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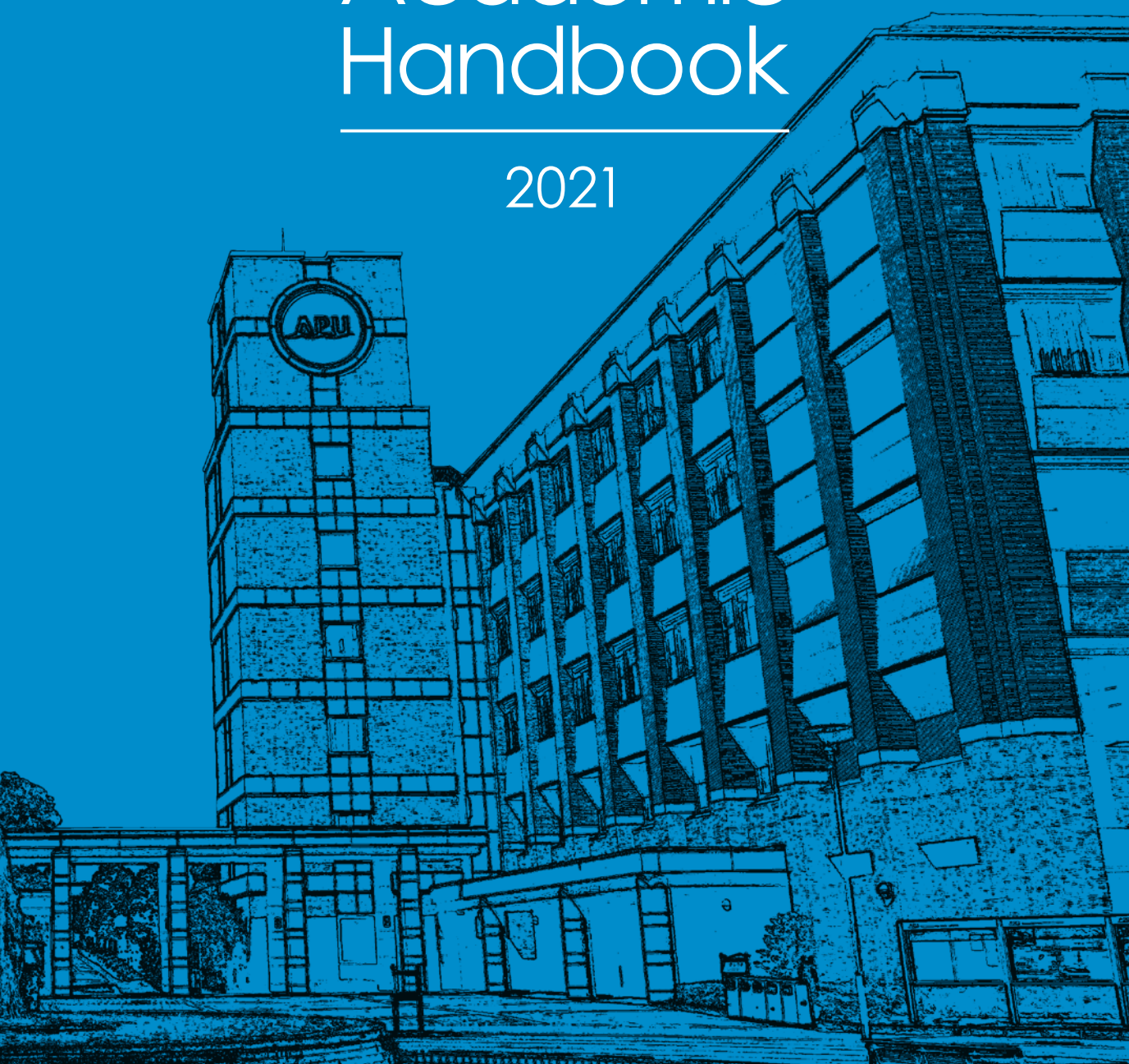
APU

Ritsumeikan
Asia Pacific University

Graduate Academic Handbook

2021



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2021 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

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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.

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• 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.

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.

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.

Graduation Requirements

• 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.

Learning Outcomes

1. Broad knowledge and understanding of the various issues facing the Asia Pacific region
2. Advanced knowledge of discipline
3. Ability to perform fundamental 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.

Graduation Requirements

• 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 2 credits of Analytical Foundations Subjects, 16 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.
• Produce a research output, in the form of either a Master's Thesis or a special project (Independent Final Report or Internship-based Case Study), and successfully pass the screening.
• Detailed course registration requirements shall be stipulated in the Graduate School of Management Graduate School Regulations.

