, evaluate their presentation ability, and clarify any issues/matters; and

d) Allow the examiners to come to a conclusion regarding the final result of the examination.

14-2. Attendance at the Oral Defense

The candidate and all members of the Examination Committee must be present at the oral defense. If deemed necessary, member(s) of the Examination Committee may be allowed to participate in (attend) the oral defense remotely. In cases of exceptional circumstances, remote participation by all parties may be allowed with the permission of the Dissertation Committee.

14-3. Structure of the Oral Defense

The oral defense will consist of a 45-minute presentation which summarizes the research and an examination by the Examination Committee expected to last at least 45 minutes where the candidate responds to questions from the Examination Committee.

14-4. Examiner Evaluations

The examiners must submit individual recommendations for the result of the oral defense to the Dissertation Committee, choosing from the options below, immediately after the oral defense. The evaluation reports will be presented to the candidate within one (1) week of the oral defense.

a) **Pass:** the dissertation fulfills the examination criteria and meets the degree requirements. The

candidate can be awarded a doctoral degree.

  b) **Fail:** the dissertation is rejected. There will be no opportunity for (further) correction/ resubmission.

14-5. Timeline for the Oral Defense

In principle, the oral defense will be conducted in June or July for degree conferral in September, and in December or January for degree conferral in March.

15. Final Examination Results

The Dissertation Committee shall decide the final examination result from the following after deliberation upon the conclusion recommended by the examiners and their assessments after the oral defense. If the Dissertation Committee cannot come to a decision regarding the result, the Dean shall determine the final examination result.

a) **Pass:** the dissertation achieved the quality of doctoral research and the candidate can be awarded a doctoral degree.

b) **Fail:** the dissertation did not achieve the quality of doctoral research and is rejected. There will be no opportunity for (further) correction/ resubmission.

If an examiner is a member of the Dissertation Committee, this member may be excluded from deliberation of the candidate's case and may not take part when the decision on the result is made.

The final result shall be approved by the GSA Faculty Council.

The Dissertation Committee and the Dean are responsible for administering a result of "fail."

Candidates shall receive notification of the final examination result and copies of the examiners' evaluation reports within two (2) weeks of the date of the oral defense.

16. PhD Research Presentations

Doctoral candidates completing their program should present the results of their research conducted at APU at a PhD Research Presentation. These presentations are open to all students, faculty, friends, and family to attend.

17. In the Case the Final Examination Result is Fail

In the case the final examination result is "fail," the candidate will not be allowed to re-submit their dissertation for examination.

18. Research Misconduct

At APU's graduate schools, doctoral students are required to observe the highest standards of integrity in their research. Copying, translating, or close paraphrasing of another person's work constitutes plagiarism and is deemed a serious offense, equated with cheating in examinations. The fabrication or falsification of data and use of another person's ideas without proper acknowledgement are examples of other forms of unethical research conduct.

A dissertation involving plagiarism, fabrication, or falsification of data may be failed outright and the candidate may be dismissed from the program.

In cases of suspected or alleged plagiarism, fabrication, or falsification, or any other form of research misconduct, the Dissertation Committee determines whether the suspicions/allegations have any grounds. Cases will be presented to the Dean and the GSA Faculty Council, and if it is confirmed that there are such grounds, cases will be handled in accordance with the Ritsumeikan Asia Pacific University Regulations for Prevention of Misconduct in Research Activities.

19. Appeal Procedures

A candidate who fails the dissertation examination may appeal the result if at least one of the members of the Examination Committee judged the dissertation "Pass" or "Minor Rewrite."

19-1. Submission of an Appeal Statement

A candidate who wishes to appeal must submit an appeal statement addressed to the Dean to the Academic Office within fourteen (14) days of the date of the written notification of the result. The statement must present clear and accurate arguments supporting the candidate's appeal.

19-2. Decision to Conduct an Appeal Investigation

The Dean will decide whether or not to conduct an investigation into the appeal and should provide a detailed report justifying their decision. An investigation will be conducted if the appeal statement provides reasonable evidence to defend the grounds of the appeal.

19-3. Appeals Committee

19-3-1. Members of the Appeals Committee

An Appeals Committee shall be formed in the case it has been decided to conduct an investigation into the appeal.

The Appeals Committee will consist of three (3) members appointed by the Dean as follows:

a) The Chair of the Dissertation Committee.

b) The Dean.

c) Another person who has recognized expertise in the area of the candidate's dissertation, but who ideally has neither previously examined nor supervised the dissertation. This third member can choose whether to disclose any identifying information to the student and other faculty members.

In the case the Chair of the Dissertation Committee is the candidate's supervisor, another member of the Dissertation Committee shall be appointed, and if the Dean is the candidate's supervisor, a third person shall be appointed as a member of this Committee instead.

19-3-2. Duties of the Appeals Committee

The Appeals Committee will decide how to conduct the investigation of the appeal and if deemed necessary, may require the candidate to present further evidence in written or oral form to substantiate the grounds of their appeal. The Appeals Committee will carefully investigate all documents related to the appeal during the investigation.

19-3-3. Result of the Investigation

The Appeals Committee will decide the final result of the appeal as follows and will provide an evaluation report to explain the rationale behind their decision, which may be:

a) Reject the appeal, in which case the result originally announced to the candidate remains unchanged.

b) Accept the appeal, in which case the dissertation is returned to the Dissertation Committee for a new examination by the Examination Committee whose members will be decided by the Dissertation Committee.

19-4. Finalizing the Result of the Appeal and Notifying the Candidate

The decision of the Appeals Committee shall be reported to the Dissertation Committee.

The decision of the Appeals Committee accompanied by appropriate feedback will be announced to the candidate by the Dean of GSA with details about what follows.

20. Conferral of a Doctoral Degree

Conferral of a doctoral degree shall be determined by the president following deliberations by the GSA Faculty

Council and Higher Degrees Committee as laid out in Article 15 of the Ritsumeikan Asia Pacific University Degree Regulations.

21. Cancellation of/Disqualification from Conferral of a Degree

If the candidate is found to have obtained their degree through improper means or to have done anything to damage the university's good reputation, the president of the university may, after thorough screening by the GSA Faculty Council and the Higher Degrees Committee, rescind the degree.

22. Archiving Dissertations and Registering Dissertations to the National Diet Library Online Database (Handling of Dissertations After Graduation)

22-1. Archiving Doctoral Dissertations

A soft copy of dissertations that pass examination and an abstract of said dissertations must be submitted by the student's date of completion of the doctoral program.

Dissertations in their entirety will be permanently bound and archived with the APU Library.

22-2. Registering Doctoral Dissertations to the National Diet Library Online Database (Making Dissertations Publicly Available Online)

An abstract outlining the content of the dissertation and a summary of the doctoral dissertation examination results shall be made publicly available online within three (3) months of the conferral of the doctoral degree.

All doctoral dissertations that pass examination must be registered to the National Diet Library online database within one (1) year of the conferral of the doctoral degree. The registration is completed through uploading the dissertations in their entirety to the university online repository.

22-3. Exemptions from Registering Doctoral Dissertations to the National Diet Library Online Database

In the case that any of the reasons stipulated below disallow a dissertation from being made publicly available online for more than one (1) year from the date of conferral of the doctoral degree, it will be possible to submit an extended summary of the content in place of the entire dissertation upon approval of the Dissertation Committee and GSA Faculty Council. However, in the case the reasons stipulated below cease to apply, the entire dissertation shall be made publicly available online.

a) The doctoral dissertation cannot be made publicly available online for more than one (1) year from the date of degree conferral due to copyright or the protection of personal information.

b) The doctoral dissertation cannot be made publicly available for more than one (1) year from the date of degree conferral because it would clearly be disadvantageous to the graduate as they are planning to publish their dissertation or part thereof, and making it publicly available online may infringe academic journal publication rules against multiple publications, or due to applications for patents pending approval. If the application is approved, the graduate may be granted an exemption from their dissertation being made publicly available online for a period of up to five (5) years from the date of degree conferral. After that time, if there are no other circumstances impeding the dissertation from being made publicly available online, then the dissertation will be automatically made publicly available online.

c) Making the doctoral dissertation publicly available online for more than one (1) year from the date of degree conferral would clearly be disadvantageous to graduates who have published their dissertation or part thereof, and making it publicly available online infringes academic journal publication rules against multiple publications, or due to patents.

d) The doctoral dissertation cannot be made publicly available online because it includes material that is

in a three-dimensional format.

22-4. Declaration from the Candidate

In line with the regulations stipulated in Articles 21-2 and 21-3, upon application for conferral of a doctoral degree candidates must confirm (using the prescribed form) to the Dissertation Committee that there are no problems with regard to copyright, patents, confidential information, or personal information which would impede making the dissertation public. Supervisors (or other faculty involved in the degree applicant's instruction) shall coordinate and assist during the process of confirmation.

22-5. Confirmation by Examiners

The examiners will confirm in writing whether it is appropriate for the entire dissertation to be made publicly available online. The Dissertation Committee will deliberate on the documents submitted by the candidate and examiners regarding the doctoral dissertation being made publicly available online and determine the process to be followed for each dissertation. Their decision will be presented to the GSA Faculty Council for approval.

アジア太平洋研究科博士後期課程(GSAD)学位授与に関する諸手続き

（2022 年 3 月改訂）

目次

1. 博士学位

博士学位は、博士学位候補生が、自ら選択した課題について独自の研究を行い、学術プログラムを修了したことを証明する学位であり、アジア太平洋研究科（以下、GSA という）博士後期課程を修了したものに授与される。

博士学位の主要な条件は以下の通りである。

a）独自のアイデアに基づいた調査または検証により、一連の知識に対し顕著な貢献をしたもので、出版に値するもの。

b）研究能力（研究手法および成果発表）を有すること。

c）先行研究を含む関連分野の既往の知識に精通し、周辺分野との関連性を十分に理解していること。

2. 博士学位論文委員会

博士学位論文委員会は博士学位の授与に関する手続きを行うために GSA に設置される。

2-1. 委員の選考と任期

博士学位論文委員会は 1 名の委員長と 2 名の委員からなり、研究科長の推薦を受け、研究科委員会で承認される。任期は 1 年とし、再任することができる。研究科長は委員となることができない。

2-2. 博士学位論文委員会の責務

博士学位論文委員会は以下の責を負う。

a）審査の過程における公平性と厳密性を確保する。

b）博士学位候補生資格取得の為の申請を審査し、申請の受理／承認を決定する。

c）提出された博士論文を審査し、受理の可否を判断する。

d）博士学位の申請を受理した場合、審査委員会を設置する。

e）審査委員会の審査結果および評価報告書を確認し、審査結果を決定する。

f）審査委員会の審査結果および評価報告書、ならびに審査基準を確認し、再審査結果を決定する。

g）軽微な修正の場合、勧告した変更がなされているかどうかを確認する。

h）口頭試問後の、審査委員会による審査結果および評価報告書を確認し、最終審査結果を決定する。

i）剽窃またはその他の研究不正の有無を判断し、その結論を研究科長に報告する。

3. 指導について

博士後期課程の学生は、博士後期課程研究指導資格を持つ GSA 教員の指導を受けなければならない。指導において指導教員は、学生が博士後期課程在籍中に、自身の研究課題の発見、研究に関するアイデアの形成および構築をサポートし、博士論文執筆の指針を示す。学生と指導教員は協力的かつ対等な環境を維持するため協働するものとする。

3-1. 指導教員の選択

学生は、博士後期課程修了まで研究活動の指導を受けるため、博士後期課程研究指導資格を持つ GSA 教員から 1 名を選択する。

3-2. 学生の責任

学生は、自ら研究をまとめ、主体的に取り組む能力と熱意が求められる。学生は自らの論文に責任を負う。

学生は、定期的に指導教員と面談し、研究および学業の進捗状況について話し合い、研究に関するフィードバック、意見、批評的評価を受ける必要がある。また、一定期間ごとに論文を提出し、指導教員と議論することに加え、指導教員と合意したすべての締め切りを守る必要がある。学生は、自らの研究が研究倫理および研究を行う上での規則に沿って行われているか指導教員に確認しなけ

ればならない。博士論文の内容および構成について、審査に付す前に指導教員の承認を得なければ
ならない。

3-3. 指導教員の責任

　指導教員は、博士論文の執筆を促すために、学生を支援し、指導し、適宜フィードバックを行う。
指導教員は、学生が学内外の他の専門家に助言を求めることを奨励し、研究を行う上で必要な倫理
や規則を遵守させ、博士論文が定められた基準に沿って執筆されていることを確認する。

指導教員は、毎年、学生の進捗状況を確認し、進捗状況と課程修了の見込みを学生に伝える必要が
ある。

　指導教員は、学生の博士論文審査、口頭試問の準備を助け、博士論文審査に適切な審査員を推薦
する。指導教員は、審査委員会の委員となり、口頭試問の議長を務めるものとする。

4. 博士学位授与申請要件（博士論文の提出）

　博士学位授与申請（博士論文の提出）には、以下のすべての要件を満たす必要がある。

4-1. 研究計画試問

　博士後期課程の学生は第2セメスター終了時に大学院合同研究発表会 GRiPS において GSA 教員
による博士論文研究計画について試問を受けなければならない。研究計画試問には GSA 教員と博士
後期課程の学生が参加できるものとする。研究計画は指導教員が推薦した1名ないし2名の GSA 教
員が評価し、研究計画が GSAD 学生に通常期待されている水準に達していることを確認する。また、
これらの教員は博士後期課程を継続すべきか否かについて助言することができる。

4-2. 博士学位候補生資格取得申請のための予備審査（博士学位候補生予備試験）

　博士後期課程の学生は、博士学位授与登録を行う前に、予備的な口頭発表を行う必要がある。口
頭発表は、GSA 教員と博士後期課程の学生が参加できる大学院論文中間報告会 GRiPS）で行われ、
指導教員が推薦した他の GSA 教員1名ないし2名が評価する。博士学位候補生資格取得の為の申請
には、指導教員が求める基準に達していなければならない。

4-3. 博士学位授与登録（博士学位候補生資格）

　博士学位候補生資格（以下、候補生資格という）とは、博士論文を審査に付すための資格条件と
定義され、学生が自立して研究を遂行する能力と活力を有することを示すものである。博士学位候
補生となるには、博士学位論文委員会に申請する必要がある。候補生資格が与えられた場合、博士
学位授与の候補として登録され、その他の修了要件を満たせば、論文を審査に付すことができる。
候補生資格の詳細は、第6章で述べる。

5. 大学院合同研究発表会（GRiPS）

　大学院合同研究発表会（GRiPS）は、学生が発表の経験を積み、建設的なフィードバックを受け、
GSA の教員から進捗について指導を受ける機会を提供するものである。また、博士学位取得のために
必要な博士論文の口頭発表・試問に備えて、GRiPS を開催している。

　学生は、研究計画試問および博士学位候補生資格取得のため口頭試問の少なくとも2回の発表を義
務付ける。

6. 博士学位候補生資格取得申請（博士学位候補生資格）

6-1. 候補生資格要件

　候補生資格の申請を希望する学生は以下の要件をすべて満たさなければならない。

　a）博士後期課程に在籍すること（休学中の者は申請することができない）。

b）研究計画試問に合格すること。

　c）候補生となる前の口頭試問に合格すること。

　d）所定の科目の中から 24 単位を修得すること。

　e）必要な申請書類をすべて提出すること。

　f）序論、文献レビュー、研究方法、結果・考察の章の少なくとも一部を含む博士論文のソフトコ
　　ピーを提出すること。

6-2. 候補生資格申請の審査

　候補生資格申請書は、博士学位論文委員会で審査され、申請日から 6 週間以内に結果が学生に通知される。審査に合格した博士後期課程の学生を候補生と呼ぶ。

6-3. 候補生資格登録期間

　学生は候補生資格に年間を通じて申請することができる。審査は、4 月〜 6 月および 10 月〜 12 月の申請の場合、最長で 6 週間を要する。夏期・冬期休暇中に提出された申請書の審査には、最長で 3 ヶ月を要する場合がある。

7. 博士論文

　博士論文は、GSA 博士後期課程在籍中の研究成果の最終成果物であり、課程修了と博士学位取得のために必要なものである。

7-1. 博士論文の構成

　原則として、博士論文には以下の内容を含めるものとする。

　1. 表紙（論文のタイトル、候補生氏名、完成日）、2. 宣誓（論文が当該候補生の作品であり、オリジナルまたは適切に参照した資料のみであることの誓約）、3. 謝辞（サポートや指導を受けた対象に対して）、4. 使用略語一覧、5. 図／表一覧、6. 目次（各章および節、項を記載）、7. 要旨（500-700 語のまとめ）、8. 序論（背景情報、研究領域と焦点、研究課題と目的、研究の価値・意義・独自の貢献等）、9. 文献レビュー、10. 研究方法（倫理的配慮、分析の枠組み、限界と潜在的問題等）、11. 研究成果および議論 12. 結論、13. 参考文献、14. 添付資料（本文以外の補助的資料）

7-2. 言語

　論文は英文で執筆し、英文の要旨を作成する。

7-3. 長さ

　博士論文は学生独自の研究成果であり、その長さは通常 60,000 〜 80,000 語とする。ただし、研究課題や公表形式によって長さは異なることがある。

8. 博士学位の授与申請（博士論文の提出）

8-1. 申請期間

　すべての候補生は、希望する課程修了日の少なくとも 6 ヶ月前に博士学位の授与申請をしなければならない。夏期・冬期休暇中の申請については、審査に最長 3 ヶ月を要する場合がある。

8-2. 申請要件

　博士学位の授与申請を希望する候補生は、以下の要件をすべて満たさなければならない。

　a）博士後期課程に在籍すること（休学中の者は申請することができない）。

　b）論文の要旨を含む完成した論文のソフトコピーおよび所定の申請書を提出すること。

8-3. 審査

　博士学位論文委員会は、申請書を審査し、論文審査に付すか否かを決定する。博士学位論文委員会による審査結果は、申請日から 2 週間以内に候補生へ通知される。ただし、夏期・冬期休暇中に