Learning Outcomes

1. Business Ethics
   1-a. Formulate practical resolutions of an ethical dilemma using an ethics model or framework.
   1-b. Evaluate ethical implications of Contemporary business issues.
2. Advanced Knowledge of Discipline
   2-a. Demonstrate understanding of Advanced business concepts in a specialized field.
   2-b. Apply advanced analytical tools (quantitative and qualitative) to examine business problems.
   2-c. Integrate functional knowledge for developing business solutions.
   2-d. Demonstrate an advanced level of writing & presentation skills.
3. Sense of Innovation
   3-a. Identify the opportunities & challenges of innovation in a business setting.
   3-b. Design innovative business and/ or research projects.
4. Global Perspectives
   4-a. Reconcile between academic theories & practices in international business.
   4-b. Evaluate the managerial impact of global issues.

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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.*

URL: https://en.apu.ac.jp/home/study/content50/

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.*

URL: https://en.apu.ac.jp/home/study/content50/

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.

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(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, 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.
- Elective Subjects are designed for acquiring knowledge needed to deepen their research in each of the four specializations: Japanese Management, Accounting and Finance, Marketing and Management, and 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.

Curriculum Map

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

URL: https://en.apu.ac.jp/home/study/content47/

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 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.

〔20210126 updated〕

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Basic Policy on the Protection of Personal Information

The Ritsumeikan Trust (hereinafter, "the Trust") has instituted its own rules and systems to ensure that the personal information of its students used in the course of the Trust's educational and research activities is handled in accordance with laws, regulations and other personal information protection standards. As part of this, the Trust implements and maintains the following Basic Policy on the Protection of Personal Information. Rules for the handling of personal information for the purposes of academic research are stipulated separately to this policy.

1. In order to implement this Basic Policy, the Trust shall establish and publicly announce the Ritsumeikan Trust Personal Information Protection Regulations, and ensure that they are known and observed by all faculty and staff (including executives, faculty members, administrative staff members, part-time workers and dispatched workers) and associates of the Trust.

2. The Trust shall establish appropriate information security measures against illicit access, computer viruses, etc., in order to prevent the loss, destruction, manipulation or leakage of personal information.

3. The Trust shall acquire personal information only by legal and proper means. As well as refraining from acquisition of information by improper means, the Trust shall ensure that the subject of the personal information consents to the purposes of its use, or announce the necessary arrangements on the Trust's website.

4. The Trust shall ensure that personal information acquired indirectly has been acquired properly from its subject, and shall announce the intended purpose of use and other necessary arrangements on the Trust's website.

5. The Trust shall confirm that the subject of personal information has the right to disclose, correct, suspend, or erase that information, and shall treat applications from the subject concerning such acts with due respect.

6. When sharing personal information with a third party or entrusting it to a third party under an outsourcing arrangement, the Trust shall investigate that party, conclude a contractual agreement, and take all other steps required by law.

7. Personal information provided for the purposes of becoming a student of any of the educational institutions of the Trust shall be handled by the Trust with the same care as is applied to personal information provided by past and current students of those institutions.

8. The following principles shall apply to specific aspects of the acquisition and handling of personal information:
- Personal information shall only be used within the scope of the purpose of its acquisition, only by persons granted authority in accordance with the specific tasks involved, and only to the extent necessary to perform those tasks.
- Personal information shall not, in principle, be provided to any third party.
- Personal information shall not be used outside the original purpose, removed from its regular place of use, transmitted to any third party, or otherwise leaked.
- Employees of the Trust are prohibited from recklessly disclosing personal information encountered in the course of their work to any third party and from using such information for improper purposes. This prohibition continues to apply after employees have ceased to engage in the work in question.
- The Trust shall not acquire, use or provide personal information of the following nature:
  1. Matters concerning personal thoughts, beliefs or religion
  2. Matters that may be the cause of social discrimination

April 1, 2005

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.

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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

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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

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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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Section 1

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 University 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 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 government, 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 University 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 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 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

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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 relate 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 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 the 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 and issues or ecological settings, 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.

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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. Students should choose their Division at the time of enrollment.

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 Sustainability Science Division, 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. 4-5). However, IMAT students will be expected to take some specific subjects and participate in extra IMAT classes held irregularly throughout the year.

Due to the intense nature of this dual-degree program, students must participate 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.

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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. 86) 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 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 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 "5-2. 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 or more			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 or more	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 or more	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; these credits 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 or more			

Credit Registration Limits

GSAM Model Registration – it is recommended that students register for courses as shown below.

	Maximum Credit Limit	Standard 2-year Completion	1.5-year Completion	1-year Completion
1st Semester	22	10	14	20
2nd Semester	22	10	14	12
3rd Semester	22	10	4	—
4th Semester	22	2	—	—

Note: 1. Students will not be penalized or charged extra fees for earning more than 32 credits.

2. 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.

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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 or more		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
	Seminars	Research Projects	4 Credits or more	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* or more *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 or more		* 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**.	

Note: All subjects are awarded 2 credits upon completion.

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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 are irregular subjects and are not frequently offered.

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Curriculum Alignment Matrices (CAM)

GSA utilizes Curriculum Alignment Matrices (CAM) to give an overview of the expectations for what students should learn in each subject within their master program. The left-most row of the matrix indicates the given subjects. Enlisted in the upper columns of the matrix are the nine 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 Objective 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.

Learning Goal		1. Broad knowledge and understanding of the various issues facing the Asia Pacific region		2. Advanced knowledge of discipline			3. Global perspectives	
Category	Learning Objective / Subject	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) **(ICT)**			○	○			
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. 52 for the specific learning goals and learning objectives.

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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 field. Students may take these Special Studies multiple times only if the contents of the lectures differ.

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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 or 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 during 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 must 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.

Individual Supervision

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 all meetings are scheduled individually between supervisors and students.

Joint Research Presentations

Joint Research Presentations will be held at least once per quarter and all faculty members and students shall 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	the Wednesday on or immediately before May 15	the Wednesday on or immediately before November 15
Quarter 2	the Wednesday on or immediately before July 10	the Wednesday on or immediately before January 15

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. Division Heads will report the selection of supervisors within 3 weeks of the First Seminar Meeting.

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 Academic Office will update students' seminar registration once the supervisors have been decided. Students should confirm their registration via Campusmate during Correction Period 2.

Plan for Research Supervision

The Graduate School of Asia Pacific Studies requires that the supervisor prepares a yearly plan for research supervision, presents it to the student in advance and conducts research supervision in accordance with this yearly plan. The Plan for Research Supervision takes into account the content of the student's individual research.

The Plan for Research Supervision is prepared to provide students with guidance that leads to the successful completion of their research output and ensures the quality of research.

It serves as a benchmark for students to plan and progress with their research in the subsequent year. It also serves as a document for the supervisor to monitor the progress of the student's plans and research.

The Plan for Research Supervision is prepared for every year of enrollment at the beginning of the 1st and 3rd semesters.

Note 1: Students who have changed supervisors: the new supervisor will prepare and present a yearly Plan for Research Supervision. The period of research supervision in the Plan will depend on the time left until graduation.

Note 2: A Plan for Research Supervision will be prepared for students who extend their graduate program, and reinstated / readmitted students. 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.

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 and 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 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 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 Master's Thesis and Research Report:

1. They follow the same format (refer to the "Procedures for Master's Thesis and Research Report in GSAM").
2. They require a submission and approval of a research proposal, outlining the topic, before the start of research.
3. They require presentation at the Joint Research Presentation prior to submission.
4. They are approximately 15,000 words long.
5. They are submitted and examined within the same deadline and according to the same procedures.
6. 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. 2. The empirical findings contain originality and provide new knowledge for academics, practitioners, or society.	1. Research background and research objectives are clearly indicated. It is recommended that analytical frameworks be set up; however, this is not compulsory. 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 in details (see p. 15-25 for details). This information is also summarized in the flow chart on the following page.

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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 end of the 1st Quarter	*Prepared by the supervisor and submitted to the Academic 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 Academic Office*
3	Registration for Research Project III	Before Course Registration Periods	*Registered by the University*
	Plan for Research Supervision (2nd year)	During the 1st Quarter	*Prepared by the supervisor and submitted to the Academic 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	*Academic Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 ～ 25 for details	*Academic Office*

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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 end of the 1st Quarter	*Prepared by the supervisor and submitted to the Academic 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 Academic Office*
3	Registration for Final Research Project	Before Course Registration Periods	*Registered by the University*
	Plan for Research Supervision (2nd year)	During the 1st Quarter	*Prepared by the supervisor and submitted to the Academic 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	*Academic Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 ～ 25 for details	*Academic 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 end of the 1st Quarter	*Prepared by the supervisor and submitted to the Academic 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 Academic 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	*Academic Office*
	Master's Thesis / Research Report Submission and Examination	Refer to p. 14 ～ 25 for details	*Academic Office*