提出された申請書については、審査に 3 ヶ月程度を要することがある。

8-4. 承認基準

博士学位論文委員会は、博士論文の形式が 7-1 に示した構成に則っているかどうかを審査する。

8-5. 審査後の手続き

承認された博士論文は、博士論文審査委員会に回付され、審査が行われる。

9. 審査期間

9-1. 審査期間

学位論文の審査は、審査承認日から 4 ヶ月～ 12 ヶ月の期間で行う。軽微な修正の場合は通常 4 ヶ月、大幅な修正の場合は 4 ヶ月から 12 ヶ月で審査を行う。候補生は審査期間中、博士後期課程に在籍していなければならない。

ただし、特段の理由があるときは、博士学位論文委員会および研究科委員会の承認により、審査を延長することができる。

9-2. 審査日程

審査日程は、審査承認後に各学位論文ごとに設定される。

10. 博士論文審査委員会

10-1. 審査委員会の構成

審査委員会は、博士の学位授与の申請が承認された時点で、博士学位論文委員会によって構成される。審査委員会は、指導教員、学内審査員 1 名、外部審査員 1 名で構成される。

博士学位論文委員会が必要と認める場合は、審査員を追加することができる。

10-2. 審査員選任の資格基準

10-2-1. 学内審査員

学内審査員は、APU 大学院のいずれかの研究科に所属し、通常、博士後期課程研究指導資格（D〇合）を有していることが必要である。ただし、論文の内容から必要と判断される場合は、これに該当しない教員を指名することがある。この場合、博士学位論文委員会は、推薦された教員の履歴書や研究業績などを確認し、適宜、審査員選出の妥当性を判断するものとする。

10-2-2. 外部審査員

外部審査員は、学位論文の研究分野において能力を有していなければならない。本学の教員以外で、博士学位またはそれに相当する学位を有し、博士論文の審査に顕著な経験を有するか、関連分野において顕著な出版・実務経験を有する者でなければならない。博士学位論文委員会は、審査員候補者の履歴書および審査員に適任であると思われる理由の裏付けを検討し、それに基づいて審査員選出の妥当性を決定する。

本学の教員であった者は、少なくとも 4 年の期間が経過するまでは、外部審査員となることができない。また、本学の名誉教授も外部審査員となることができない。

10-3. 審査員の任命

候補生の指導教員は、適切な専門知識と経験を有する審査員を推薦するものとする。博士学位論文委員会は、その推薦を検討し、学位論文の審査員を任命する。

審査員の任命は、例外的な状況が発生しない限り、再審査および口頭試問を含む審査期間中継続されるものとする。

10-4. 審査委員会の役割

審査委員会は、学位論文に記載された候補生の研究活動の情報、主張、結果、および（適切な場合）

口頭試問が、学位に関連する学術的基準を満たすことを確認する必要がある。

審査員は、学位論文の分野の専門家でなければならないが、必ずしも各テーマのすべての部分について専門性を有する必要はない。候補生が提出する論文のあらゆる側面を審査でき、APU の審査手続きに精通した一つの審査員チームを選任することを目標とする。

指導教員は、審査プロセスの調整、研究成果に関する必要なオリエンテーション、口頭試問の議長を務める。

学内審査員は、候補生の研究成果や知識が、GSA の学生として通常期待される水準、および本学の学位授与基準に合致しているかどうかの視点を持たなければならない。

外部審査員は、候補生の研究業績と知識が、他の教育機関で同分野の学位審査を受ける学生の水準と同等であるかどうかの視点を持つことが求められる。

10-5. 審査委員会の責務

審査委員会の責務は以下の通りである。

a）提出された学位論文を審査する。

b）学位論文が許容できる品質であり、審査基準を満たすことを確認する。

c）審査結果に対する個別勧告、および審査に対する第三者評価報告書を提出する。

d）修正された学位論文を審査する（必要な場合）。

e）修正された学位論文の再審査結果に対する個別の提言書および再審査に対する第三者評価報告書を提出する。

f）口頭試問に出席し、学位論文の発表について候補生にフィードバックを行い、最終審査結果について個別の提言を行う。

g）秘密情報、個人情報、著作権、特許等に関して問題がないことを審査過程で確認し、博士学位論文委員会に個別に報告する。

10-6. 審査員の変更

原則として、審査委員会の委員の任命は再審査および口頭試問を含む審査期間とする。ただし、例外的な状況（審査員が退職した場合、審査員が試験への参加を希望しなくなった場合、審査員が再審査を行わないことを選択した場合等）が生じた場合には、博士学位論文委員会が新たな審査員を任命するものとする。この場合、残りの審査員の決定が有効となる。

審査員全員が修正された論文の再審査を行わないことを選択した場合、博士学位論文委員会は新たな審査員を任命し、再審査を実施する。

11. 博士論文の審査

11-1. 審査プロセス

博士学位論文委員会は、審査プロセスを調整し、審査が厳格に実施されていることを確認するものとする。博士学位論文委員会は、剽窃等の研究不正が行われていないか、著作権、特許、機密情報、個人情報に関して問題がないかを確認しなければならない。

11-2. 審査基準

博士論文は、博士学位のレベルにおいて、当該分野における他の研究と同等またはそれ以上の質を有するものでなければならない。よって、博士論文は以下に示す審査基準に基づいて評価されるものとする。

11-2-1. 独創性

研究分野、実務あるいは社会に対し、独創的かつ重要な知見を提供するものであること。

11-2-2. 研究課題

研究上の問いが適切に立てられており、既存の理論的枠組みと学術文献に裏付けられたものであること。

11-2-3. 文献レビュー

関連分野における既存の学術的成果を幅広く参照・引用しながら深く考察し、論文の独創性と重要性を立証できるものであること。

11-2-4. 方法論

研究結果を基づけられる適切な理論や手法を用いていること。

11-2-5. 構成

読者にとって明瞭かつ論理的に情報を伝達できる構成であること。

11-2-6. 分析

研究発見や結論が十分なデータや根拠を用いて導かれていること。

11-2-7. 意義

学術、実務ならびに社会に対しての意義を有すること。

11-2-8. ライティング

文章に不必要な重複がなく、明快かつ簡潔であり、確かな証拠と具体的な主張を伴う議論が展開されていること。また、学術論文としてふさわしい書式規範に従い、剽窃の疑いのないこと。

11-3. 審査員による評価

各審査員は、審査用の論文を受領してから6週間以内に候補生へ提示するための個別の評価報告書を作成し、次の各号から適切と思われる審査結果を博士学位論文委員会へ提出しなければならない。

a) **合格**：候補生は、論文を修正することなく、試験の最終段階である口頭試問に進むことができる。学位論文は、審査基準を満たし、学位取得の要件を満たしている。

b) **軽微な修正**：候補生は、若干の修正を加えた上で、最終段階である口頭試問に進むことができる。学位論文の内容は概ね問題ないが、誤字脱字や文章のフォーマット、言い回しの若干の変更、論点や説明の明確化、記述の改善、補助的論点の修正、一部分の書き直しなどが必要である。これらの軽微な修正がなされれば、学位取得に必要な水準を満たす論文となるものと思われる。これらの修正に割り当てられる時間は、最長で1ヶ月である。

c) **大幅な修正**：候補生は、学位論文を修正し、審査委員会の再審査を経て、受理された場合には最終段階である口頭試問に進むことができる。大幅な修正とは、例えば、データや説明の追加、章全体の大幅な変更、1つ以上の章の書き直し、重要な新しい資料の追加、さらなる実験・計算・調査、議論の大幅な修正などを指し、1ヶ月から6ヶ月かかると推定される。

d) **不合格**：論文は不合格となる。また、更なる修正・再提出の機会は与えられない。

11-4. 審査員に関する情報の非開示

審査員は、候補生または他の審査員に自分の氏名を公表しないよう要求することができる。

11-5. 審査結果

博士学位論文委員会は、審査員により提出された審査結果及びその評価を審議し、次の各号のいずれかに該当する審査結果を決定する。博士学位論文委員会が審査結果を決定できない場合は、研究科長が審査結果を決定する。

a) **合格**：修正なしで審査の最終段階である口頭試問に進むことを承認する。

b) **軽微な修正**：論文に適切な軽微な修正を加えた後、口頭試問に進むことを承認する。

c) **大幅な修正**：論文が大幅に修正され、審査委員会によって再審査された後にのみ、審査の最終段階である口頭試問に進むことを承認する。

d）**不合格**：論文は不合格となる。

　審査員が博士学位論文委員会の委員である場合、当該委員は候補生の審査結果決定プロセスからは除外され、結果の決定に参加することができない。

　「不合格」の場合の通知等管理は、博士学位論文委員会および研究科長の責任で行う。

11-6. 評価における相違

　審査員の評価に相違があり、相違を解消すべき場合は、博士学位論文委員会がその解決を行う。また博士学位論文委員会によるコメントは審査員に通知される。

11-7. 候補生に対する審査結果の通知

　学位論文の審査が承認された日から10週間以内に、候補生に審査結果が通知され、審査員の評価報告書が共有される。

12. 修正プロセス

12-1. 修正作業の指導

　博士学位論文委員会によって修正が必要とされた場合、指導教員がその作業を指導するのが通常であるが、研究科長または博士学位論文委員会委員長が必要と認める場合、その他の教員に修正作業の指導補助を依頼することもある。

12-2. 軽微な修正

　軽微な修正の場合、候補生は提出前に指導教員の承認を得て、審査員が確認を容易に行えるように、論文に加えた変更の詳細な一覧を提出する必要がある。博士学位論文委員会は、論文を審査し、指示通りの修正が行われたことを確認する。その結果は口頭試問の前に審査委員会へ共有される。

12-3. 大幅な修正

　大幅な修正の場合、修正された論文は再審査の対象となり、候補生が再提出した後、最初の審査員が論文を再審査する。候補生は、論文提出前に指導教員の承認を得るとともに、再審査の際に審査員の助けとなるよう、修正内容の詳細一覧を提出する必要がある。修正後においても、学位授与に必要な基準に到達していないと判断される場合もある。

12-4. 修正後の論文の再提出

　修正後の論文は、博士学位論文委員会の指示に従って提出する。

13. 博士論文の再審査

13-1. 再審査プロセス

　博士学位論文委員会は、再審査プロセスを調整し、厳密に行われたことを確認するものとする。博士学位論文委員会は、剽窃やその他の研究不正がないこと、および著作権、特許、機密情報、個人情報に関して問題がないことを確認しなければならない。

13-2. 審査員による再評価

　各審査員は、再審査用の論文を受領してから4週間以内に候補生へ提示するための個別の評価報告書を作成し、次の各号から適切と思われる審査結果を博士学位論文委員会へ提出しなければならない。

a）**合格**：修正なしで審査の最終段階である口頭試問に進むことを承認する。論文は審査基準および博士学位の水準に到達している。

b）**不合格**：論文は不合格となる。また、更なる修正・再提出の機会は与えられない。

13-3. 審査員に関する情報の非開示

　審査員は、候補生または他の審査員に自分の氏名を公表しないよう要求することができる。

13-4. 再審査の結果

博士学位論文委員会は、審査員により提出された結果及びその評価を審議した上で、再審査の結果を決定する。博士学位論文委員会が結果を決定できない場合は、研究科長が再審査の結果を決定する。

審査員が博士学位論文委員会の委員である場合、当該委員は候補生の審査結果決定プロセスからは除外され、結果の決定に参加することができない。

「不合格」の場合の通知等管理は、博士学位論文委員会および研究科長の責任で行う。

13-5. 評価における相違

審査員の評価に相違があり、相違を解消すべき場合は、博士学位論文委員会がその解決を行う。また博士学位論文委員会によるコメントは審査員に通知される。

13-6. 候補生に対する再審査結果の通知

修正済みの論文が再審査のために提出された日から6週間以内に、候補生に審査結果が通知され、審査員の評価報告書が共有される。

14. 口頭試問

最終段階の審査に進むことが認められた候補生には、論文の内容についての口頭試問が実施される。

14-1. 口頭試問の目的

口頭試問の主な目的は以下の通り。

a）論文を発表し、審査員から指摘された問題点を明らかにする機会を提供する。

b）候補生に、自らの研究について審査員と深く議論し、同じ研究分野の指導者と直接交流する機会を与える。

c）審査員は、発表された研究が候補生自身のものであること、また候補生が論文の内容や関連分野に関する知識を有することを確認し、候補生の発表能力を評価し、あらゆる問題・事項を明らかにする。

d）審査員が、審査の最終結果について結論を出す。

14-2. 口頭試問への参加

口頭試問には、候補生と審査委員会の委員全員が出席しなければならない。必要と判断された場合には、審査委員会のメンバーが遠隔地から口頭試問に参加することができる。また、特別な事情がある場合には、博士学位論文委員会の許可を得て、当事者全員の遠隔参加を認めることができる。

14-3. 口頭試問の構成

口頭試問は、研究内容を要約した45分間の発表と、審査委員会からの質疑に応答する45分以上の審査で構成される。

14-4. 審査員による評価

審査員は、口頭試問の結果について、以下のいずれかの結果を口頭試問の直後に博士学位論文委員会に提出しなければならない。評価報告書は、口頭試問後1週間以内に候補生に提示される。

a）**合格**：論文は審査基準および博士学位の水準に到達しており、候補生には博士の学位を授与することができる。

b）**不合格**：論文は不合格となる。また、更なる修正・再提出の機会は与えられない。

14-5. 口頭試問日程

口頭試問は原則として、9月の学位授与の場合は6月または7月、3月の学位授与の場合は12月または1月に行う。

15. 最終審査結果

博士学位論文委員会は、審査員の提言する結論と口頭試問の評価をもとに審議し、以下から最終審査の結果を決定する。博士学位論文委員会が結果を決定できない場合は、研究科長が最終審査の結果を決定する。

a) **合格**：論文は博士学位の水準に到達しており、候補生には博士の学位を授与することができる。

b) **不合格**：論文は、博士後期課程の研究としての質に到達しておらず、不合格となる。

審査員が博士学位論文委員会の委員である場合、当該委員は候補生の案件の審議結果決定プロセスからは除外され、結果の決定に参加することができない。

最終結果は、研究科委員会で承認される。

「不合格」の場合の通知等管理は、博士学位論文委員会および研究科長の責任で行う。

口頭試問の日から2週間以内に、候補生に最終審査結果と審査員の評価報告が共有される。

16. 博士学位研究発表会

博士後期課程を修了した学生は、APU で行った研究の成果を博士学位研究発表会で公表しなければならない。この発表会には、学生、教員、友人、家族など誰でも参加することができる。

17. 最終審査が不合格の場合

最終試験の結果が「不合格」の場合、論文の再提出は認められない。

18. 研究上の不正行為

APU 大学院では、博士後期課程の学生は、研究において最高水準の学術的誠実さを求められる。他者の著作物をコピー、翻訳、類似表現での言い換えは盗作であり、試験での不正行為と同等の重大な犯罪とみなされる。また、データの捏造や改ざん、適切な許可なしに他人のアイデアを使用することも、倫理に反する研究行為の一例である。

剽窃、データの捏造、改ざんが行われた論文は不合格となり、候補生は退学処分を受ける可能性がある。

剽窃、捏造、改ざん、またはその他の研究不正行為が疑われる場合、博士学位論文委員会は、その疑惑や申し立てに根拠があるかどうかを判断する。当該事例は研究科長ならびに GSA 研究科委員会へ報告され、根拠があることが確認された場合は、「立命館アジア太平洋大学研究活動不正行為防止規程」に基づいて取り扱われる。

19. 不服申立手続き

論文審査で不合格となった候補生は、審査委員会の委員のうち少なくとも1名の審査結果が「合格」または「軽微な修正」である場合、その結果を不服として申し立てることができる。

19-1. 不服申立書の提出

不服申し立てを希望する候補生は、結果の通知を受けた日から14日以内に、研究科長宛ての不服申立書をアカデミックオフィスへ提出しなければならない。申立書には、候補生の異議申し立てを裏付ける明確かつ正確な論拠を示さなければならない。

19-2. 不服申立調査の実施判断

研究科長は、不服申し立ての調査を行うかどうかを決定し、その決定を示す詳細な報告書を提出する必要がある。不服申立調査は、不服申立書が審査結果を覆すに足る合理的な証拠である場合に実施される。

19-3. 不服審査委員会

19-3-1. 不服審査委員会

不服申立審査の実施が決定した場合、不服審査委員会を設置する。不服審査委員会は、以下の通り研究科長が任命する3名の委員で構成される。

a）博士学位論文委員会委員長

b）研究科長

c）候補生の博士論文の分野で専門性を認められた人物で、指導教員または審査員を務めたことがない者が望ましい。この3番目の委員は他の教員および学生に自身の個人情報を開示するかどうか選択ができる。

博士学位論文委員会委員長が候補生の指導教員である場合は、別の論文委員が任命されるものとし、研究科長が候補生の指導教員である場合は、代わりに第三者が本委員会の委員として任命されるものとする。

19-3-2. 不服審査委員会の役割

不服審査委員会は、不服申し立ての調査方法を決定し、必要と判断された場合は、不服申し立ての理由を立証するために、候補生へ書面または口頭でさらなる証拠の提示を求めることができる。不服審査委員会は、調査の際に不服申し立てに関連するすべての文書を慎重に調査する。

19-3-3. 調査結果

不服審査委員会は、不服申し立ての最終結果を以下の通り決定し、その決定の根拠を説明する評価報告書を提出する。

a）申し立てを棄却する。この場合、候補生に最初に通知された結果は変更されない。

b）申し立てを受理する。この場合、論文は博士学位論文委員会に戻され、博士学位論文委員会が決定する審査委員会による新たな審査が行われる。

19-4. 不服申立の最終決定および候補生への通知

不服審査委員会の決定は、博士学位論文委員会に報告される。

不服審査委員会の決定は、適切なフィードバックとともに GSA 研究科長から候補生に通知され、その後の手続きの詳細が説明される。

20. 博士学位の授与

博士学位の授与は、立命館アジア太平洋大学学位規程第15条の定めに則り、GSA 研究科委員会及び学位委員会の議を経て、学長が決定する。

21. 学位の取り消し

学位を授与された者が不正行為により学位を取得したことが確認された場合、または大学の名誉を傷つける行為があった場合、GSA 研究科委員会および学位委員会の議を経て、学長は学位を取り消すことができる。

22. 博士論文の保存と国立国会図書館オンラインデータベースへの登録（修了後の博士論文の扱い）

22-1. 博士論文の保存

審査に合格した論文および要旨のソフトコピーは、博士後期課程修了日までに提出しなければならない。

学位論文の全文は、APU ライブラリーで永久保存される。

22-2. 博士論文の国立国会図書館オンラインデータベース登録（オンラインでの公開）

　博士学位の授与後3ヶ月以内に、博士論文の内容をまとめた要旨及び審査結果の概要をインターネットで公表する。

　審査に合格した博士論文は、博士学位の授与から1年以内に、国立国会図書館のオンラインデータベースに登録されなければならない。登録は、本学所定のオンラインリポジトリに論文の全文をアップロードすることで行われる。

22-3. 博士論文の国立国会図書館オンラインデータベース登録の免除

　次の各号に定める事由により、博士学位の授与日から1年を超えて論文がインターネットの利用による公開ができない場合には、博士学位論文委員会およびGSA研究科委員会の承認を受けて、博士学位授与に係る論文の全文に代えてその内容を要約したものを公表することができる。なお、次の各号に定める事由に該当しなくなった場合には、博士論文の全文をインターネットで公表するものとする。

　a）博士論文が著作権および個人情報保護の観点から、博士学位授与日から1年を超えてインターネットの利用により公表することができない場合。

　b）博士学位の授与日より1年を超えて博士学位候補生が、論文の全文またはその一部の出版を予定しており、インターネットの利用による公表が学術雑誌の複数公表禁止規程に抵触する可能性がある場合、および特許申請中のため論文の公表により博士学位候補生にとって明らかな不利益が将来的に生じる場合。

　　　この申請が承認された場合、学位授与日から最長5年間の全文公開を免除することができる。その後、インターネットの利用による公開によって問題となる他の事由がない限り、論文は自動的に公表される。

　c）博士学位候補生が、論文の全文または一部を、出版または投稿しており、インターネット公表が多重公表などの学術誌の公表規程に違反する場合や、特許の関係により論文の公表によって博士学位候補生に明らかな不利益が博士学位の授与日より1年を超えて生じる場合。

　d）博士論文が、立体形状による表現を含む等の事由により、インターネットの利用による公表が不可能である場合。

22-4. 博士学位候補生による申告

　22-2および22-3の定めに基づき、博士学位の授与を申請する者は、博士学位論文委員会に対し、著作権、特許、秘密情報、個人情報等について、論文の公表に支障がないことを所定の書式で報告しなければならない。指導教員（または学位申請者の指導に携わる他の教員）は、確認作業を指導し、支援する。

22-5. 審査員による確認

　審査員は、博士論文の全文をインターネットで公表することが適切かどうかを確認し、文書で報告する。博士学位論文委員会は、候補生ならびに審査員から提出された博士論文のインターネットによる公表に関する書類を審議し、個別の論文についての手順を決定する。その決定はGSA研究科委員会に諮られ、承認をされる。

Section 3

Graduate School of Management

GSM

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3-1. Outline of the Master's Degree Program

Degree Program

The degree program offered in the Graduate School of Management is as follows:

Degree type	Major	Degree Awarded on Completion
MBA	Management	Master of Business Administration

Graduate School of Management - Structure and Outline

1) Policy for Curriculum Structure

In light of the educational objectives stipulated in the Graduate School Regulations, the Graduate School of Management is composed of four Specializations—Japanese Management, Accounting and Finance, Marketing and Management, and Entrepreneurship, Innovation and Operations Management—each with its own curriculum.

Required Subjects are offered to provide students with basic research skills and a fundamental knowledge of management, and students will receive further knowledge of their specializations by taking Elective Subjects offered by each specialization. In addition to these lecture subjects, students receive individual research supervision in the Seminars.

a) Japanese Management (JM)

The Japanese Management (JM) specialization focuses on the philosophy and practices of Japanese corporations. Japan is the first Asian country that successfully industrialized supported by its world class corporations. Japanese corporations with their emphases on quality, innovation, customer service, unique style of human resource management and stakeholder model of governance provide an alternative to that of the shareholder model practiced mostly in the English speaking countries including the USA. This specialization focuses on issues as cases of success and failure of Japanese corporations and provides a model of corporate management in the Asia Pacific Region.

b) Accounting and Finance (AF)

The Accounting and Finance (AF) specialization discusses theories and concepts of corporate finance, financial engineering and financial institutions, financial accounting and managerial accounting providing students with skills to understand and interpret financial and accounting information. The aim of the specialization is to provide students with tools in the areas of accounting and finance to formulate strategies, design control systems and evaluate the impact of cooperate strategies on various stakeholders.

c) Marketing and Management (MM)

The Marketing and Management (MM) specialization focuses on understanding and managing the human dimensions of organizations. For business organizations, some of the most important stakeholders are managers, employees and customers. Their decisions and actions are guided by a whole range of factors, from very 'rational' aspects to subjective perceptions, emotions and (moral) values. Thus, market conditions are in constant flux that necessitate adaptation as well as provide opportunities for creating new market and social values. Consequently, this specialization emphasizes the need of organizations to develop multi-dimensional and differentiated strategies, and sustainable competences and capabilities not only to cope with the changing business environment but also to lead innovatively and responsibly.

d) Entrepreneurship, Innovation and Operations Management (EIM)

The Entrepreneurship, Innovation and Operations Management specialization focuses on how businesses and product ideas emerge, develop and realize through entrepreneurship and innovation. This specialization also puts emphasis on the need for effective management of technology, production planning, operations management, supply chain management and creation and operation of new business models. It highlights the importance of innovation and creativity in launching and running a business. This specialization also addresses the issues that might arise when managing a venture through the periods of its life cycle, such as pre-establishment period, start-up period, growth period, and business expansion period.

2) Policy for Curriculum Implementation

In their coursework, students will gain a solid understanding of research methods and a basic knowledge of management, upon which they will pursue subjects primarily in their respective specializations. They may also take subjects from the other specializations.

Based on their individual research topics, students will receive research supervision and work on a final written assignment in the Seminars.

Conferral of Degrees

The GSM Faculty Council will review each student's credit record and results of the Research Project examinations. The reviewed results will be presented to the Higher Degrees Committee for approval. Following approval by the Higher Degrees Committee, the president will confer the Master's Degree.

Rescindment of Degrees

If it is found that a graduate has obtained their degree through improper means, or if the recipient has done anything to damage the University's reputation, the President may decide to rescind (cancel) a degree previously granted.

3-2. Completion Requirements and Credit Registration Limits

Basic Requirements for Completion

Students will be qualified for the degree upon successful completion of the following requirements:

1. <u>Period of Enrollment</u>: In principle, a student must be enrolled as a regular, full-time student in the Master's Program for 2 years. However, the degree may also be granted to outstanding students (see p. 102) in less than two years. In this case, the minimum period of full-time enrollment is 1.5 years.

2. <u>Credit Requirements</u>: Students are required to earn 44 credits or more which must include all credits from Required Subjects and Seminars and 8 credits from Elective Subjects to complete the program.

3. <u>Research Project (Master's Thesis / Independent Final Report / Internship-based Case Study / Business Plan) Requirements</u>: All students must complete an extended piece of writing (Research Project), which presents the findings and conclusions of their individual research. GSM students may choose between 4 types of Research Projects: Master's Thesis, Independent Final Report, Internship-based Case Study and Business Plan. All Research Projects must be approved in accordance with the University's examination procedures. For further details on requirements and examination procedures, see Section "3-6. Requirements for Research Projects".

Credit Requirements for Completion

Students must acquire at least 44 credits for program completion. In addition to the designated minimum number of credits from Required Subjects (26 credits), Elective Subjects (8 credits) and Seminars (6 credits), students must complete at least additional 4 credits from any of the subject categories listed below. For more information on evaluation procedures, standards, etc. see Section "5-1. Operation of Classes." The GSM Subject List can be found on p. 70.

Subject Type	Minimum Required Credits	Credit Rules
Required Subjects	26	—
Elective Subjects	8	Any credits earned from Elective Subjects exceeding the minimum required credits will count towards the credits required for program completion.
Experiential Learning	—	Credits earned from Experiential Learning will count towards the credits required for program completion.
Seminars	6	—
Core Related Subjects	—	Credits earned from Core Related Subjects will count towards the credits required for program completion*.
TOTAL	44	*Subjects from the Graduate School of Asia Pacific Studies will also be counted towards the **44-credit requirement for Program Completion.**

Requirements for Specializations

Students may specialize in one of the four fields (see below table) if the following requirements are fulfilled:

1. Completed at least 4 Elective Subjects (8 credits) in the field (see Subject List on p. 70)

2. The supervisor must be affiliated in the field. (see 3-4 Seminars for more information)

Specialization
Japanese Management (JM)
Accounting and Finance (AF)
Marketing and Management (MM)
Entrepreneurship, Innovation and Operations Management (EIM)

In addition, students whose primary specialization is AF, MM, or EIM (meaning they have fulfilled the requirements above for any of these three specializations), and who have completed more than 4 Elective Subjects (8 credits) from JM, can apply for a Double Specialization. Students whose primary specialization is JM cannot apply for a Double Specialization. Please see the table on the next page for a visualization of the possible Double Specializations.

Possible Double Specializations	
Primary Specialization	Secondary Specialization
Accounting and Finance (AF)	Japanese Management (JM)
Marketing and Management (MM)	Japanese Management (JM)
Entrepreneurship, Innovation and Operations Management (EIM)	Japanese Management (JM)

Please note that students can also complete the MBA degree without a Specialization.

Credit Registration Limits

There is a fixed maximum number of credits for which students may register each semester.

	Maximum Credit Limit
1st Semester	22
2nd Semester	22
3rd Semester	22
4th Semester	22

Note: 1. Students will not be penalized or charged extra fees for earning more than 44 credits.

2. Students who are under a tuition reduction scholarship need to refer to the Scholarship Chapter on the APU Student Services website for credit completion requirements per semester.

3. Upon acquisition of 44 credits and fulfillment of all graduation requirements, students will be awarded a Master's degree. Students may not register for additional subjects after completing all graduation requirements.

Graduate School of Management (GSM) Subject List

Subject Category	Specialization / Field		Requirement	Subject Name
Required Subjects	Analytical Foundations		26 Credits	Data Analytics
				Managerial Economics
				Advanced Research Methods
	Core Business Fundamentals			Marketing
				Finance
				Leadership and Organization Behavior
				Technology Management
				Business Ethics and Corporate Social Responsibility
				Legal Strategy and Corporate Governance
				Political Economy of Institutions
				Accounting
				Global Strategy for Impact
	Capstone			Strategic Management
Elective Subjects	Specialization	Japanese Management (JM)	8 Credits or more	Japanese Corporations and Asia Pacific
				Financial Institutions and Markets
				Japanese Management and Entrepreneurship
				Sustainable Business in Asia Pacific
				Hospitality Management
				Quality and Operations Management
		Accounting and Finance (AF)		Financial Institutions and Markets
				Project Analysis and Financing
				Corporate Finance
				Financial Engineering and Risk Management
				Managerial Accounting
				Special Studies (Accounting and Finance)
		Marketing and Management (MM)		Sustainable Business in Asia Pacific
				Japanese Management and Entrepreneurship
				Hospitality Management
				Human Resource Management
				Agile Product Development and Design Thinking
				Marketing Strategy in Emerging Economies with Simulation
				Marketing Research
				Special Studies (Marketing and Management)
		Entrepreneurship, Innovation and Operations Management (EIM)		Quality and Operations Management
				Innovation Systems and Entrepreneurship
				Supply Chain Management
				Startups and Business Development
				Digital Business Strategy
				Project Management
				Special Studies (Entrepreneurship, Innovation and Operations Management)
				Special Studies (Management)
	Experiential Learning		—	Glocal Immersion
				Internship
	Seminars		6 Credits	MBA Research Seminar I
				MBA Research Seminar II
				MBA Research Seminar III
Core Related Subjects			—	Decision Making Under Uncertainty
				Management Information Systems
				Database Management
				Negotiation for Value Creation
	Japanese Language Subjects			Japanese for Communication I
				Japanese for Communication II
				Japanese for Communication III
				Japanese for Communication IV
			Total: 44 Credits or more	Any credits earned exceeding the minimum requirement for any of the above Subjects Categories as well as credits from subjects in the Graduate School of Asia Pacific Studies (GSA) will also count towards the **44-Credit Requirement for Program Completion**.

Note 1: Some Elective Subjects may require completion of a Required Subject before taking that particular Elective Subject. Please read the course syllabus for details.

Note 2: All subjects are awarded 2 credits upon completion.

Subject Code	Subject Category	Specialization / Field	Subject Name	Credits
052039		Analytical Foundations	Data Analytics	2
052020			Managerial Economics	2
062604			Advanced Research Methods	2
052040		Core Business Fundamentals	Marketing	2
052050			Finance	2
052074			Leadership and Organization Behavior	2
052094	Required Subjects		Technology Management	2
052019			Business Ethics and Corporate Social Responsibility	2
052059			Legal Strategy and Corporate Governance	2
052049			Political Economy of Institutions	2
062144			Accounting	2
052029			Global Strategy for Impact	2
052060		Capstone	Strategic Management	2
062184		JM	Japanese Corporations and Asia Pacific	2
062080		JM / AF	Financial Institutions and Markets	2
062059		JM / MM	Japanese Management and Entrepreneurship	2
062049			Sustainable Business in Asia Pacific	2
062214			Hospitality Management	2
062204		JM / EIM	Quality and Operations Management	2
062029		AF	Project Analysis and Financing	2
062060			Corporate Finance	2
062070			Financial Engineering and Risk Management	2
062120			Managerial Accounting	2
062124			Special Studies (Accounting and Finance)*	2
062030	Elective Subjects	MM	Human Resource Management	2
062089			Agile Product Development and Design Thinking	2
062069			Marketing Strategy in Emerging Economies with Simulation	2
062160			Marketing Research	2
062164			Special Studies (Marketing and Management)*	2
062079		EIM	Innovation Systems and Entrepreneurship	2
062231			Supply Chain Management	2
062019			Startups and Business Development	2
062039			Digital Business Strategy	2
062303			Project Management	2
062099			Special Studies (Entrepreneurship, Innovation and Operations Management)*	2
062324			Special Studies (Management)*	2
062109	Experiential Learning		Glocal Immersion	2
062119			Internship	2
072019	Seminars		MBA Research Seminar I	2
072029			MBA Research Seminar II	2
072039			MBA Research Seminar III	2
061534	Core Related Subjects		Decision Making Under Uncertainty	2
062404			Management Information Systems	2
062504			Database Management	2
062129			Negotiation for Value Creation	2
066054		Japanese Language Subjects	Japanese for Communication I	2
066064			Japanese for Communication II	2
066074			Japanese for Communication III	2
066084			Japanese for Communication IV	2
066034	Optional Subjects		Survival Japanese I	2
066044			Survival Japanese II	2
066094			Special Studies (Japanese)*	2

* These courses may be taken more than once (only when course contents are different from the previous time).

GSM Curriculum Alignment Matrix (All Specializations)

The Curriculum Alignment Matrix (CAM) is a list that enables students to overview their own expected learning for each course in the broader context of the GSM's Master's program. It has been developed for the purposes of "Assurance of Learning" - a process which involves assessing how sufficiently the academic missions stated by a university, its undergraduate college and graduate school are achieved and also improving student's learning according to the assessment results.

Listed in the upper columns of the CAM are the five learning goals and several learning objectives aligned with each learning goal. They were both developed in accordance with the Declaration on the Occasion of the Opening of APU and the GSM Mission. The learning goals indicate the ideal conditions that APU expects GSM Master's program students to achieve by the time they complete their degrees. The learning objectives further clarify more specific abilities that the APU business unit (APM / GSM) expects students to acquire.

GSM's Master's program as a whole assures that all students are exposed to and have accomplished all the learning objectives through both required and elective subjects in two years.

Specialization/ Classification	Course	1a. Ethics & social responsibility (global)	1b. Evaluate ethical/socially responsible implications	2a. Advanced management knowledge (specialized field)	2b. Apply advanced analytical tools	2c. Integrate functional knowledge (sustainable solutions)	2d. Advanced communication skills	3a. Identify opportunities/challenges of innovation	3b. Design creative/innovative solutions	4a. Comprehensive understanding of globalized world	4b. Diagnose problems from Asia Pacific perspective	5a. Apply theories of leadership/team development	5b. Leverage diversity/work in teams
Analytical Foundations	Data Analytics			I	I								
	Managerial Economics			I&A	I			I		I		I	
	Advanced Research Methods	R			R					R	R		
Core Business Fundamentals	Marketing	I		I&A	I	I	I	I	I&A		I		I
	Finance	I		I&A	I				I	I			I
	Leadership and Organization Behavior	I	I	I&A	I	I	I		I	I	I	I	
	Technology Management			R&A	R	R	R	R&A	R	R	R		
	Business Ethics and Corporate Social Responsibility	R&A	R&A				R		R	R		R	
	Legal Strategy and Corporate Governance	I	I	I		I	I		I	I	I		I
	Political Economy of Institutions			I		I		I	I	I	I		
	Accounting			I&A	I&A (Quantitative)					I	I		
	Global Strategy for Impact	M	M	M	M	M	M		M	M&A	M&A	M&A	M
Capstone	Strategic Management	M		M	M&A (Qualitative)	M&A	M			M	M		
JM	Japanese Corporations and Asia Pacific			R&A	R	R	R	R		R	R		
JM / AF	Financial Institutions and Markets			R		R		R	R	R	R		
JM / MM	Japanese Management and Entrepreneurship				R	R		R			R		
	Sustainable Business in Asia Pacific	M	M	M	M	M				M	M	M	M
	Hospitality Management			R	R	R							
JM / EIM	Quality and Operations Management			R	R					R			
AF	Project Analysis and Financing		R	R	R	R		R	R	R			
	Corporate Finance			R	R	R				R			
	Financial Engineering and Risk Management			R	R	R	R	R	R				
	Managerial Accounting		R	R	R	R				R	R		
MM	Human Resource Management			R		R				R	R	R	R
	Agile Product Development and Design Thinking			R	R			R&A	R				
	Marketing Strategy in Emerging Economies with Simulation	M		M	M	M	M	M	M	M	M		M&A
	Marketing Research			R	R		R	R	R	R	R		
EIM	Innovation Systems and Entrepreneurship	R	R	R	R		R	R	R	R	R		R
	Supply Chain Management			R	R			R					
	Startups and Business Development	R		R	R	R	R	R	R	R		R	R
	Digital Business Strategy			R	R	R		R	R	R	R		
	Project Management			R	R					R			
Experiential Learning	Glocal Immersion							R		R		R	R
	Internship			M	M	M	M	M	M	M	M	M	M
Seminars	MBA Research Seminar			M	M		M&A (Presentation-WIP) (Writing-Research Project)			M&A (Research Project)			
Core Related Subjects	Database Management			R	R	R		R		R			
	Decision Making Under Uncertainty				R	R							
	Negotiation for Value Creation	R	R	R			R&A (Negotiation)	R	R	R			R
	Management Information Systems	R	R	R				R	R	R			

IRMA model of learning:
"I" indicates where students are introduced to the learning objective
"R" indicates where the learning objective is reinforced, and students have opportunities to practice on that learning objective
"M" indicates where students are given opportunities to deepen and master their learning and demonstrate their achievement of learning objective
"A" indicates where evidence is planned to be collected and evaluated for program-level assessment

3-3. Reference Information on GSM Subjects

Required Subjects

Required Subjects provide a comprehensive set of skills and knowledge so that students are able to move seamlessly into specialized studies.