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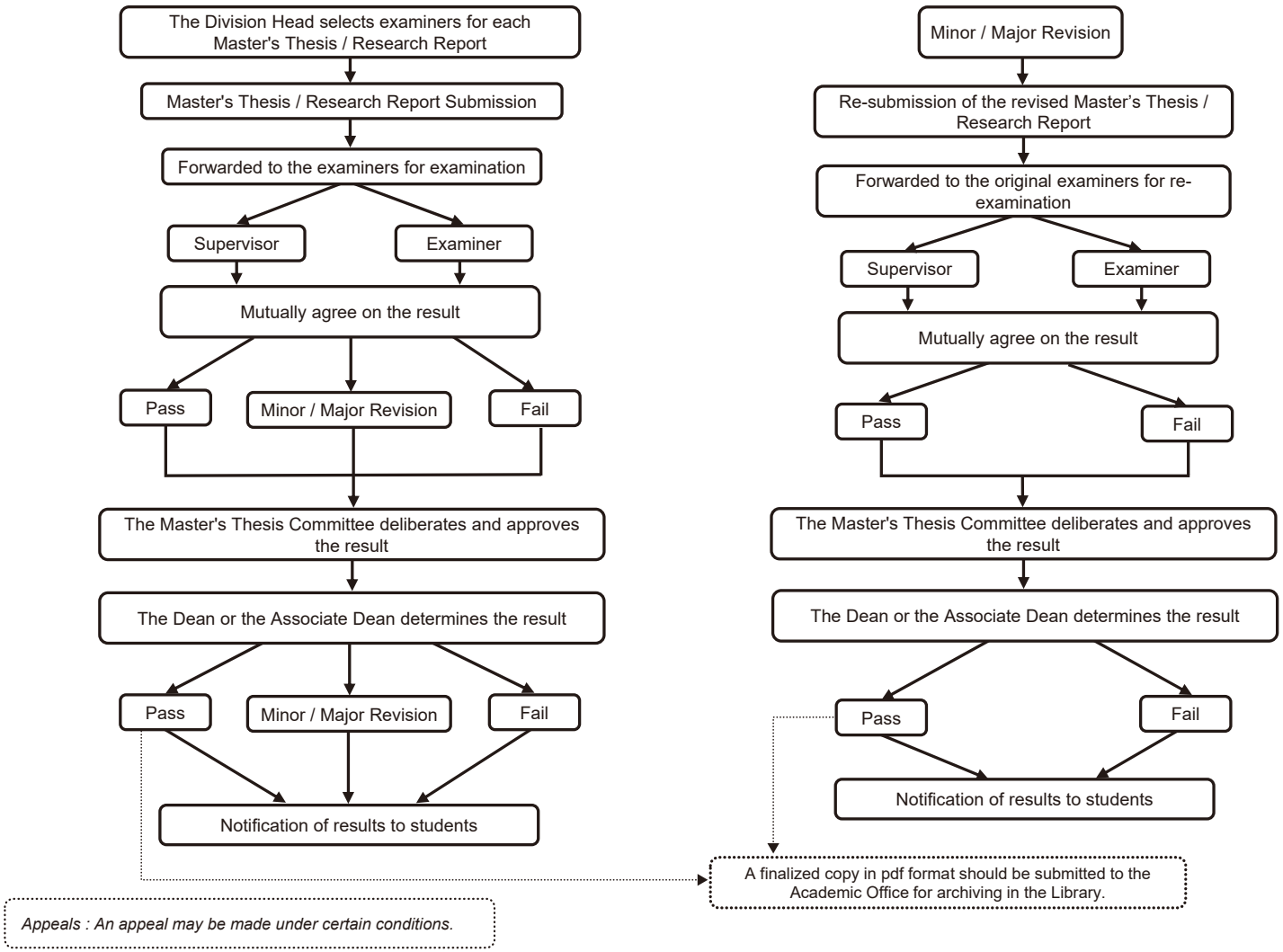
Examination Flow for the GSAM Master's Thesis / Research Report



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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

A 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

A Master's Thesis or Research Report is required for 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 shall 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 Academic Office for examination by the Division as stipulated in Clause 15, Table 1.

7. Master's Thesis/Research Report Submission

Students must submit one soft copy of their Master's Thesis/Research Report to the Academic Office as stipulated in Clause 15, 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.

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. Summary of Main Arguments, 6. Main Text, 7. Conclusions, 8. References, 9. Appendices (supporting material in addition to the main text)

9. Examiners

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

10. Examination Standards

All Master's Theses and Research Reports shall be submitted and examined by the same deadline and according to the same procedures.

Master's Theses/Research Reports submitted should be of the appropriate quality and quantity, content, and should meet the standards for a Master's Thesis/Research Report in GSA below.

10-1. Master's Thesis characteristics:

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.
2) The empirical findings contain originality and provide new knowledge for academics, practitioners, or society.

10-2. Research Report characteristics:

1) Research background and research objectives are clearly indicated. It is recommended that analytical frameworks be set up; however, this is not compulsory.
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.

11. Examination Process

11-1. The Examination

Examiners shall conduct the 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 (No revisions are necessary, the Master's Thesis/Research Report passes as it is written)
2) Minor Revision (Revisions for typos, formatting text, or changing a small amount of the text in the Master's Thesis/Research Report. Revisions of this type should take no more than a few hours)
3) Major Revision (Revisions for adding data, explanation, or extensive changes on entire sections or rewrites for any part of the Master's Thesis/Research Report. Revisions of this type can take anywhere from a few hours to two weeks)
4) Fail (Revisions required of the Master's Thesis/Research Report to pass exceed two weeks of work)

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 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 for determining the examination results.

The Master's Thesis Committee will confirm the appropriateness of the mutually agreed upon results from the examiners and approve them. In case the results from the examiners are not judged to be appropriate, the Master's Thesis Committee will deliberate on how to handle cases individually and the final result of such cases will be determined in consultation with the Dean.

11-3. Notifying Students of the Examination Results

Students shall receive notification of the examination results.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested it shall not normally be preserved.

12. Re-Examination Process

12-1. Master's Thesis/Research Report Revision

When a student is required by the Master's Thesis Committee to revise a Master's Thesis/Research Report, the supervisor shall coordinate the process unless the Dean and/or Chair of the Master's Thesis Committee require another person(s) to assist in the coordination of the resubmission.