Required Subjects are further divided into 3 categories: Analytical Foundations, Core Business Fundamentals and Capstone.

1. Analytical Foundations provide qualitative and quantitative tools to analyze, understand and apply to actual business situations.

2. Core Business Fundamentals include courses that spread across all the major areas of business.

3. Capstone helps students integrate all the functional knowledge to develop effective strategies to deal with actual business situations.

Strategic Management (Capstone)

All students, regardless of their completion program, must take the "Strategic Management" subject in their 3rd semester of enrollment or later.

Recommended Subject Registration Order

Students are requested to complete the recommended subjects before taking other specified subjects. They are set to encourage the systematic study of material in GSM.

Recommended Subjects	Subjects with Recommendations
[R] Marketing	[E] Marketing Strategy in Emerging Economies with Simulation
	[E] Agile Product Development and Design Thinking
	[E] Marketing Research
[R] Accounting	[R] Finance
	[E] Managerial Accounting
	[E] Project Analysis and Financing
	[E] Corporate Finance
[R] Finance	[E] Corporate Finance
	[E] Financial Engineering and Risk Management
[R] Data Analytics	[E] Financial Engineering and Risk Management

[R]: Recommended Subject

[E]: Elective Subject

Optional Subjects

Credits from Optional Subjects do not count towards the credits required for program completion. However, these credits count as part of the maximum credit limit set for each semester. Please check the GSM Subject List on p. 71 for available Optional Subjects.

3-4. Seminars

Purpose of Seminars

The Seminars help develop an inquiring mind in students and inform them that issues, research questions or hypotheses that they address need substantiation based on evidence and argument. They train students about the method of collecting, synthesizing and drawing defensible conclusions based on data.

Operation of Seminars

All students are registered for Seminars in accordance with their length of study, semester of enrollment, supervisor, etc. as designated in the chart below. The Seminars are designed to assist students with their individual research, leading to the production of the Master's Thesis, Independent Final Report, Internship-based Case Study, or Business Plan. Seminars' subject titles are MBA Research Seminar I, II and III and completion of all three seminar subjects is required for program completion.

Seminar Registration Schedule

Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester
2-year Standard Completion	—	MBA Research Seminar I	MBA Research Seminar II	MBA Research Seminar III
1.5-year Accelerated Completion	MBA Research Seminar I	MBA Research Seminar II	MBA Research Seminar III	**Program Completion**

*Note: Please carefully read the detailed seminar registration flow on page 76.

Choosing a Seminar Supervisor

Students should choose a supervisor from within their Specialization and report selection of supervisors at the end of their first semester by submission of a Plan for Research Supervision. After the selection of a supervisor is approved, students will be registered for their chosen supervisor's seminar subject during the designated Course Registration periods. Students enrolled in the Accelerated Completion Program should choose their supervisors soon after the classes of the first semester begin.

To help first semester students select their seminar supervisor, a Seminar Orientation is held during Quarter 1 of each semester to provide details about the structure of the seminars, characteristics of Research Projects, and tips on how to search / select a supervisor. Details about the orientation session are separately announced at the beginning of every semester.

Note: Students planning to apply for accelerated program completion should consult the Office regarding selection of seminar supervisors and MBA Research Seminar registration.

Plan for Research Supervision

The Graduate School of Management requires that the supervisor prepare a yearly plan for research supervision, present it to the student in advance, and conduct research supervision in accordance with this yearly plan. The Plan is created based on a research plan written by the student and presented to their supervisor. It reflects the student's individual research and is provided to students as a tool to help lead them to the successful completion of high-quality research.

The Plan establishes a guideline for students to follow to progress with their research in the subsequent year. It also serves as a reference point the supervisor can use to monitor the progress of the student's research. The student prepares a research plan at the beginning of the 1st and 3rd semester and presents it to their supervisor, who will, on consultation with the student write and present the student with the Plan for Research Supervision for that year. Upon confirmation, both student and supervisor sign the Plan, and the student submits a copy to the Office for record-keeping.

Plan for Research Supervision Submission Deadline

	Spring Semester	Fall Semester
1st-semester students	July 5	January 10
3rd-semester students	April 30	October 31
Submission Location	Moodle	

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Irregular Submission of the Plan for Research Supervision

Students who have changed supervisors: the new supervisor will prepare and present a yearly Plan for Research Supervision. Please provide your new supervisor with your research plan so they can do so. The period of research supervision in the Plan will depend on the time left until graduation.

Students who extend their graduate program, and reinstated / readmitted students: A Plan for Research Supervision will be prepared for students who extend their graduate program, and reinstated / readmitted students. Please present your supervisor with an updated research plan so a research supervision plan can be prepared. The period of research supervision indicated in the Plan for Research Supervision will depend on the extension period for students who are extending their programs and on the period until graduation for reinstated / readmitted students.

Seminars

Individual Supervision

After students have found a supervisor and their selection of supervisor has been approved, students will be registered for seminars as designated in the table on the previous page. In these seminars, students will meet with their supervisors on an individual or small group basis once a week and all meetings are scheduled individually between supervisors and students.

Registration Flow for Management Seminars

Standard Completion Program (2 years)

Semester	What:	When:	Notes
1	Seminar Orientation	By the end of the 1st Quarter	*Announced at the orientation session for new enrollees*
	Selection of Supervisors		
	Plan for Research Supervision (1st year)	Towards the end of the 2nd Quarter	*Prepared by the supervisor based on the research plan of, and consultation with the student,and submitted to the Office*
2	Registration for MBA Research Seminar I	Before Course Registration Periods	*Registered by the University*
	Begin research and data collection		
3	Registration for MBA Research Seminar II	Before Course Registration Periods	*Registered by the University*
	Plan for Research Supervision (2nd year)	By the end of the first month of the semester.	*Prepared by the supervisor based on the research plan of, and consultation with the student,and submitted to the Office*
	Work in Progress Seminar Presentation	Wednesday of the 2nd Quarter exam period.	*Details are decided by the supervisor and announced at the beginning of every semester*
4	Registration for MBA Research Seminar III	Before Course Registration Periods	*Registered by the University*
	Summary Submission	Within 1 month of the start of the semester	*Submitted to the Office*
	Research Project Submission and Examination	Refer to p. 80-97 for details	*Submitted to the Office*

Accelerated Completion Program (1.5 years)

Semester	What:	When:	Notes
1	Registration for MBA Research Seminar I (under the name of the Associate Dean)	Before Course Registration Periods	*Registered by the University*
	Selection of Supervisors		
	Plan for Research Supervision (1st year)	Within 3 weeks of the start of the semester	*Prepared by the supervisor based on the research plan of, and consultation with the student,and submitted to the Office*
	Begin research and data collection		
2	Registration for MBA Research Seminar II	Before Course Registration Periods	*Registered by the University*
	Work in Progress Seminar Presentation	Wednesday of the 2nd Quarter exam period.	*Details are decided by the supervisor and announced at the beginning of every semester*
3	Plan for Research Supervision (2nd year)	By the end of the first month of the semester.	*Prepared by the supervisor based on the research plan of, and consultation with the student,and submitted to the Office*
	Registration for MBA Research Seminar III	Before Course Registration Periods	*Registered by the University*
	Summary Submission	Within 1 month of the start of the semester	*Submitted to the Office*
	Research Project Submission and Examination	Refer to p. 80-97 for details	*Submitted to the Office*

3-5. Types of Research Projects

There are four types of Research Projects: Master's Thesis, Independent Final Report, Internship-based Case Study and Business Plan. The Research Projects are "capstone" experiences and thus should draw on and integrate the knowledge students gained in all the courses they have completed.

All students need to conduct research under the direction of a supervisor and prepare an extended piece of writing (Research Project) that follows formal standards of research. All Research Projects must be based on real data, be accurate and clear, and include completely all sources of quotations, citations and the use of other materials. There are four types of Research Projects: Master Thesis, Independent Final Report, Internship-based Case Study and Business Plan. These types of Research Projects epitomize distinct research purposes, use different methods and must satisfy formal requirements. The different types Research Projects offer the opportunity for students to pursue a variety of research topics and methods of inquiry. They allow students to conduct academic research as well as to respond to recent developments in corporate or market behavior and the international economy without narrow formal restrictions. All Research Projects must abide to principles and standards of research set by the University. The four types of Research Projects differ in their degree of abstraction, generalization and practical applicability.

Master's Thesis

The Master's Thesis is an original scholarly research project that is narrowly focused on an abstract topic or theoretical argument linked to a real-world problem in business and addressing a gap in understanding of a business situation.

Students writing a Master's thesis will respond to a debate in the management or economic literature and will bring new evidence or arguments to bear upon the topic. The Master's Thesis topic is a scholarly issue anchored in or linked to an academic strand of literature and originating from the discussion in the seminar with the supervisor. The student must show familiarity with previous work in the field. The Master's Thesis typically conceptualizes the research issue, offers a higher degree of abstraction by presenting a model or theoretical argument that is or can be generalized from the particular research object or location. It does not need to address a practical business problem but is applied to a for-profit or non-profit business context or governmental regulation of a business or industry. The Master's Thesis follows the traditional structure of academic inquiry, comprising various chapters in which a research gap in literature is identified, clear and comparatively narrow research objectives are set, a review of previous literature is provided, a scholarly methodology is applied, empirical results are presented and critically discussed, and consequences for business and governments are derived.

A Master's Thesis is especially but not exclusively recommended for students who are interested in pursuing further research, for instance in a doctoral program or as a researcher in a public agency. As a rule of thumb, a Master's Thesis should be publishable or form the empirical basis for an article in a scientific journal.

The length of the Master's Thesis should be from 8,000 to 15,000 words.

Independent Final Report

The Independent Final Report is a scholarly research project in which a novel or broad subject is explored in a rather descriptive approach. An Independent Final Report can be primarily a bibliographic essay, an exhaustive survey of literature on a broad topic and a descriptive assessment of primary or secondary data.

It offers an opportunity to pursue a more practical research objective that lacks a theoretical foundation or generalizable conceptualization and instead is more location-specific, for instance industry- or country-specific, than a Master's Thesis. The topic must be timely and of high current relevance for an industry or policy maker. Compared to the Master's Thesis, the Independent Final Report is more exploratory or evaluative than causal and confirmatory. The Independent Final Report allows for a more flexible structure and inquiry. It might connect ideas and fields in a novel way, and consist of descriptive primary or secondary data. One strength of the Independent Final Report is that it allows for a broader or more detailed assessment of previous research including grey and non-scholarly literature or secondary data. It may predominantly consist of a critical assessment of literature or a meta study that identifies and appraises previous research, and quantitative and qualitative evidence about a novel research question. An Independent Final Report should eventually come up with practical recommendations but also show a pathway to the identification of a model or theoretical applicability of the topic.

The length of the Independent Final Report should be from 8,000 to 15,000 words.

Internship-based Case Study

Students are able to choose an internship as the basis for their final Research Project. The Internship-based Case Study follows an empirical inquiry that investigates a phenomenon within its real-life context. That is, the Internship-based Case Study project must be academic and related to concepts students have worked with in the courses but the discussion of the project results will be drawn primarily on the company-specific insights and practical learning experiences from the internship. The difference to the above Master's Thesis and Independent Final Report options is the degree of specificity of the research. The Internship-based Case Study is basically an application of concepts or theory in real life at a particular company. It follows an in-depth approach and can incorporate different issues in a company in order to demonstrate the complexity and interrelatedness of a subject. The Internship-based Case Study must be written as a case study of the company in which the internship has been conducted. It does not need to follow the formal structure of a Master's Thesis but needs to relate each part into an organized account. The account can be primarily illustrative in its content and does not need to be generalizable for other contexts. It may include statistics about the industry, the market and competitors of the company, and it may present quantitative primary data such as surveys. Students are required to critically assess the issues raised in the company and provide practical recommendations.

The length of the Internship-based Case Study should be from 8,000 to 15,000 words.

Business Plan

The Business Plan is an original proposal for a business startup from the point of launch to an initial public offering, or for an existing business regarding its expansion, new product launches, reorganization of internal operations, etc. over the next five years, and including the objectives and the core strategy of the business and a roadmap for implementation. It must define the mission of the business, introduce the management team, and cover opportunities arising from the industry environment, product/service development, market analysis, marketing strategy, financial projections, and human resource and operational aspects of the proposed business. As regards these elements, the plan is expected to outline key decision points and performance indicators, and any potential pitfalls and responses thereto. Consideration of environmental, social, and governance issues surrounding the business is also essential. It must be cohesive and detailed enough, so that it could readily be used as a basis for implementation and attracting support from internal and external parties, such as banks, governments, and venture capitalists.

The length of the Business Plan should be from 8,000 to 15,000 words.

Requirements for the Internship-based Case Study

Internship Guidelines

Students who have chosen the Internship-based Case Study option are required to complete an internship. The internship program is designed to ensure that students assess the applicability of the concepts, theories they have learnt at the university, gather practical experiences and develop practical skills in dealing with actual situations. Depending on their interests, students may focus on any of the functional areas of management. Students who plan to avail the opportunities of internship, must develop skills in action research methods and case writing.

Arranging the internship

Students shall locate the internship destination on their own and submit a plan of their activities to their supervisor. The supervisor shall review the student's plan to determine whether the location is appropriate as an internship destination. In general, APU will not provide support in arranging internships (internship destination, visa, permission from the company, etc.).

Supervision

The APU supervisor will be the principal supervisor of the student. The student will submit a plan of the type of activities he / she plans to complete while in internship. Supervisors will assess the feasibility of the plan and advise the students accordingly. Students should also have a secondary supervisor. Students should choose one or more people from the internship host company to act as a supervisor during their internship and should ask that supervisor to submit a performance evaluation to their APU supervisor regarding the students' activities during the internship.

Length of the internship

Students should spend a total of 100 hours in the company or institution they intern at. Students should inform the University of the internship destination, duration, etc. before they start their internship. Upon returning from their internship, students should submit to the University any documents related to the internship.

Students should inform the University of the internship destination, duration, etc. and should submit their plan for research activities while on internship approved by both the APU and company supervisors **before they start their internship**. After completing the internship, students should submit the company supervisor's evaluation of their performance as interns and a proof for the number of hours they spent as interns. Relevant forms are available on the Graduate School website.

3-6. Requirements for Research Projects

The following are the requirements for submitting Research Projects. This information is summarized in the flow chart on the following page.

Submission Requirements for Research Projects

All students must give a presentation at the Work in Progress Seminars and submit a summary of their Research Project.

Work-in-Progress Seminars

In these seminars, students will present their research proposal and the current progress of their Research Project to GSM faculty members within the field of their research topic. All students registered for MBA Research Seminar II should give a presentation. Work in Progress Seminars are open to all students and faculty members to attend.

The presentation given at the Work in Progress Seminars should include the following elements:

- Type of the Research Project

- Research topic

- Hypothesis and research questions

- Importance of the research

- Review of relevant literature

- Methods of data collection

- Research schedule until the submission of the Research Project

Research Projects Summary

All students in their final semester must submit a notice approved by their supervisor for the type of Research Project they are writing by the designated deadline. The notice should be submitted together with the Research Project Summary. The appropriate form may be found on the Graduate School website. Please refer to the Graduate School website and to the Procedures for the Examination of Research Projects in the Graduate School of Management for details about submission deadlines.

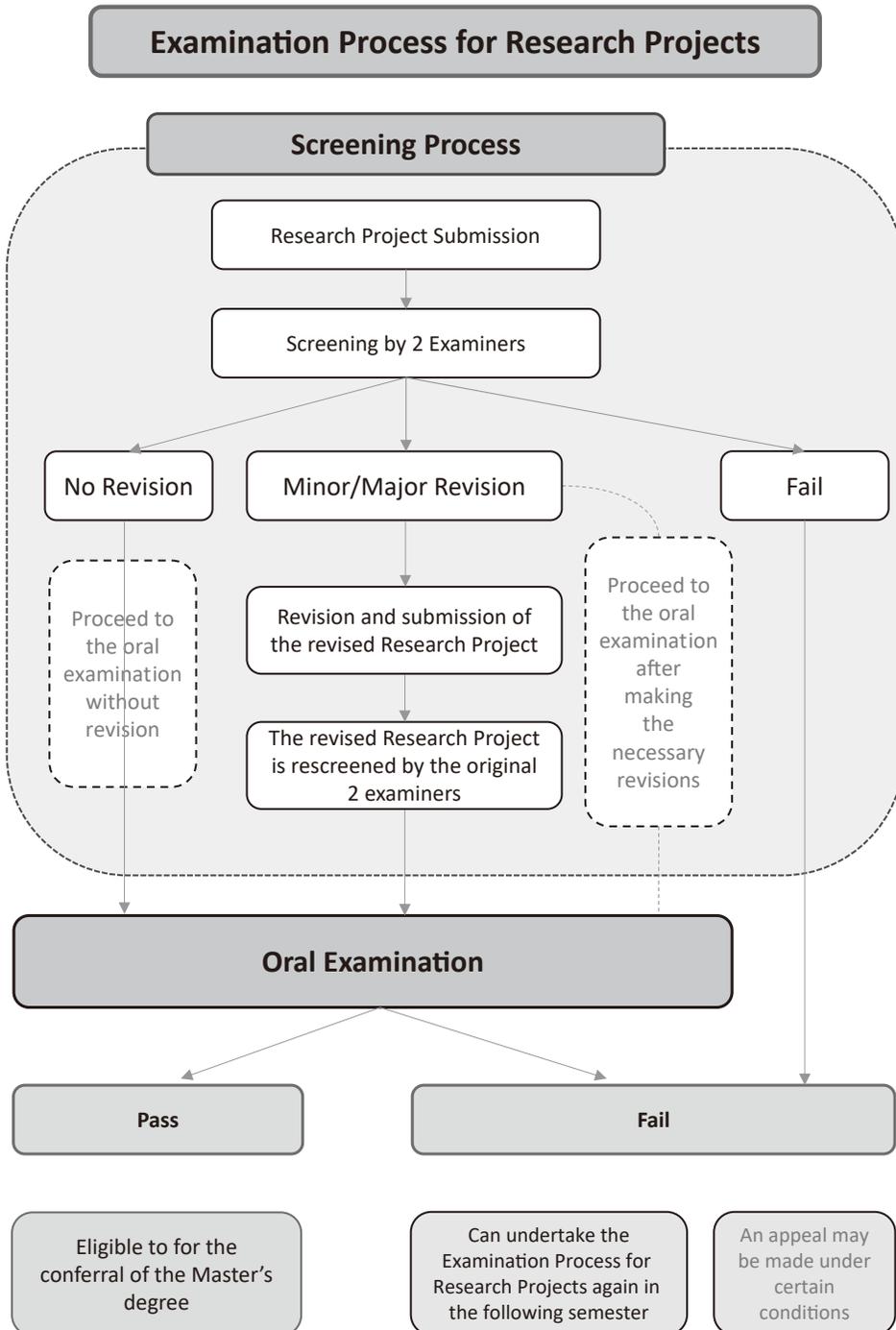| Requirements	Work in Progress Seminars	Research Projects Summary
When	When registered for MBA Research Seminar II On Wednesday of the exam period in the 2nd quarter	At the beginning of Final Semester

Evaluation Criteria for Research Projects

All Research Projects are evaluated based on a designated set of evaluation criteria. The evaluation criteria are available on the Graduate School website and all students should refer to these before submitting their Research Projects for examination.

Outstanding Research Project Award

Research Projects which demonstrate innovation, originality, address significant questions, and/or provide new insights, etc. may be presented with the Outstanding Research Project award upon nomination by the examiners. Outstanding Research Projects are recognized at the Graduation Ceremony, where students receive a Certificate of Recognition for their achievements.

Screening and Examination Flow for the GSM Research Projects

Examination Process for Research Projects

Screening Process

Research Project Submission

Screening by 2 Examiners

No Revision

Minor/Major Revision

Fail

Proceed to the oral examination without revision

Revision and submission of the revised Research Project

The revised Research Project is rescreened by the original 2 examiners

Proceed to the oral examination after making the necessary revisions

Oral Examination

Pass

Fail

Eligible to for the conferral of the Master's degree

Can undertake the Examination Process for Research Projects again in the following semester

An appeal may be made under certain conditions

Procedures for the Examination of Research Projects in the Graduate School of Management (GSM) under the AY2023 Curriculum (Revised January 2025)

Table of Contents

1. Research Projects

1-1 What is a Research Project

The Research Project is the written original outcome of the research conducted while studying in the Master's program of the Graduate School of Management (hereinafter referred to as GSM) and the submission and passing the screening and examination of which is required for the acquisition of a Master's degree from GSM.

Research Project options include Master's Thesis, Independent Final Report, Internship-based Case Study, and Business Plan towards which completion every student works with a GSM faculty member assigned as their supervisor.

1-2 Language and Length of Research Projects

Research Projects should be presented in English. In principle, the length of a Research Project, excluding the list of references and any appendices, should be approximately as follows:
- ・Master's Thesis – 8,000 to 15,000 words;
- ・Independent Final Report – 8,000 to 15,000 words;
- ・Internship-based Case Study – 8,000 to 15,000 words;
- ・Business Plan – 8,000 to 15,000 words.

1-3 Format of Research Projects

In general, Research Projects must follow the format below:

1-3-1 Master's Thesis, Independent Final Report, and Internship-based Case Study

1. Title Page, 2. Certification Page (indicating the contents of the Research Project as original and/or properly referenced), 3. Acknowledgments (for any support and advice received), 4. Executive Summary, 5. Table of Contents (in sufficient detail), 6. List of Tables/Figures/Appendices, 7. Main Text, 8. Conclusions, 9. List of References, 9. Appendices (supporting materials in addition to the text, if any)

1-3-2 Business Plan

1. Title Page, 2. Certification Page (indicating the contents of the Research Project as original and/or properly referenced), 3. Acknowledgments (for any support and advice received), 4. Executive Summary, 5. Table of Contents (in sufficient detail), 6. List of Tables/Figures/Appendices, 7. Business/Startup Description, 8. Industry/Market Analysis, 9. Management Team, 10. Marketing Plan 11. Operation Plan, 12. Financial Plan and Risk Mitigation, 13. Business Model (e.g., Business Model Canvas), 14. List of References, 15. Appendices (supporting materials in addition to the text, if any)

1-4 Submission of Research Projects

Students must submit one soft copy of their Research Project to the office as stipulated in Appendix 1.

2. Submission Requirements for Research Projects

Before submitting the Research Project, all students must give a presentation at the Work in Progress Seminars and must submit a summary of their Research Project within the designated periods and deadlines. Failure to comply with both 2-1 and 2-2 below results in ineligibility to submit the Research Project for examination.

2-1 Work in Progress Seminars

All students registered for MBA Research Seminar II must present their research proposal and report on

the current progress of their research to GSM faculty members within the field of their research topic on Wednesday of the exam period in the 2nd quarter as part of their seminar class. These presentations are referred to as Work in Progress Seminars. Work in Progress Seminars are open to all students and faculty members to attend. Additional Work in Progress Seminar may be arranged as deemed necessary by the faculty.

2-2   Submission of a Summary of the Research Project

Students in their final semester must submit a summary of their Research Project to the office as stipulated in Appendix 1. The summary must indicate the type of Research Project that will be submitted for examination and must be approved by the supervisor.

2-3   Changing the type of Research Projects

Changing the type of Research Projects after the summary has been submitted is strictly prohibited and may result in failure. Under exceptional cases a change may be allowed after research project submission based on the decision and approval of the secondary examiner, Research Projects Committee and the Dean.

3. The Research Projects Committee

3-1   Selection and Term of Appointment

A Research Projects Committee will be established in GSM for the examination of the Research Projects.

The Research Projects Committee is chaired by the Associate Dean of GSM and further consist of two members who are nominated by the Dean and appointed by the GSM Faculty Council. The Dean cannot be a member.

The term of appointment is one (1) semester and members can be reappointed.

3-2   Duties

The duties of the Research Projects Committee are as follows.

a) Ensure that a rigorous screening and examination are conducted.

b) Select examiners of the Research Project.

c) Review the evaluation assessment and examination standards and put forward their conclusion about the screening results to the GSM Faculty Council.

d) Review the evaluation assessment and examination standards and put forward their conclusion about the oral examination results to the GSM Faculty Council.

e) Determine whether there is any grounds for plagiarism or other forms of research misconduct.

f) Screen and determine whether to approve the application for extending the submission deadline of Research Projects.

g) Select an outstanding Research Project(s) among those nominated by the examiners.

h) Engage with improving the examination process.

4. Examination Process for Research Projects

4-1   Details of the Examination Process

The examination process consists of a written Research Project screening and an oral examination to test the student's knowledge.

The Research Projects Committee shall coordinate the examination process for each Research Project and ensure that both the written Research Project screening and the oral examination have been conducted in a rigorous way. The Research Projects Committee should ensure that check for plagiarism or other forms of research misconduct has been conducted, should draw the attention of the examiners to any indication of the

above and recommend actions to the GSM Faculty Council and the Dean.

4-2   Selection of Examiners

Two (2) faculty members are chosen to examine the Research Project appointed by the Dean on the recommendation of the Research Projects Committee. The supervisor is one of the examiners if available. In order to ensure unbiased examination and balance within the faculty members, examiners other than the supervisor shall be selected in the field of the Research Projects sequentially from the APM/GSM faculty list. If the student's supervisor is a member of the Research Projects Committee, other members of the Research Projects Committee may not be appointed as examiners.

4-3   Examination Standards

 a) Screening Standards

  Research Projects will be assessed based on a set of criteria specific to each type of Research Project that will be outlined in rubrics. The rubrics will be provided to students at least 12 months before the submission of the Research Project.

 b) Oral Examination Standards

  Research Projects will be assessed based on a set of criteria that will be outlined in rubrics. The rubrics will be provided to students at least 12 months before the submission of the Research Project.

4-4   Examiners' Evaluation

The examiners of the Research Projects will submit one of the following evaluations for the written Research Project screening by the designated deadline. The evaluation will be accompanied by an evaluation report to the Research Project Committee by the designated deadline.

 a) No revision: in the case that the Research Project fulfills the screening standards; the student may proceed to the oral examination, without any revision.

 b) Minor Revision: the student may proceed to the oral examination, after making corrections to the structure of the Research Project, typos, or clarification of some areas.

 c) Major Revision: the student may proceed to the oral examination, after correcting significant errors, making extensive changes or adding data to the Research Project.

 d) Fail: in the case that the Research Project does not fulfill the screening standards.

Examiners may deem it necessary for students to submit additional information or be called in for an interview.

The individual evaluation reports submitted by the examiners are presented to the student at the time of the notification of the screening results.

4-5   Screening Results

Screening results will be reviewed by the Research Projects Committee to make their conclusion based on the evaluation assessment and the screening standards. If the examiner is a member of the Research Projects Committee, this member is excluded from the deliberation of the student's case and does not take part when the conclusion on the result is made. The conclusion of the Research Projects Committee will be put forward to the GSM Faculty Council after which it is to be presented to the Dean for a final decision.

The Research Projects Committee may deem it necessary for students to submit additional information or be called in for an interview.

4-6 Notifying Students of Screening Results

Students shall receive notification of the screening results and a copy of the examiners' evaluation reports according to the schedule stipulated in Appendix 1.

4-7 In case the Screening Result is "b) Minor Revision" or "c) Major Revision"

In case that the screening result is "Minor Revision" or "Major Revision", the supervisor shall coordinate the revision process unless the Dean and/or the chair of the Research Projects Committee requires another faculty member(s) to coordinate the process or re-screen the revised Research Project.

4-8 Re-submission of Research Projects

Revised Research Projects are to be submitted as stipulated in Appendix 1.

4-9 The Oral Examination

4-9-1 Purpose and Role of the Oral Examinations

The oral examination is held after the written Research Project screening. The oral examination will evaluate the student's knowledge of their Research Project and their understanding of advanced management knowledge and business concepts in their specialized field.

4-9-2 Schedule for the Oral Examination in GSM

Oral examinations in GSM will be held as stipulated in Appendix 1. The date of the oral examination for each semester will be decided and announced to faculty and students in February of the preceding academic year.

4-9-3 Attendance at the Oral Examination

As a rule, the oral examination will be held in-person or in a hybrid format. The supervisor, the examiner, and the candidate have to be present in the format to conduct the examination. Whenever possible, the supervisor and the student will be asked to attend in person on campus.

4-9-4 Structure of the Oral Examination

The oral examination is limited to 30 minutes. The oral examinations will be organized per Specialization. The supervisor will chair the oral examination and will make sure that it is conducted in a proper manner within the allocated time.

4-9-5 Examiners' Evaluation

The examiners will submit one of the following evaluations for the screening of the revised written Research Project and the oral examination by the designated deadline. The evaluation will be accompanied by an evaluation report to the Research Project Committee.

a) Pass

b) Fail

The individual evaluation reports submitted by the examiners are presented to the student at the time of the notification of final examination results.

4-10 Oral Examination Results

The oral examination results will be reviewed by the Research Projects Committee to make their conclusion if the student meets the examination and academic standards to be awarded a Master's degree. The conclusion

of the Research Projects Committee will be put forward to the GSM Faculty Council after which it is to be presented to the Dean for a final decision.

If the examiner is a member of the Research Projects Committee, this member is excluded from the deliberation of the student's case and does not take part when the conclusion on the result is made.

The Research Projects Committee may deem it necessary for students to submit additional information or be called in for an interview.

4-11 Discrepancies in the Evaluation

In the event that there is a discrepancy in examiners' evaluations and/or the Research Projects Committee finds inconsistencies in the assessment, the Research Projects Committee may invite the examiners or the student to their meeting to discuss the case before making a conclusion on the result.

In case of a continuing disagreement, the Research Projects Committee will make a conclusion on the result if it is supported by at least two (2) of the Research Projects Committee members.

4-12 Notifying Students of Final Examination Results

Students shall receive notification of the final examination results and a copy of the examiners' evaluation reports according to the schedule stipulated in Appendix 1.

5. Application for extending the submission deadline of Research Projects

Students who are experiencing exceptional difficulties due to illness, hospitalization or bereavement and need more time to complete their Research Project may apply to extend their submission as follows.

Students have to submit an application form approved by their supervisor which clearly outlines the reasons for their request by 16:30, 4 business days ahead of the deadline of the "Research Project Submission" as stipulated in Appendix 1. The following official certificates must be submitted together with the application.

5-1　In the case of illness/hospitalization

・A copy of the medical certificate from the doctor that specifies the name of the illness and the period required for recovery or the period of hospitalization (start and end date).

・A copy of the receipt for medical services.

5-2　In the case of bereavement for first-degree relatives and second-degree relatives

・A copy of either the funeral attendance letter or official death certificate showing the date of passing.

The submitted application and the supporting documents will be screened by the Research Projects Committee to determine whether an extension can be permitted. The conclusion of the Research Projects Committee will be presented to the Dean for final decision.

In case that the extension is approved, the student must submit their Research Project by the deadline for "Resubmission after Revision" as stipulated in Appendix 1. The Research Project will be screened only once without an opportunity for revision before the oral examination.

6. Research Misconduct

In case of suspected or alleged plagiarism, unacknowledged use of AI-generated content and other forms of research misconduct being uncovered during the examination process, the Research Projects Committee determines whether the suspicion / allegations have any grounds. The Research Projects Committee may deem it necessary to conduct interviews with the student or the supervisor to confirm if this is a case of plagiarism or

any other form of research misconduct.

The final decision will be made as outlined in 4-5 and 4-10.

7. Grade of MBA Research Seminar III

The supervisor shall evaluate the grade for MBA Research Seminar III. If the student fails the Research Project, the MBA Research Seminar III grade will be changed to Fail with the Dean's approval.

8. Outstanding Research Projects

Examiners may nominate a Research Project for the Outstanding Research Project award if it demonstrates innovation and/or originality, addresses significant questions, and/or provides new insights, etc. The Research Projects Committee reviews these nominations to select the award recipients. Outstanding Research Projects are recognized at the Graduation Ceremony, where students receive a Certificate of Recognition for their achievements.

9. Appeal Procedures

A student may appeal the result.

9-1　Submission of an Appeal Statement

A student who wishes to appeal must submit an appeal statement using the prescribed form to the office by 16:30 on the 7th day from the date of the notification of results, including the day the results were notified. The statement must present clear and accurate arguments that may overturn the original result.

9-2　Decision to Conduct Appeal Investigation

The Dean will decide whether to conduct an investigation into the appeal. Investigation will be conducted only if the appeal statement provides reasonable evidence to overturn the original result.

9-3　Appeals Committee

9-3-1 Members of the Appeals Committee

An Appeals Committee shall be formed in case it has been decided to conduct investigation into the appeal.

The Appeals Committee will consist of three (3) faculty members appointed by the Dean.

Members of this Committee must not be:

(1) examiners of the Research Project

(2) members of the current Research Projects Committee

(3) the Dean

9-3-2 Duties of the Appeals Committee

The Appeals Committee will decide how to conduct the investigation of the appeal and if deemed necessary, may require the student to present further evidence in written or oral form to substantiate the grounds of the appeal. The Appeals Committee will carefully examine all documents related to the appeal during the investigation.

9-3-3 Determining the Result of the Investigation

The Appeals Committee will submit to the Dean one of the following results accompanied by an evaluation report.

a) Reject the Appeal

In this case, the result originally announced to the student remains unchanged.

b) Accept the Appeal

In this case, the result originally announced to the student will be changed to "Pass".

9-4   New Evidence of Misconduct

In the case that new evidence of misconduct is uncovered during the investigation of the appeal, it will be included in the assessment and reflected in the result of the Appeals Committee.

9-5   Finalizing the Result of the Appeal and Notifying the Student

The Dean will decide the final result of the appeal after procedures 9-2 to 9-4 have been conducted.

The final result of the appeal accompanied by appropriate feedback will be announced to the student by the Dean, barring any unavoidable circumstances, by the day of the Graduation Ceremony of that semester.

10. Preservation of Research Projects

All Research Projects that passed the examination will be bound by the University. Bound Research Projects will be forwarded to the University Library, where they will be catalogued for APU Library users.

Students are allowed to edit and make certain corrections to Research Projects that have passed the examination. Edited and corrected versions must be approved by the supervisor. Only the final version of the Research Project will be preserved.