12-2. Re-Examination

In the event of a student being required to undertake "2) Minor revision" or "3) Major revision", the original examiners will re-examine the Master's Thesis/Research Report upon re-submission by the student. 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.

12-3. Determining the Re-examination Results

The re-examination 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 for determining the re-examination results.

The Master's Thesis Committee will confirm the appropriateness of the mutually agreed upon results from the examiners and approve them. In case the results from the examiners are not judged to be appropriate, the Master's Thesis Committee will deliberate on how to handle cases individually and the final result of such cases will be determined in consultation with the Dean.

12-4. Notifying Students of the Re-examination Results

Students shall receive notification of the re-examination results.

Students shall receive copies of the examiners' evaluation reports. However, an examiner may request

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that his/her name or certain parts of the evaluation report not be disclosed to the student. If preservation of anonymity is not requested it shall not normally be preserved.

13. 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.

14. Appeal Procedures

A student whose examination result is "Fail" may appeal that decision.

A student who wishes to appeal must submit a written appeal to the Academic 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 ideally has neither previously examined nor supervised the Master's Thesis/Research Report. 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, in which case the result originally announced to the student remains unchanged.

2) Accept the appeal, in which case 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.

15. 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.

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Table 2 Master's Thesis/Research Report Submission Schedule

	Spring Semester	Fall Semester
Submission	June 15	December 5
Notification of the Examination Results	July 5	December 25
Resubmission:	July 25	January 15
Notification of the Final Results	August 5	January 30

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.

16. 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
（2020年９月改訂）

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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、評価を行う。

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 15 項の表 1 に定める期日までにアカデミック・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

修士論文・研究レポートのソフト・コピー 1 部を第 15 項の表 2 に定める期日までにアカデミック・オフィスへ提出しなければならない。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。

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. 修士論文・研究レポート審査員

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

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ともできる。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. 審査基準

修士論文･研究レポートは区別なく､同じ締め切り･手順で提出され､審査される。提出する修士論文･研究レポートは、アジア太平洋研究科の修士論文・研究レポートとしてふさわしい質と量、内容と以下に示す水準を満たしていなければならない。

10-1. 修士論文

(1) 所与の学術分野に共通する明確な方法論とともに、広範囲な文献レビュー、研究課題および仮説を備えた特定の分析枠組みを含むこと。
(2) 実証した結果が独創性を有し、研究分野、実務あるいは社会に対して新たな知見をもたらしていること。

10-2. 研究レポート

(1) 研究の背景および研究目的が明示されていること。分析枠組みを提示することが望ましいが必須ではない。
(2) 研究目的に到達するための充分なデータと証拠を収集し、かつ一定の結論に向けて論理的な方法で、収集したデータと証拠が分析されていること。しかし、必ずしも既存の学術分野に新たな貢献をもたらすことは必須ではない。

11. 審査手順

11-1. 審査

審査員は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、論文提出者に対し、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（修士論文・研究レポートは合格水準に達しており、修正の必要がない）
2) 軽微な修正を求める（修士論文・研究レポートは誤植、体裁あるいは少量の文章について修正が必要であるが、概ね数時間以内で修正が可能であると認められるものである）
3) 大幅な修正を求める（修士論文・研究レポートはデータや説明の追加、あるいは修正すべき箇所が全体にわたって確認されるため､修正には概ね数時間から 2 週間程度を要するものである）
4) 不合格（修士論文・研究レポートとして合格するためには修正が必要で、修正には 2 週間以上の作業を要するものである）

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. 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。

修士学位論文委員会は、審査員による評価結果の受理を行い、合議の妥当性を審議する。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. 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。ただし、審査員は審査員名、あるいは評価の一部を学生に通知されないよう申請できる。

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12. 再審査手順

12-1. 修士論文・研究レポートの修正

修士学位論文委員会によって修正が必要とされた場合、指導教員が修正作業を指導するが、研究科長あるいは修士学位論文委員会委員長は、その他の教員に依頼することもある。

12-2. 再審査

判定が「2）軽微な修正を求める」または「3）大幅な修正を求める」の場合、再審査は同じ審査員によって行われる。審査員は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、論文提出者に対し、追加の審査を筆記、口頭、実技によって要求できる。審査員は再度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。

12-3. 再審査結果の決定

審査員が判定した再審査評価は修士学位論文委員会で審議、承認され、研究科長もしくは副研究科長に報告し、最終確定される。

修士学位論文委員会は、審査員による評価結果の受理を行い、合議の妥当性を審議する。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。

12-4. 再審査結果の通知

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。ただし、審査員は審査員名、あるいは評価の一部を学生に通知されないよう申請できる。

13. 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。

14. 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、アカデミック・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、審査委員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

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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。

15. 審査日程

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・研究レポート審査日程

	春セメスター	秋セメスター
提出締切日	６月15日	12月５日
審査結果通知日	７月５日	12月25日
再提出締切日	７月25日	１月15日
再審査結果通知日	８月５日	１月30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。

16. 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。

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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 the completion of at least 24 credits and the submission of two research papers 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. Period of Enrollment: 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. Credit Requirements: Students must obtain 30 credits to complete the program.
3. Doctoral Dissertation: 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	Conducted by students' individual supervisors
	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	
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

All students must register for subjects following the schedules below in accordance with their semester of enrollment. 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, and 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	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 now eligible to apply for candidacy.			
--	Advanced Research III	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	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 now eligible to apply for candidacy.			
--	Advanced Research III	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".