Appendix 1 Examination Schedule

	Spring Semester	Fall Semester
Summary Submission	April 30	October 30
Research Project Submission	May 31	November 30
Notification of the Screening Results	June 25	December 25
Resubmission after Revision	July 15	January 15
Oral Examination	on a Wednesday after the resubmission after revision and before the notification of the final examination results	
Notification of the Final Examination Results	July 31	January 31

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

2023年度カリキュラム 経営管理研究科修士課程（GSM）リサーチ・プロジェクト審査の手続き
（2025年1月改訂）

目次

1. リサーチ・プロジェクト

1-1 リサーチ・プロジェクトとは

　リサーチ・プロジェクトとは、経営管理研究科修士課程（GSM）における研究の成果物であり、リサーチ・プロジェクトを提出し審査及び試験に合格することが本研究科で修士号を取得する一つの要件に位置づけられている。

　リサーチ・プロジェクトは「修士論文」、「ファイナル・レポート」、「インターンシップに基づくケース・スタディー」、「ビジネスプラン」のいずれかとし、学生は GSM に所属する指導教員の下でリサーチ・プロジェクトの作成を行う。

1-2 リサーチ・プロジェクトの言語と文字数

　リサーチ・プロジェクトの言語は英語とする。

　参考文献、付録を除いたリサーチ・プロジェクトの目安の文字数は原則として下記の通りとする。
・ 修士論文：8,000 語から 15,000 語
・ ファイナル・レポート：8,000 語から 15,000 語
・ インターンシップに基づくケース・スタディー：8,000 語から 15,000 語
・ ビジネスプラン：8,000 語から 15,000 語

1-3 リサーチ・プロジェクトの形式

　リサーチ・プロジェクトは、基本的に以下の形式に従うこと。

1-3-1 修士論文、ファイナル・レポート、インターンシップに基づくケース・スタディー

　1. 表紙、2. 宣誓（データの偽造、剽窃のないこと）、3. 謝辞（支援および助言に対して）、4. 要約、5. 目次（内容が分かるように詳細に）、6. 表・図・付録の一覧、7. 本文、8. 結語、9. 参考文献一覧、9. 付録（本文に記載されていない関連資料）

1-3-2 ビジネスプラン

　1. 表紙、2. 宣誓（データの偽造、剽窃のないこと）、3. 謝辞（支援および助言に対して）、4. 要約、5. 目次（内容が分かるように詳細に）、6. 表・図・付録の一覧、7. 事業／スタートアップの説明、8. 業界／市場の分析、9. 経営陣、10. マーケティング計画、11. 運用計画、12. 財務計画とリスク軽減、13. ビジネスモデル（例：ビジネスモデルキャンバス）、14. 参考文献一覧、15. 付録（本文に記載されていない関連資料）

1-4 リサーチ・プロジェクトの提出

　リサーチ・プロジェクト１部（ソフト・コピー）を別表１に定める期日までにオフィスに提出しなければならない。

2. リサーチ・プロジェクトの提出要件

　リサーチ・プロジェクトを提出するにあたっては、定められた時期や期日までにワーク・イン・プログレス・セミナーでの発表と要約の提出をしなければならない。次の 2-1 及び 2-2 の要件を満たさない場合は、リサーチ・プロジェクトを提出することは出来ない。

2-1 ワーク・イン・プログレス・セミナー

　MBA リサーチ・セミナーⅡを履修登録している学生は、第二クオーターの期末試験期間中の水曜日に、自身の研究分野の GSM 教員に対して研究の計画と進捗状況を発表しなければならない。この発表会をワーク・イン・プログレス・セミナーと呼ぶ。このセミナーは公開されており、学生と教員は自由に参加することができる。また、教員が必要と判断した場合には、ワーク・イン・プログレス・セミナーを追加で開催することがある。

2-2 要約の提出

学生は最終セメスターの別表１に定める期日までにリサーチ・プロジェクトの要約をオフィスに提出しなければならない。要約には、リサーチ・プロジェクトの種類を明記するとともに、指導教員の承認が必要である。

2-3 リサーチ・プロジェクトの種別変更

要約の提出後にリサーチ・プロジェクトの種別を変更することは認められず、不合格の結果を招く可能性がある。例外的に、指導教員ではない審査員、リサーチ・プロジェクト審査委員会、研究科長の判断と承認があった場合のみ、リサーチ・プロジェクト提出後の種別変更が認められる場合がある。

3. リサーチ・プロジェクト審査委員会

3-1 選出と任期

リサーチ・プロジェクトを審査するにあたり、本研究科内に修士学位論文委員会（以下、リサーチ・プロジェクト審査委員会）を設ける。

リサーチ・プロジェクト審査委員会は国際経営学部副学部長（大学院担当）である委員長と２名の委員からなり、研究科長の推薦を受け、研究科委員会にて承認される。研究科長は自らを推薦することはできない。

任期は１セメスターとし、再任は妨げない。

3-2 役割

リサーチ・プロジェクト審査委員会は、以下の役割を担う。

a）厳正な審査及び試験が行われていることを管理・確認する。
b）リサーチ・プロジェクトの審査員を選定する。
c）評価結果および審査基準の妥当性の確認を行い、審査及び試験結果の案を GSM 研究科委員会へと上程する。
d）評価結果および審査基準の妥当性の確認を行い、再審査及び口頭試問の結果の案を GSM 研究科委員会へと上程する。
e）剽窃やその他の研究上の不正行為の有無を判断する。
f）提出期限延長申請を審査し、申請を許可するかを判断する。
g）審査員から推薦のあった優秀リサーチ・プロジェクトから優秀リサーチ・プロジェクトを選定する。
h）審査手続きの改善に取り組む。

4. リサーチ・プロジェクトの審査手続き

4-1 審査手続きの詳細

審査手続きでは、学生が執筆したリサーチ・プロジェクトの審査と口頭による知識の諮問が行われる。リサーチ・プロジェクト審査委員会は、リサーチ・プロジェクトの審査手続きの調整を行い、学生が執筆したリサーチ・プロジェクトの審査と口頭試問の両方が厳正な方法で行われているかを確認する。リサーチ・プロジェクト審査委員会は、剽窃やその他の研究上の不正行為の有無を確認する。上記の疑いがある場合、審査員に注意喚起を行い、今後の対策を GSM 研究科委員会および研究科長に提案する。

4-2 審査員の選出

リサーチ・プロジェクトの審査は、リサーチ・プロジェクト審査委員会の推薦のもと、研究科長が指名した本学教員２名が行う。原則として指導教員が審査員の１名とする。もう１名は、APM・GSM 教員リストから提出されたリサーチ・プロジェクトの分野にあう教員を順次選出し、偏見のない審査を行うとともに教員内での審査のバランスをとる。指導教員がリサーチ・プロジェクト審査委員会の委員の場合、リサーチ・プロジェクト審査委員会内からもう１名の審査員の選出することをさける。

4-3 審査基準

  a）リサーチ・プロジェクト審査基準

    各リサーチ・プロジェクトは、それぞれの審査基準に基づいた個別のルーブリックで評価を行う。ルーブリックは、少なくとも 12 ヶ月前に学生に公表される。

  b）口頭試問の審査基準

    各リサーチ・プロジェクトは、ルーブリックで評価を行う。ルーブリックは、少なくとも 12 ヶ月前に学生に公表される。

4-4 審査員による評価

  審査員は、指定された期日までに学生が執筆したリサーチ・プロジェクトについて、以下のいずれかの評価結果と評価レポートをリサーチ・プロジェクト審査委員会に提出する。

  a）修正なし：リサーチ・プロジェクトが審査基準を満たしている場合、学生は修正なしで口頭試問に臨む。

  b）軽微な修正を求める：リサーチ・プロジェクトの構成や誤字脱字の修正、または一部における論旨の明確化を行った上で、学生は口頭試問に臨む。

  c）大幅な修正を求める：リサーチ・プロジェクトの重大なミスの修正や大幅な変更、データの追加などを行った上で、学生は口頭試問に臨む。

  d）不合格：リサーチ・プロジェクトが審査基準を十分には満たしていない場合。

    審査員は、学生に対して追加情報の提出やヒアリングの実施を、必要に応じて求めることができる。

    審査員から提出された評価レポートは、結果通知時に学生に共有される。

4-5 審査結果の確定

  リサーチ・プロジェクト審査委員会によって、評価結果および審査基準をもとに、審査結果の判定が行われる。その審査結果の案は、GSM 研究科委員会へと上程の上、最終決定のために研究科長に報告される。

  リサーチ・プロジェクト審査委員会の委員が審査員の場合、審議には参加せず、審査結果の判定には加わらない。

  リサーチ・プロジェクト審査委員会は、学生に対して追加情報の提出やヒアリングの実施を、必要に応じて求めることができる。

4-6 審査結果の通知

  審査結果と評価レポートは、別表 1 に定める期日に学生に通知される。

4-7 審査結果が「b）軽微な修正を求める」または「c）大幅な修正を求める」の場合

  審査結果が「b）軽微な修正を求める」または「c) 大幅な修正を求める」の場合は、指導教員が修正の指導にあたる。しかし、研究科長あるいはリサーチ・プロジェクト審査委員会の委員長が指導教員以外の教員に指導を依頼することがある。

4-8 リサーチ・プロジェクトの再提出

  修正されたリサーチ・プロジェクトは、別表 1 に定める期日までに提出されなければならない。

4-9 口頭試問

4-9-1 目的及び役割

  口頭試問は、学生が執筆したリサーチ・プロジェクトの審査後に行われる。口頭試問では、学生のリサーチ・プロジェクトに関する知識と、専門分野における高度な経営知識やビジネスコンセプトの理解度が評価される。

4-9-2 審査日程

GSM における口頭試問は、別表１に定める期日に実施される。各セメスターの口頭試問の実施日は、前年度の２月に決定され、教員および学生に通知される。

4-9-3 出席

口頭試問は、原則として対面または対面及びオンラインによるハイブリッド方式で行われる。指導教員、審査員、学生は、試験を実施するために出席を義務付ける。また、指導教員及び学生は対面での出席を原則とする。

4-9-4 試験構成

口頭試問は専門分野ごとに一人 30 分以内で行われる。口頭試問の進行は指導教員が行い、時間内に適切に口頭試問が行われるよう務める。

4-9-5 審査員による評価

審査員は、指定された期日までに、修正されたリサーチ・プロジェクトと口頭試問について、以下のいずれかの評価結果と評価レポートをリサーチ・プロジェクト審査委員会に提出する。
 a）合格
 b）不合格
審査員から提出された評価レポートは、結果通知時に学生に共有される。

4-10 口頭試問の結果の確定

口頭試問の結果は、リサーチ・プロジェクト審査委員会によって審査され、修士号を授与するための審査基準および学術水準を満たしているかどうかの判定が行われる。その判定結果の案は、GSM 研究科委員会へと上程の上、最終決定のために研究科長に報告される。

リサーチ・プロジェクト審査委員会の委員が審査員の場合、審議には参加せず、審査結果の判定には加わらない。

リサーチ・プロジェクト審査委員会は、学生に対して追加情報の提出やヒアリングの実施を、必要に応じて求めることができる。

4-11 評価結果が審査員間で著しく異なる場合

審査員間でリサーチ・プロジェクトに対する評価が著しく異なる場合やリサーチ・プロジェクト審査委員会が評価の矛盾を発見した場合、リサーチ・プロジェクト審査委員会は、審査結果を判定するにあたり、審査員または学生を委員会に招聘し協議することができる。

意見の相違が続く場合、リサーチ・プロジェクト委員会の２名以上の委員が支持する審査結果に決定する。

4-12 最終結果通知

最終結果と評価レポートは、別表１に定める期日に学生に通知される。

5. リサーチ・プロジェクト提出期限延長申請について

疾病、入院、忌引きといった異例の事態によって、期限までにリサーチ・プロジェクトを完成させることができない学生は提出期限延長申請ができる。

学生は別表１に定める「リサーチ・プロジェクト提出締切日」を含めない３営業日前の 16 時 30 分までに、所定の申請書に申請の理由を明記し、指導教員の承認を得た上で提出しなければならない。申請書には、以下の公的証明書を添付しなければならない。

5-1 疾病、入院の場合
・医師の診断書（写し）
診断名と入院期間や自宅療養（自宅安静）が必要な期間（開始日と終了日）が明記されているものに限る。

・治療費領収書（写し）

5-2 １親等（親・子）もしくは２親等（祖父母・兄弟姉妹）の忌引きの場合
・死亡日または会葬日が記載されている会葬礼状（写し）、もしくは死亡公的証明書（写し）

　提出された申請書および添付書類は、リサーチ・プロジェクト審査委員会で審査され、延長の可否が決定される。その結果は、最終決定のために研究科長に提出され、最終決定される。

　延長が認められた場合は、学生は、別表１に定める「再提出締切日」の期日までにリサーチ・プロジェクトを提出する。リサーチ・プロジェクトは、口頭試問までに修正の機会は与えられず、一度限りの審査となる。

6. 不正行為の疑義が生じた場合
　審査の過程で、剽窃や AI が作成したコンテンツの無断使用及びその他の不正行為の疑義が生じた場合は、リサーチ・プロジェクト審査委員会が不正行為の疑いの根拠をもとに判定する。リサーチ・プロジェクト審査委員会は、剽窃またはその他研究上の不正行為を確認するために、必要に応じて学生または指導教員に対してヒアリングの実施を求めることができる。
　最終決定は、4-5 および 4-10 と様に行う。

7. MBA リサーチ・セミナーⅢの成績評価
　指導教員は MBA リサーチ・セミナーⅢの成績評価を行う。リサーチ・プロジェクトが不合格となった場合、研究科長の承認に基づき、MBA リサーチ・セミナーⅢの成績を不合格とする。

8. 優秀なリサーチ・プロジェクト
　審査員は、革新性、独創性、重要な課題への取り組みや新たな洞察などを示すリサーチ・プロジェクトを、優秀なリサーチ・プロジェクトとして推薦することができる。リサーチ・プロジェクト審査委員会がこれらの推薦を元に審査し、対象となる優秀なリサーチ・プロジェクトを選定する。優秀なリサーチ・プロジェクトは卒業式で表彰され、学生にはその業績に対して表彰状が授与される。

9. 不服申し立て
　学生は、審査結果に対し不服申し立てを行うことができる。

9-1 不服申立書の提出
　不服申し立てを行う場合は、審査結果の通知日を含め 7 日目の 16 時 30 分までに所定の申立書をオフィスに提出しなければならない。申立書には、その審査結果となった理由を覆す根拠が的確かつ明瞭に述べられていなければならない。

9-2 不服申し立て調査実施の決定
　研究科長は、不服申し立てに対する調査を行うか否かを決定する。調査の実施は、不服申し立ての根拠が先の審査結果を覆すに足る合理的なものである場合に限られる。

9-3 不服調査委員会
9-3-1 不服調査委員会の構成
不服申し立て調査の実施が決定された場合、不服調査委員会が組織される。
不服調査委員会は、研究科長が指名する本学教員 3 名によって構成される。ただし、下記の者を除く。
a）当該リサーチ・プロジェクトの審査員
b）リサーチ・プロジェクト審査委員会の委員
c）研究科長

9-3-2 不服調査委員会の役割

　不服調査委員会は調査の進行手順を決定し、必要があると判断した場合は、学生に対して不服申し立てを裏付ける書面または口頭による追加資料の要求を行う。不服調査委員会は、不服申し立てに関係する全ての資料を慎重に吟味し調査を行う。

9-3-3 調査結果の判定

　不服調査委員会は、以下のいずれかの判定結果と判定レポートを研究科長に提出する。
- a）申し立てを棄却する。
  　この場合、学生に通知した審査結果は変更されない。
- b）申し立てを認める。
  　この場合、学生に通知した審査結果は「合格」に変更となる。

9-4 不正行為の新たな証拠が発見された場合

　調査する過程において不正行為に関わる新たな証拠が発見された場合は、評価に含め、不服調査委員会の判定結果に反映する。

9-5 不服調査の確定と通知

　研究科長は、9-2 から 9-4 の手続きを経て、調査結果を確定させる。
やむを得ない事情がない限り、そのセメスターの卒業式までに、学生は研究科長より適切なフィードバックとともに調査結果の通知を受け取る。

10. リサーチ・プロジェクトの保管

　合格とされた全てのリサーチ・プロジェクトは、大学が恒久的な装丁を行う。大学図書館で保管し、本学図書館利用者に閲覧を認める。
　学生は、合格したリサーチ・プロジェクトの編集および修正を行うことができる。編集および修正されたリサーチ・プロジェクトは、指導教員の承認を得なければならない。保管するリサーチ・プロジェクトは、最終版のものとする。

別表1　審査日程

	春セメスター	秋セメスター
要約の提出締切日	4 月 30 日	10 月 30 日
リサーチ・プロジェクト提出締切日	5 月 31 日	11 月 30 日
審査結果通知日	6 月 25 日	12 月 25 日
再提出締切日	7 月 15 日	1 月 15 日
口頭試問	再提出締切後且つ最終審査結果通知日前の水曜日	
最終果通知日	7 月 31 日	1 月 31 日

注意：締切日が土日・祝日のオフィス閉室日の場合、直前の開室日が締切日となる。

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Section 4

Common Information

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4-1. Length of Study: Standard Enrollment and Accelerated Completion

Length of Study (standard or accelerated completion, changes to program length, etc.)

Upon enrollment at APU students are required to submit a Program Registration Form indicating the intended length of study (2 years, 1.5 years or 1 year) at APU and their tuition will be billed according to the registered program length. Students who wish to complete the Master's Program in less than 2 years will be required to submit an application including a research plan shortly after enrollment, in addition to the Program Registration Form. All students accepted into the accelerated completion programs will be required to apply for further assessment at set points during the program, depending on length and Graduate School.

Application for study in the Accelerated Completion Programs will be allowed only within 2 weeks of the commencement of the first semester of enrollment; reducing the program completion length will no longer be possible after this period. An additional application will be required if a student wishes to extend the program completion length.

Students should carefully consider the tuition billing schedule and consult with their supervisor regarding seminar subjects prior to applying for any change in program length.

Length of Study

All graduate students are enrolled in the Standard Completion Program. Their tuition will be billed according to the predetermined payment schedule for each completion program length (see the Tuition Fee Chapter on the APU Student Services website for tuition schedule).

Program	Standard Completion	Accelerated Completion	
GSAM	2 years	1.5 years	1 year
GSM	2 years	1.5 years	--
GSAD	3 years	2 years	

Application requirements and deadlines for enrollment into the Accelerated Completion Programs differ depending on the graduate school and program. Please carefully check the application requirements for your program in Section "4-2 Accelerated Completion Programs".