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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 screening, 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 submitting two research papers. Once a candidacy is achieved, the student is registered as a candidate for the award of Doctoral degree and is eligible to submit their dissertation for screening, having the other completion requirements fulfilled.

Candidacy Submission Requirements

The requirements for applying for Doctoral Candidacy are as follows.

- **Acquisition of 24 credits**
- **Two (2) research papers** written individually while enrolled in the Doctoral Program.
- Submission of the designated **application form**

N.B. Applicants will be asked, upon the request by the Dissertation Committee in the process of screening, to submit other works to supplement their deliberations.

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.

Acceptable types of research papers may include (but are not limited to):

- Published journal articles
- Conference papers
- Draft chapters of the Doctoral Dissertation which should include the literature review chapter and a revised plan with appropriate methodology
- Papers written as part of the classes Research Paper I and II

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

Candidacy Screening Schedule

	Spring Semester	Fall Semester
Submission	By July 5	By January 10
Notification of Result	By August 10	By February 10

Note 1: The screening period may be expended 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.

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 papers 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

Information regarding dissertation format may be found on the Graduate School website. Please also see Clause 6 of the "Procedures for the Conferral of Doctoral Degree in the Graduate School of Asia Pacific Studies".

Submission of Doctoral Dissertations

Submission Requirements

Doctoral candidates may apply for Doctoral Dissertation screening after they have obtained candidacy and prepared the required documents.

Required Documents (all forms are available on the Graduate School website)

- 1 soft copy of the completed dissertation
- 1 soft copy of an abstract of the dissertation
- 1 soft copy of the Dissertation Register
- 1 soft copy of the Curriculum Vitae (candidates may submit their CV in their format of choice)
- 1 hard or soft copy of the "Doctoral Dissertation Screening Application and Certificate of Authority" (signed by both the candidate and their supervisor)
- 1 hard or soft copy of the "Declaration Form Regarding Making My Doctoral Dissertation Available Online" (signed by both the candidate and supervisor)

Doctoral Dissertation Submission Deadlines

The screening of dissertations usually takes at least 6 months. Candidates who are expected to complete their final 30 credits in that semester may submit their dissertations for screening by the following deadlines:

- First Friday after the beginning of classes in April (for screening during the Spring Semester).
- First Friday after the beginning of classes in October (for screening during the Fall Semester).

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 Academic 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 to 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).

Points to be aware of:

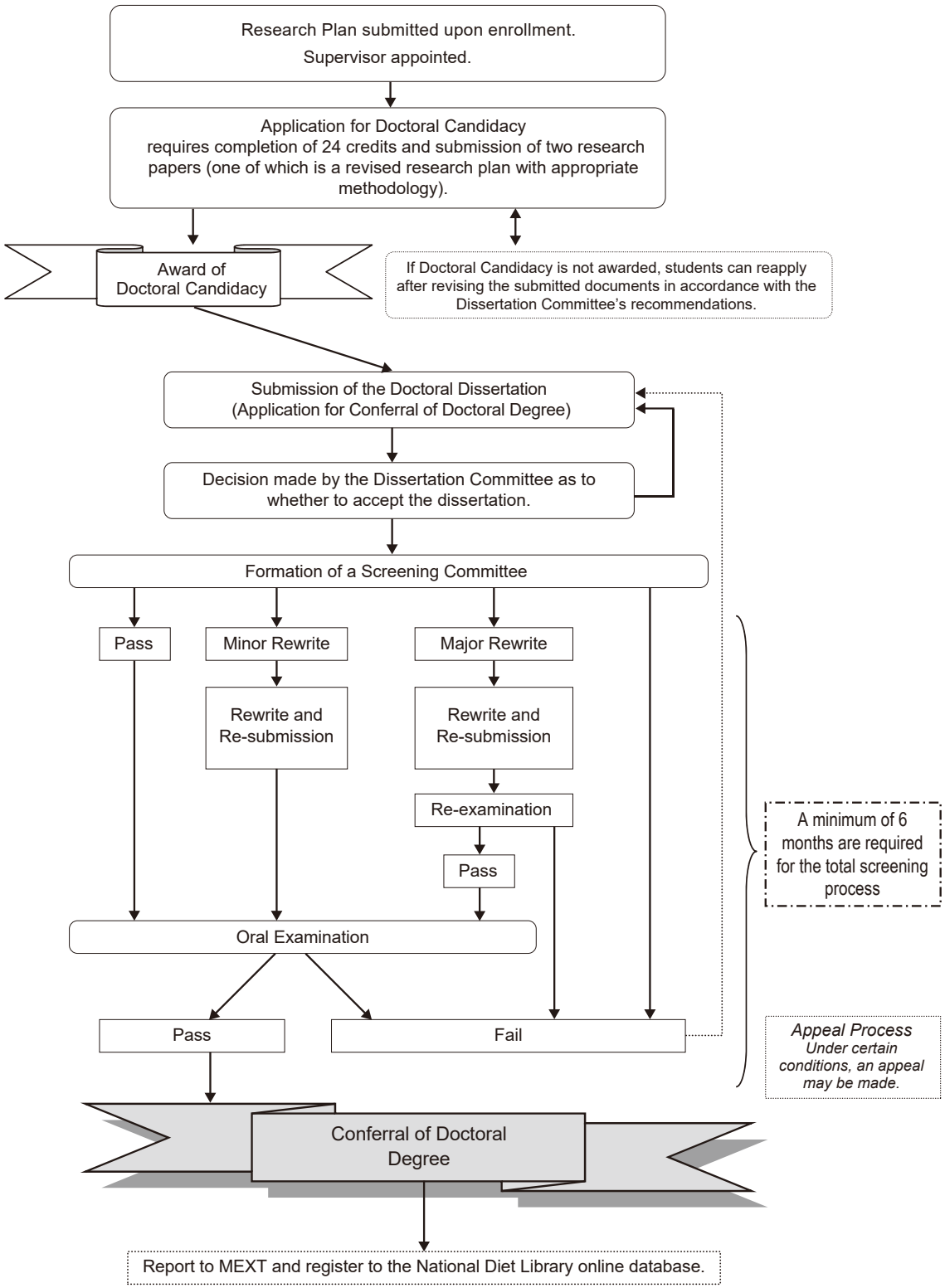
1) Candidates retain the copyrights of their dissertation even after they are made publicly available online.
2) If the copyright of the candidate's work is held by a third party (e.g. a publisher or academic society) the candidate must obtain permission to upload the dissertation by the copyright holder.
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 in Section "4-3 Research and Writing".

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

All students should carefully read the procedures related to the Conferral of Doctoral Degree in Graduate School of Asia Pacific Studies outlining the examination standards, requirements and procedures in details (p. 35-45). This information is summarized in the flow chart on the following page.

Examination Flow for the GSAD Dissertations



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2-6. Other Important Information for GSAD Students

Plan for Research Supervision

The Graduate School of Asia Pacific Studies requires that the supervisor prepares a yearly plan for research supervision, presents it to the student in advance and conducts research supervision in accordance with this yearly plan. The Plan for Research Supervision takes into account the content of the student's individual research.

The Plan for Research Supervision is prepared to provide students with guidance that leads to the successful completion of their research output and ensures the quality of research.

It serves as a benchmark for students to plan and progress with their research in the subsequent year. It also serves as a document for the supervisor to monitor the progress of the student's plans and research.

The Plan for Research Supervision is prepared for every year of enrollment at the beginning of the 1st , 3rd and 5th semesters.

Note 1: Students who have changed supervisors: the new supervisor will prepare and present a yearly Plan for Research Supervision. The period of research supervision in the Plan will depend on the time left until graduation.

Note 2: A Plan for Research Supervision will be prepared for students who extend their graduate program, and reinstated / readmitted students. 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.

Graduate Research in Progress Seminars (GRiPS)

The Graduate School Research in Progress Seminars are held to provide doctoral students an opportunity to gain presentation experience, receive constructive feedback on their research, and learn from their peers.

These seminars are not only beneficial to those currently working on their doctoral research, but also to those who wish to know more about the program and the research involved and for Master's students to learn from senior students. When presenting doctoral students discuss the progress of their research and respond to questions and comments from the audience. Attendance at all presentations is mandatory for all first year doctoral students.

Students should give two presentations as follows.

1. The first by the end of their 3rd semester
2. The second before applying for candidacy

Please refer to the Graduate School website for details about presentation structure, schedule, list of presenters, etc.

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 wishing to stay enrolled in the Doctoral Program must submit an application for extension to the Academic Office each semester they wish to continue their enrollment after their 6th 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.

Students wishing to stay enrolled in the Doctoral Program should apply to the Academic Office.

Documents to Submit:

1. Application for Extension of Period of Enrollment to Complete Doctoral Dissertation (please include an abstract / overview of your research and a list of your past research achievements).
2. Doctoral Dissertation Composition Schedule (please ask your supervisor to add their signature and a comment).

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).

Please note that 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

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:
2021 Spring Semester	Withdrawal for 1 year	2026 Fall Semester
2021 Spring Semester	Leave of Absence for 1 year*	2027 Fall Semester

*Maximum Leave of Absence period is four consecutive semesters (2 years).