Accelerated Completion

Students who wish to complete their program in less than the standard completion time will be required to submit an application form that includes a research plan in addition to the Program Registration Form according the deadlines below. Reduction to the program length will no longer be possible once the below deadlines have passed.

Accelerated completion tuition schedule will apply. See the Academic Information for Graduate Students homepage for details.

Program	Program Length	Application Period	Application Deadlines		Tuition
			Spring Semester	Fall Semester	
GSAM*	2 years → 1 or 1.5 years	at the beginning of the 1st semester	By April 15	By October 5	Tuition payment schedule differs per program
GSM	2 years → 1.5 years				
GSAD**	3 years → 2 years				

*IMAT students cannot apply for accelerated completion.

**Limits to credits that may be registered for are based on the registered length of study (see the chart "Credit Limits" in the relevant section for your program).

Extension of Period of Enrollment (within the standard program length)

Students enrolled in the Accelerated Completion Programs who will not be able to complete all requirements within the planned program length can extend their enrollment by choosing not to submit an assessment application by the following deadlines.

Program	Program Length	Application Period	Application Deadlines		Tuition
			Spring Semester	Fall Semester	
GSAM	1 Year → 1.5 or 2 Years	By the end of the 1st Semester	By March 5	By September 5	Tuition payment schedule will be adjusted to the new program length
GSAM	1.5 Years → 2 Years	By the end of the 2nd Semester			
GSM	1.5 Years → 2 Years	By the end of the 2nd Semester			
GSAD	2 Years → 2.5 or 3 Years	By the end of the 4th Semester			

Extension of Period of Enrollment (outside the standard program length)

If, due to some unavoidable circumstance, the student cannot complete all program requirements within the standard program length, it may be possible to extend enrollment up to twice the length of the program. In this case a Master's student may extend up to 2 years (4 semesters) for a total enrollment period of 4 years (8 semesters). Doctoral students may extend up to 3 years (6 semesters) for a total enrollment period of 6 years (12 semesters).

Note 1: Those who must extend beyond the standard program length should carefully consider any extra procedures required for student visas, semester tuition, etc., review carefully the Tuition Fee Chapter on the APU Student Services website and consult with their seminar supervisors, the Academic Office and the Student Office.

Note 2: GSAD students unable to complete their program within 3 years should carefully read the information on p. 34-35 regarding options available to them.

4-2. Accelerated Completion Programs

Graduate School of Asia Pacific Studies, Master's Program

GSAM students accepted into the accelerated completion programs will be subject to further assessment. Application and assessment criteria are explained in more detail below.

The accelerated completion criteria are as follows:

■ For Application:

1. Submission of a research plan which includes the theme of the study, the research schedule and also any record of published papers, conference presentations or future presentation plans.

   Approval for accelerated completion is decided by the supervisor and the Dean and will depend on whether the research plan is deemed suitable for completion within 1 or 1.5 years.

Note: IMAT students cannot apply for accelerated completion.

■ For Assessment:

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Programs will be carried out at the end of the 1st semester for 1-year completion program students and at the end of the 2nd semester for 1.5-year completion program students according to the following criteria:

1. Submission of the research topic, research objective, expected outcome and the research plan that meets the Accelerated Completion Program standards;

2. Completion of 16 credits or more from the credits required for program completion for students studying under the 1-year completion program or completion of 22 credits or more from the credits required for program completion for those studying under the 1.5-year completion program.

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet the above criteria or does not submit the required documents for assessment by the deadline, he / she will be automatically re-enrolled in the Standard Completion Program of 2 years.

		Accelerated Completion Programs (1 year, 1.5 years)
Application Period	For Application	At the beginning of the first semester
	For Assessment	<u>1-year program</u>: end of the first semester <u>1.5-years program</u>: end of the second semester
Application Deadlines	For Application	<u>Spring Semester</u>: April 15 <u>Fall Semester</u>: October 5
	For Assessment	<u>Spring Semester</u>: September 5 <u>Fall Semester</u>: March 5
Required Materials	<u>For Application</u>: Application form and submission of a research plan	
	<u>For Assessment</u>: Application form and submission of a Research Status Report	
Assessment Criteria	**1-year Completion Program** ● <u>At the time of enrollment</u>: 　- Whether the research plan is deemed suitable for completion in 1 year ● <u>At the end of the 1st semester</u>: 　- Whether the Research Status Report meets the standards for accelerated completion 　- Completion of 16 credits or more required for program completion **1.5-years Completion Program** ● <u>At the time of enrollment</u>: 　- Whether the research plan is deemed suitable for completion in 1.5 years ● <u>At the end of the 2nd semester</u>: 　- Whether the Research Status Report meets the standards for accelerated completion 　- Completion of 22 credits or more required for program completion	

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Graduate School of Asia Pacific Studies, Doctoral Program

	2 years Accelerated Completion Program
Application Period	At the beginning of the first semester
Application Deadlines	● Spring Semester: April 15 ● Fall Semester: October 5
Required Materials	● For Application: Application form and submission of a research plan

Assesment Criteria	● Students accepted into the accelerated completion program should aim to:
	  - give their two Research in Progress Seminar presentations early in their program
	  - apply for Candidacy after their second semester of enrollment
	  - submit their dissertation by their final semester

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Students accepted into the accelerated completion program, but who are unable to complete within 2 years, should refer to the previous section on "Extension of Period on Enrollment (within the standard program length)."

Graduate School of Management

GSM students accepted into the accelerated completion programs will be subject to further assessment. Application and assessment criteria are explained in more detail below.

■ For Application:

Approval for accelerated completion is decided by the Dean and will depend on whether the research plan is deemed suitable for completion within 1.5 years and also one of the following conditions:

1. the student received high evaluation for their admissions application
2. the student received work experience in highly specialized employment previous to entering APU

■ For Assessment:

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Program will be carried out based on application by the student at the end of each semester according to the following criteria:

1. the student has successfully passed the Required Subjects offered each semester
2. the student's GPA is 3.00 or higher
3. the student's research contents and research plan meet the Accelerated Completion Program standards

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet any of the above criteria or does not submit the required documents for assessment by the deadline, he / she will be automatically re-enrolled in the Standard Completion Program of 2 years.

	1.5-years Accelerated Completion Programs	
Application Period	For Application	At the beginning of the first semester
	For Assessment	At the end of each semester
Application Deadlines	For Application	Spring Semester: April 15 Fall Semester: October 5
	For Assessment	Spring Semester: September 5 Fall Semester: March 5
Required Materials	For Application: Application form and submission of a research plan	
	For Assessment: Application form and submission of a Research Status Report	

Assessment Criteria	● At the time of enrollment:
	  - Whether the research plan is deemed suitable for completion in 1.5 years, and satisfying
	    one of the following conditions:
	  - the admissions application has received high evaluation
	  - work experience in highly specialized employment
	● At the end of every semester:
	  - Completion of all Required Subjects available for registration during the semester
	  - 3.00 or higher GPA
	  - Whether the Research Status Report meets the standards for accelerated completion	

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

4-3. Change in Major (Transfer)

"Change in Major" is a system which allows a GSAM student to transfer from one GSAM Major to another **(APS ⇔ ICP)**. Applications are only accepted at the end of the first semester.

Transfer between graduate schools **(GSA ⇔ GSM)** is not permitted.

1. Requirements	10 or more credits from the subjects required for completion by the end of the first semester
2. Application Deadlines	Fall Semester: __January 10__ (Spring Transfer) Spring Semester: __July 10__ (Fall Transfer)
3. Application	"Application for Change in Major" form including a "Reason for Transfer" essay and an updated Research Proposal are to be submitted to the Office. Students may also be called for an interview
4. Re-examination Fee	10,000 yen. A Certificate Stamp of 10,000 yen should accompany the application
5. Notification of results	The application will be screened and students notified of the result on the day the grades for that semester are released
6. Credit Transfer	All previously earned credits / grades will be transferred on April 1 for the Spring Semester and September 21 for the Fall Semester
7. Contact	**Office**

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

4-4. Change in Division / Specialization

Division changes within the Asia Pacific Studies major and International Cooperation Policy major in GSAM or Specialization changes within GSM are not treated as transfers.

▌ Change in Division (GSAM)

Division changes may only be made at the end of the 1st semester.

1. Requirements	NONE
2. Application Deadlines	By 16:30 of the final day of classes in the 2nd quarter of the 1st semester
3. Application	"Application for Change in Division" form, approved and signed by the current and future supervisors, (where applicable), submitted to the Office
4. Notification of results	by early March or early September
5. Contact	**Office**

▌ Change in Specialization (GSM)

1. Requirements	NONE
2. Application Deadlines	By 16:30 on the final day of classes in the 2nd quarter
3. Application	"Application for Change in Specialization" form, approved and signed by the current and future supervisors (where applicable), submitted to the Office
4. Notification of results	by early March or early September
5. Contact	**Office**

Note: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

4-5. Change in Supervisor

A change in Supervisor may be made before the end of the semester's Course Registration Periods.

1. Requirements	NONE
2. Application Deadlines	By 16:30 on the final day of classes of the semester
3. Application	"Application for Change in Supervisor" approved and signed by the current and future supervisors submitted to the Office
4. Notification of results	by early March or early September
5. Contact	**Office**

Note 1: If the deadline falls on a weekend or a holiday, or a day when the office is closed, the deadline will move to the immediately preceding working day.

Note 2: After changing supervisor, the new supervisor will prepare and present a yearly Plan for Research Supervision. Students must provide their new supervisor with their research plan so the supervisor can create a Plan for Research Supervision. The period of the research supervision in the Plan will depend on the time left until graduation.

4-6. Certificate Requests

Certificate Request

The following certificates may be purchased for 200 yen each from automatic certificate dispensers located in the lobby outside the Admissions Office & Office of Institutional Planning on the 1st floor of Building A (Mon-Fri, 8:45-18:00), or inside the APU Library (during business hours).

It is also possible to use the online application system to print certificates at convenience stores in Japan. Students who are not in Japan may submit an application through this online system and request the office to send the certificates by postal mail. It will take two or three business days from the date the application is approved for the Student Office to issue and post certificates to students.

Please check the Student Office website for details about certificates and transcripts.

https://en.apu.ac.jp/home/alumni/content4/

1. Certificate of Prospective Program Completion

   A "Certificate of Prospective Program Completion" can be issued for students who satisfy the following requirements. Please confirm that you fulfill the requirements before applying to the Student Office for this certificate.

   Please note that these certificates only indicate the prospect of completion and do not guarantee a student's completion.

Program	Registration Status	How to Obtain (timing of issue)
GSAM	1) Final Research Project is registered and 2) at least 10 credits are completed	Currently enrolled students may issue certificates using the following two methods: Automatic certificate dispensers Certificate Issuing Service (Convenience Stores)
GSM	1) MBA Research Seminar III is registered and 2) at least 22 credits are completed	
GSAD	1) Doctoral Candidacy has been awarded, 2) Advanced Research on Asia Pacific VI is registered / has been completed **AND** 3) the dissertation has been endorsed	

※ All students who do not meet the above criteria are required to apply in advance to the Office. Please contact the Office for the application form. The Office will inspect whether the certificate can be issued. If deemed issuable, the required processing time is up to 5 business days.

2. Certificate of Enrollment and Transcript of Academic Record

   A "Certificate of Enrollment" and "Transcript of Academic Record" may also be used to indicate your expected date of completion.

Purchasing Certificate Stamps

Because offices at APU can not accept cash, students will need to purchase certificate stamps to pay for certificates, screening fees, or certain other services at APU. Certificate stamps can be purchased with electronic money stored on a Co-op App and IC transportation card. They can be purchased from automatic certificate dispensers which are located in the lobby outside the Admissions Office & Office of Institutional Planning on the 1st floor of Building A (Mon-Fri, 8:45-18:00) and inside the APU Library (during business hours). Students should ensure they purchase certificate stamps for the exact amount required, as change cannot be given.

When Applying and Collecting Documents by Proxy

Students who are unable to come in person to the Student / Academic Office to submit, apply for or collect documents that include personal information have to assign a proxy to do so on their behalf. The following 3 documents will be required when submitting, applying or collecting documents by proxy:

   1) Letter of Proxy (dated with applicant's signature);
   2) A photocopy of the applicant's valid student ID card or other valid photo ID. (If you are not a current student, your APU student ID card is invalid and will not be accepted. Please attach a copy of your passport or other photo ID.)
   3) A photocopy of a photo ID of the proxy (if applying at the office, present the original)

You have to assign a proxy for any of the following cases: applying and collecting certificates; collecting examination results, etc.

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Section 5

General Information

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5-1. Operation of Classes

The Academic Year and Class Schedules

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. Lecture subjects are generally held over the span of a quarter, or on a 1-2 week basis during session periods. Seminar and language subjects are held for the duration of the semester. Irregular class schedules (see below) will be displayed on Student Portal. For other events and deadlines, refer to the Academic Calendar on the Graduate School website.

Academic Year					
Spring Semester			Fall Semester		
1st Quarter	2nd Quarter	Summer Session	1st Quarter	2nd Quarter	Winter Session
April - May	June - July	Aug - Sept	Oct - Nov	Dec - Jan	Feb - Mar

1. Each lecture subject consists of 15 classes, including a final examination. Therefore, a subject held over a 2-month quarter will consist of approximately 2 classes per week.
2. Classes may also be scheduled on Saturdays and holidays.
3. Registration and grade announcements are semester-based, with grades for all subjects, including 1st Quarter, released at the <u>end</u> of the semester.

Class Timetable

Regular Class Timetable

Period	Quarter / Semester	Mon	Tue	Wed	Thu	Fri
1	8:45 – 10:25	A (1)	F (1)	Seminar Classes	L (1)	F (2)
2	10:35 – 12:15	A (2)	G (1)		L (2)	G (2)
3	12:30 – 14:10	B (1)	H (1)		B (2)	H (2)
4	14:20 – 16:00	C (1)	I (1)		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)

Make-up Day and Winter / Summer Session Timetable

Period	Make-up Day Classes (Saturday)	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	—

1. Classes are scheduled from Monday to Friday. Each class is 100 minutes in length.
2. Classes that are held twice a week: either 1) during consecutive periods on the same day; or 2) on different days during the same period.
   Example A: 1) Mondays, 1st and 2nd periods
   Example B: 2) Mondays and Thursdays, 3rd period
3. Class schedules will be available on the Graduate School website at the start of the semester. Class schedules and curricula are subject to change. Refer to the Graduate School website for the latest information.

The Credit System

Each subject is assigned a credit value based on study hours necessary for completion. Credits are only awarded if a student receives a passing grade for the course.

Subject Type	Total Number of Classes per Subject		Credits Awarded upon Completion
All Lecture Subjects	14 classes	Per Semester/Quarter/Session	2
Seminar Subjects	14 (including individual supervision)	Per Semester	2
Presentations: Research Presentation*	14 classes	Per Semester	2
Research Papers: Research Paper*	28 classes	Per Semester	4
Tutorials*	14 classes	Per Semester	2
Japanese Language Subjects**	28 classes	Per Semester	2

*Refer to subjects in the Doctoral program.

**Japanese Language classes are counted towards the completion requirements differently depending on the program. Please refer to the relevant section for details.

Class Lettering

Each lecture subject is followed by lettering, indicating the semester it is offered and the school to which the subject belongs. However, seminars are lettered differently.

		Lecture Subjects		Seminar Subjects
S	Spring Semester	A	GSAM Subject	The second letter refers to an associated supervisor
F	Fall Semester	M	GSM Subject	

5-2. Class Cancellations, Changes and Emergency Contact Information

Information regarding class cancellations, make-up classes and classroom changes will be made available on Student Portal. Please be sure to check these announcements 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 the class.

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

The handling of classes in cases when a storm warning or special warning regarding the weather is issued or in cases when public transportation is suspended due to the weather, classes will be held online, and if classes cannot be held online, make-up classes will be held at a later date. The announcement of the switch to online classes will be made at the Student Portal by around 6:45am.

【How to log into ZOOM】
- Please see the Class Cancellations and Make-up Classes section on the Academic Information website

【How to check Meeting IDs】
- When classes switch online, a timetable with Meeting IDs will be provided on Student Portal.

Class Cancellation Information

Information regarding the cancellation of classes may be accessed on Student Portal.
Student Portal (PC):

https://sp.apu.ac.jp/studentportal

Student Portal (Mobile):

iOS   andriod

Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In principle, make-up classes will be held on the date designated by the university.

Make-up classes are usually held on Saturdays, and the dates can be confirmed in the Academic Calendar. In certain circumstances, make-up classes may be held before the actual cancelled class. If a class is cancelled, please follow the instructions of your professor and the notice on Student Portal. Make-up class timetables will be posted on Student Portal on the Tuesday prior to the make-up day.

As classrooms and class times for make-up classes may differ from regular classes, please be sure to check Student Portal.

If a make-up course overlaps in the same class period, please notify the instructor of the course you will be missing.

Classroom Changes

Information on temporary or permanent classroom changes will be posted on Student Portal.

Emergency Contact Information While on Campus

For emergencies or to report lost or stolen items, etc., please visit the **Central Security Office** located in the 1st floor of Building A.

5-3. Class Absences Due to Illness or Bereavement / Tardiness

APU does not have a system for officially recognized class absences. Students are expected to attend all scheduled classes.

If you must be absent due to unavoidable circumstances such as illness or bereavement, please explain your situation directly to your instructors. Decisions regarding how absences are handled or accommodated are made by each course instructor. Please also read the information on the Academic Information website for updates and application documents.

Class Absences information on the Academic Information website.

> **https://en.apu.ac.jp/academic/class_info/class_absences/**

Short-term Absences

If you must be absent from class due to unavoidable circumstances, please first explain your situation directly to your course instructor before submitting an application. If an application for class absence is required in order to explain your absence to your instructor, you may complete the necessary procedures.

Please note that the Student Office's response differs depending on the reason for and length of your absence. Before submitting an application, be sure to review the information below.

If you meet the application requirements for long-term absence from class, you fall under the category of "Long-term Absences".

Eligible reasons for absences, application criteria, official certificates required

【Illness / Injury】

Application Criteria	Absent for 1 - 3 weeks (at least 5 consecutive class days) due to personal illness or injury.
	*This report does not apply to illnesses or injuries of family members or friends.
Applicable Period	Within the period written on the medical certificate from the doctor.
	*Applications cannot be made for periods outside the period stated on the medical certificate.
Official Certificates Required	1. A copy of a medical certificate from the doctor that specifies the diagnosis and either the period the patient must refrain from going out in public or the period of hospitalization (start date and end date).
	*Outpatient treatment and outpatient periods are not eligible.
	2. A copy of the receipt for medical services

【Bereavement】

Application Criteria	Bereavement for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings)
	*Third-degree relatives (such as uncles, aunts, and great-grandparents) are not covered by this leave.
Applicable Period	The applicable period will be calculated from the date of passing or the date of the funeral as follows:
	First-degree relatives: Within 7 days including Saturdays, Sundays, and holidays
	Second-degree relatives: Within 5 days including Saturdays, Sundays, and holidays
	*The days calculated will be the days written on the official document submitted.
Official Certificates Required	1. A copy of a condolence notice indicating the date of death or the date of the funeral, or a copy of an official death certificate.

Application Process

1. **Please prepare the required official documentation before submitting your application through the Student Portal.**
   Access the Student Portal here.

2. **After submitting your application, wait for notification from the Student Office regarding approval or non-approval.**
   At this stage, your application has not yet been approved. Notification of approval or non-approval will be sent to your Student Portal and APU email account, so please be sure to check both regularly.

3. **Receive the approval notification from the Student Office.**
   Once you receive an email from the Student Office titled
   " 【Application for Class Absence/授業欠席申請】 Application Approved/申請承認のお知らせ",
   please understand that your instructor has been notified.
   Additionally, please confirm in the Student Portal that the relevant application under Application Status is marked as "Completed."

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods and make-up class days) of the relevant subject.

    *Late applications will not be accepted.

▌Long-term Absences

In some cases a student is absent for more than half the term of a course 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 deleted. Please note that if deletion is approved, all courses in the affected semester or quarter will be deleted. You may not delete only specific subjects.

Application Criteria

1. If a student is absent for more than half the lessons 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 unforeseeable during the course drop periods.

* The absence must not result from actions intentionally taken by a student.

* The illness or hospitalization must be the student's own. Absences due to a family member's illness are not eligible for approval.

Note: Only students who meet the conditions above are eligible to apply for the cancellation of a course.

Application Process

1. Please consult the Student Office as soon as a situation occurs that prevents you from attending class.
   As soon as a situation occurs that requires a Long-term Absence, a student should apply to acsubmit@apu.ac.jp as soon as possible.
2. Following the instructions of the Student Office, please proceed with the application.
   Please prepare the necessary documents and apply to the Student Office by the application deadline.
3. The office will carry out the procedures for deleting relevant courses.
   If nothing is missing from the documentation, the Office will delete the relevant courses.
4. Please confirm that your courses have been removed on CAMPUS WEB.
   When you have received a notice from the Office that your courses have been removed, the process is complete. Please also confirm whether the courses have been removed on CAMPUS WEB.

Reason	Original 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
Bereavement	Funeral thank you letter or official death certificate showing the date of death

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, back-up class days, and make-up class days) of the relevant subject.

*Late applications will not be accepted.

▌Class Absence due to Infectious Disease

Application Criteria

Students who contract an infectious disease recognized by Japan's School Health and Safety Act will have their attendance "suspended" for the period indicated by their doctor to prevent the spread of disease on campus. If your attendance is "suspended", you are not permitted to come to campus until the period of suspended attendance ends. If you contract a legally-recognized infectious disease, the Student Office will only notify your professors that your attendance has been suspended if you complete the necessary procedures. If you are unable to attend classes due to your attendance being "suspended", completing all the necessary procedures with the office does not mean that your absence will automatically be "treated as attendance" instead. Your professors will decide how to treat any class absences during your period of suspended attendance. Please make sure you contact your professors about catching up on any class content and assignments you missed during your period of suspended attendance.

    https://en.apu.ac.jp/academic/class_info/class_absences/

Note: 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

Class 1	Ebola virus disease, Crimean-Congo hemorrhagic fever, Smallpox, South American Hemorrhagic Fevers, Plague, Marburg Disease, Lassa fever, Poliomyelitis, Diphtheria, Severe Acute Respiratory Syndrome, Middle East Respiratory Syndrome, Specified Avian Influenza, Novel Influenza
Class 2	Influenza (excluding specific avian influenza and novel influenza), Pertussis (whooping cough), Measles, Mumps, Rubella (three-day measles), Varicella (Chicken pox), Pharyngoconjunctival fever (PCF), COVID-19, Tuberculosis (TB), Meningococcal meningitis
Class 3	Cholera, Shigellosis, Enterohemorrhagic E.coli, Typhoid, Paratyphoid, Epidemic keratoconjunctivitis, Acute hemorrhagic conjunctivitis, Norovirus infection, Rotavirus infection

Application Process

*You cannot apply using the results of a self-test kit. Please make sure to visit a medical institution.

1. Visit a medical institution

Visit a medical institution to get a diagnosis, then ask the doctor to fill in the "Certificate of Recovery from Infectious Disease". (Please save your receipts.) You need to submit this certificate in Step 3. Print the "Certificate of Recovery from Infectious Disease" and take it to the medical institution. If you forget to take the "Certificate of Recovery from Infectious Disease" when you go to the doctor, ask your doctor to fill in the "Certificate of Recovery from Infectious Disease" at a later date.

2. Take medical leave for the period indicated by your doctor.

Please focus on recovering from your illness at home for the period indicated by your doctor. If you catch a legally recognized infectious disease, your absence from class will be excused and treated as a suspension of attendance. The office will notify your professors about your illness after you submit your application through the Student Portal. If you need to notify your professors of your absence before then, please contact them yourself.

3. Prepare the required documents and submit your application through the Student Portal.

4. After submitting your application, wait for notification of approval or non-approval from the Student Office.

At this stage, your application has not yet been approved. Notification of approval or non-approval will be sent to your Student Portal and APU email account, so please be sure to check both.

*Certificate of Recovery from Infectious Disease can be found in the following link:
  https://en.apu.ac.jp/academic/assets/file/class_info/class_absences/250226_Certificate_of_Recovery_from_Infectious_Disease_2024.pdf

Application Deadline

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

Other Reasons for Absence

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

5-4. Course Selection and Registration

Syllabus

The syllabus system can be accessed from the Student Portal. Please see the Academic Office website for details.

Course Registration Overview

In order to take classes, students register for courses during "Course Registration Periods" held before each semester begins. After classes begin, there are additional "Course Drop" in which current classes may be dropped, and classes which have not yet started may be added or dropped. Please review the course syllabus and consider carefully before registering for courses.

Registration Steps

1. Check the registration schedule.
2. Check the course timetable for subjects available this semester.
3. View syllabus to confirm the contents and requirements for subjects.
4. Confirm the credits fields using the subject list for your graduate program.
5. Register for courses online during the designated registration period via CAMPUS WEB.
6. After completing the registration, print or save the "Registration Confirmation Screen".
7. Attend classes.
8. If desired, make any course registration changes during the appropriate course drop period.

Period	Available Subjects	Target Students	Registration Changes Possible			
			Semester Courses	1st Quarter Courses	2nd Quarter Courses	Session Courses
Priority Registration Period A	All Courses	Current students ONLY	Add Drop	Add Drop	Add Drop	Add Drop
Priority Registration Period B	All Courses	New and reenrolling students	Add Drop	Add Drop	Add Drop	Add Drop
	Couses with remaining seats	Current and returning students	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Course Drop Period 1	All subjects	All students	Drop	Drop	Drop	Drop
Priority Registration Period C	All subjects	All students	Cannot Change	Cannot Change	Add Drop	Add Drop
2nd Quarter Classes Begin						
Course Drop Period 2	All subjects	All students	Cannot Change	Cannot Change	Drop	Drop
Session Classes Begin						

*Please refer to Graduate School website for the registration schedule of the semester.

Course Registration System

Students are able to register online via the "CAMPUS WEB" system, accessible through the APU Portal Site. Due to periodical maintenance, CAMPUS WEB will be unavailable during the following times:

● Daily from 4:30 AM to 5:30 AM (However, during course registration periods: 2:00 AM to 6:30 AM)
● Every Wednesday from 7:30 PM to 9:00 AM of the following morning (Note: In some occasions maintenance might not be performed)

> **https://www.apu.ac.jp/academic/campusweb_student/**

IMPORTANT REGISTRATION NOTES:

Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.

1. Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
2. The University takes no responsibility for problems with course registration resulting from issues with web browsers.
3. When you register or cancel subjects online, please be sure to click the Submit button to register your changes.

4. If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.

5. Please do not share your password with anyone else. The University recommends regularly changing your password.

6. You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.

7. After registration, take a screenshot showing the entire login ID, login username, date, and function ID in the upper right corner, and be sure to save it. If you do not have saved data, we will be unable to assist with any subsequent inquiries regarding your registration status.
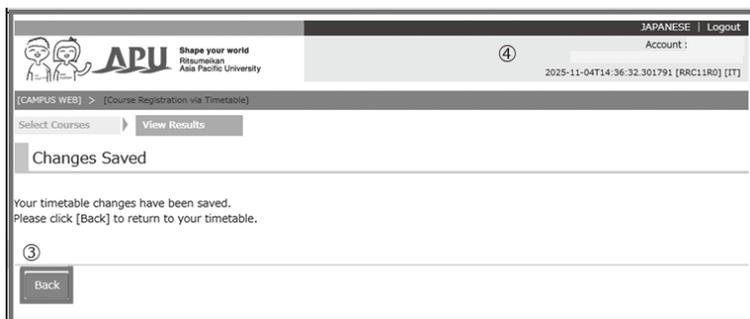
Additional Notes

1. Be sure you understand the completion requirements and curriculum for your program.

2. Check the class schedule online to ensure the subjects you wish to take are available and do not overlap. Registration for subjects held during the same time period is not possible.

3. Registration over the maximum credit limit is not allowed; students are encouraged to take required subjects early, to allow more time to focus on the Master's Thesis / Research Report / Research Project writing in the final semesters.

4. Registration for semester (seminar) and 1st Quarter subjects can only be conducted during the Course Registration Period. Students CANNOT add semester (seminar) and 1st Quarter subjects after the Course Registration Periods have closed.

5. Subjects for which credits have been received cannot be re-registered; however failed subjects may be retaken.

6. **Master's students in their <u>final semester</u>** should not register for subjects held during the Session Period, as graduation assessment takes place during this time. Should a final semester student register for a session course, these credits will not be included in the credits required for completion.

7. APU cannot be responsible for any problems resulting from registration negligence on the part of the student. If you experience any registration problems, contact the Academic Office before the end of the registration / course drop period. Amendments are not possible outside the designated registration and course drop periods.

8. Special Studies offered in GSAM and GSM may be taken more than once (only when course contents are different from the previous time).

Cancellation of Subjects

Subjects which no students register for will be cancelled.

Registration Advising

Advising for course registration is always available. When requesting assistance with course registration, please refer to the following guidelines. This will ensure that the Graduate School is able to provide timely and accurate support.

You can visit the Office during office hours or email the Graduate School for registration assistance. Please note that registration assistance is not provided via phone, as we cannot confirm a student's identity. Furthermore, due to possible delays in a reply to email inquiries, in case of an emergency, please come directly to the Academic Office for assistance.

Office Hours	Monday, Wednesday through Friday	10:00 – 16:30
	Tuesday	11:30 – 16:30
Graduate School Email Address	ac-grad@apu.ac.jp	

Required Documents

1. An up-to-date printout / screenshot of your Course Registration Confirmation page from CAMPUS WEB (latest version)
2. An up-to-date printout / screenshot of your Grade Report from CAMPUS WEB (latest version)
3. Any other necessary documents for advising

Before you visit the Office or send your inquiry via email, please carefully consider the topics you would like to talk about and read the Graduate Academic Handbook for relevant information and rules. Please also confirm your own credit completion or registration status using CAMPUS WEB.

5-5. Examinations, Final Reports and Other Written Assignments

Examinations

In addition to a range of mid-term examinations and reports to assess students' ability, most subjects require students to sit final examinations at the end of each term. The examination period usually lasts for several days, with examination times released approximately two weeks prior to the examination date.

The following is the standard timetable for final examinations. However, examination schedule is subject to change. Please check the bulletin board and specific information from instructors.

Timetable for Final Examinations (1st and 2nd Quarter)

Period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	12:30 - 14:10	12:30	12:50	14:10
4	14:20 – 16:00	14:20	14:40	16:00
5	16:10 - 17:50	16:10	16:30	17:50
6	18:00 - 19:40	18:00	18:20	19:40

Timetable for Final Examinations (Session)

Period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	13:05 - 14:45	13:05	13:25	14:45
4	14:55 – 16:35	14:55	15:15	16:35
5	16:45 - 18:25	16:45	17:05	18:25

Cautionary Notes

1. Students who do not bring their Student ID card will not be authorized to take an examination. Students who forget their ID card must promptly go to the Academic Office and go through the procedure for the issue of "Permission to Take Examination" slip. Those who do not realize that they have forgotten their ID cards until after the examination has begun are allowed to take the examination only on the condition that they do not leave the examination room during the examination period. They must then go to the Academic Office with a proctor after the examination ends.

2. Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.

3. All information regarding examination schedule and locations will be posted on the bulletin boards and the Academic Office website.

4. Final report topics will be posted on the Academic Office website only.

5. The day, period, and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the bulletin boards and the Academic Office website.

6. Students are not allowed to take examinations for subjects and classes for which they are not registered. Please double check your registration in advance.

7. Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.

If an Exam is Postponed

The exam date/time may be changed in the situations shown below: (" Suspension of Public Transport", same conditions as class cancellations apply)

● When a storm warning or special weather warning is issued for Beppu City
● If both Oita Bus and Kamenoi Bus have completely stopped bus service to the university

   *Even if the above do not occur, it is possible the exam date/time may be changed for other reasons.

All announcements will be posted to Student Portal. Please be sure to check it.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Period 1 and 2 will be cancelled. The cancelled examinations will be held on the back-up examination day.
10:30 a.m.	approx. 10:45 a.m.	Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the back-up examination day.
After 10:30 a.m.	As decided	Decisions regarding make-ups will be made as appropriate.

*The new exam date and time, final report details, etc. will be announced as necessary via Student Portal.

*Please avoid making plans during the backup exam dates shown on the Academic Calendar. If you are unable to take an exam for a personal reason, you will not be eligible to take a make-up exam.

Final Reports

Some subjects require students to submit a final report at the end of the term instead of sitting an examination. The final reports are usually submitted during strictly fixed periods.

Points to Remember When Submitting Final Reports

The final report submission periods and locations will be announced on the bulletin board, as well as on the Academic Office website. Please make a habit of checking the bulletin board on a regular basis. Since there is a fixed submission period, there are no make-up options for reports. Be sure you submit your report by the stated deadline. If you cannot submit the report in person, a proxy may submit your report on your behalf.

Other Written Assignments

"Other Written Assignments" refers to any items for assessment created by students to be submitted or presented as part of the student's performance evaluation within APU. This may include final reports, answer sheets, presentation materials, resumes, Master's Theses, Research Report, Research Projects, and all other media resources.

5-6. Grading and Assessment

Grading System model for the <u>Graduate School of Asia Pacific Studies and Graduate School of Management</u>:

Evaluation	Grade (%)	Pass / Fail
A+	90% or higher	
A	80 ～ 89%	Pass
B	70 ～ 79%	
C	60 ～ 69%	
F	59% or lower	Fail
T	Transfer	—

Calculating Grade Point Average (GPA)

Semester and cumulative GPA will be available via CAMPUS WEB when semester grades are released. Only cumulative GPA will be noted on the Transcript of Academic Record, etc.

Semester GPA: It is calculated using only the grades of the present semester. It is not included on official transcripts and is reset every semester.

$$\frac{[(\text{Number of A+ credits x 4}) + (\text{Number of A credits x 3}) + (\text{Number of B credits x 2}) + (\text{Number of C credits x 1}) + (\text{Number of F credits x 0})]}{\text{Registered credits for a given semester (excluding P / T)}}$$

Cumulative GPA: It is calculated during the entire period of studies (from semester one (1) through the last semester) and is printed out on all official transcripts.

$$\frac{[(\text{Number of A+ credits x 4}) + (\text{Number of A credits x 3}) + (\text{Number of B credits x 2}) + (\text{Number of C credits x 1})]}{\text{Total completed credits (excluding P / T)}}$$

* **Note:** Credits from letter graded Optional Subjects will <u>NOT</u> be calculated in the semester and cumulative GPAs.

Students Receiving a Failing Grade

An "F" (Fail) grade shall be printed on the student grade report and calculated into the GPA for the semester in question, but will <u>not</u> appear in official transcripts or student grade reports issued in semesters thereafter. "F" grades will not be calculated into the cumulative GPA. Students have the opportunity to retake a failed subject; however, subjects that have received a passing grade cannot be re-registered.

Release of Grades

Student grades are released at the end of each semester. The exact dates are indicated in the Academic Calendar and on the Graduate School website. After grades are released, students may confirm their grades via CAMPUS WEB. <u>Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.</u>

Grade Reports

Grade reports will be distributed to students who applied for them beforehand within a three-day period after grades have been announced. Please note that official academic transcripts (which may be purchased from the Automatic Certificate Dispenser) and student grade reports may vary in content. See below for details.

Grade Evaluation	Official Academic Transcript	Student Grade Report
All grades except "F"	Will be printed. *Grades cannot be cancelled once received.	Will be printed. *Grades cannot be cancelled once received.
"F" grades	Will NOT be printed.	Will be printed.

Grade Inquiries

Students may make inquiries regarding their grade reports within a three-day period from the day students grades are announced by noon of the last day of the three-day period. Further details are available on the Academic Office website.

https://en.apu.ac.jp/academic/exam_grades/inquiries/

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Ritsumeikan Asia Pacific University

Academic Office
1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan
www.apu.ac.jp/gradinfo
email: ac-grad@apu.ac.jp
TEL: 0977-78-1122

Office Hours:
Monday, Wednesday, Thursday and Friday 10:00 – 16:30,
Tuesday 11:30 – 16:30