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 Campusmate 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.

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

(Revised April 2019)

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1. Definition of a Doctoral Degree at APU

The Doctoral Degree is a research degree incorporating original research on a topic of the candidate's choice, and is conferred on those who satisfy the requirements for the Doctoral program in the Graduate School of Asia Pacific Studies.

*A doctoral candidate is one who has acquired the prescribed number of credits (24 credits), submitted 2 Research Papers and passed the doctoral candidacy screening.

2. Key Requirements for a Doctoral Degree

2-1. A distinct contribution to a body of knowledge through an original investigation or testing of ideas, worthy at least in part of publication.

2-2. Competence in research processes (techniques and reporting).

2-3. Mastery of a body of knowledge, including previous works, and keen understanding of their relationship to wider fields.

3. The Dissertation Committee

3-1. The Dissertation Committee within GSA administers the procedures for doctoral dissertations including approval of the theme, examination, and evaluation.

3-2. The Dissertation Committee consists of a chair person and two members who appointed by the GSA Faculty Council based on the recommendations of the Dean. The term of appointment is one (1) year and members can be reappointed.

4. Supervision

4-1. Students should clarify their topic for research and receive supervision from a faculty member from the same field. A research plan must be provided upon enrollment in the GSA doctoral course. Based on this plan, a supervisor is assigned by the Dean after discussion with the concerned faculty members who have the appropriate expertise. The supervisor is officially assigned upon successful enrollment. If a student wishes to be supervised by someone other than the supervisor assigned by the Dean, he/she must apply for a change of supervisor to the Dissertation Committee no later than the end of the semester of enrollment. The change may be approved by the Dissertation Committee upon consultation with concerned parties and formal endorsement by the Dean.

4-2. Once the principal supervisor is officially designated, the student shall begin research leading to the doctoral degree under his/her supervision.

5. Registration for the Award of a Doctoral Degree (Doctoral Candidacy)

To be registered for the award of a Doctoral degree, the student shall submit an application (including two research papers, one of which is a revised plan of the doctoral research with appropriate methodology) to the Dissertation Committee 3 months before the intended acquisition of the doctoral candidacy (a total of 9 months before scheduled program completion).

6. Writing the Doctoral Dissertation

6-1. There is no prescribed length for a dissertation, as this will vary with the research topic and the form of presentation. However, it is generally recognized that such a dissertation is a major piece of original work and its length will normally be between 60,000 and 80,000 words in English or 120,000 and 160,000 characters in Japanese, excluding tables, charts, bibliographies, and appendices.

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6-2. As a rule, the doctoral dissertation should be presented in English and should include a summary in English.

6-3. Under certain circumstances, a candidate may be allowed to present his or her dissertation in Japanese. This may be allowed if the primary data and the existing literature are mainly in Japanese, and if these are accepted and approved by the Dean and the Dissertation Committee. In such cases, an extended summary (about ten percent the length of the Japanese manuscript) must be provided in English.

6-4. The format of the dissertation should follow the guidelines noted separately from this document.

7. Application for Conferral of the Doctoral Degree

7-1. All candidates must apply for the conferral of the Doctoral degree using the appropriate application form, accompanied by the appropriate screening fee. Three copies of the doctoral dissertation must be submitted within three months after application. In addition to that, electronic copies may be required to facilitate the screening and assessment of the doctoral dissertation.

7-2. In principle, the doctoral dissertation shall be submitted 6 months before the scheduled program completion date. The degree may be formally conferred during either of the two graduation ceremonies (Spring or Fall) every year.

7-3. The Dissertation Committee will screen the format, etc. of the doctoral dissertation and decide whether to endorse it for screening. Candidates will be informed of the decision of the Dissertation Committee.

8. Evaluation of the Dissertation

(Examination Structure)

8-1. Doctoral dissertation screening and examination must be completed within 1 year of the date the application for the Conferral of Doctoral Degree was accepted. However, under certain circumstances, screening may be extended upon approval of the Dissertation Committee and GSA Faculty Council.

8-2. Upon endorsement of the application, a Screening Committee shall be formed. In principle, the Screening Committee shall consist of the principal supervisor, one internal and one external examiner.

8-2-1. As a rule, faculty appointed as an internal examiner (other than the main supervisor) should 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 (those with only assistant-supervisor (D) status, Associate Professors, etc.) 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.

8-2-2. If it is deemed necessary by the Dissertation Committee the number of examiners may be increased.

8-2-3. The examiners will be appointed by the Dissertation Committee.

(Examination Criteria)

8-3. 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.

8-3-1. Originality:

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

8-3-2. Research Question/Topic:

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

8-3-3. Literature Review:

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

8-3-4. Methodology:

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

8-3-5. Structure:

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

8-3-6. Analysis:

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

8-3-7. Implication:

The thesis has implications for academics, practitioners or society.

8-3-8. 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 of citations and works cited without instance of plagiarism.

8-3-9. Publication:

At least one part of the thesis has the potential to be published in a reputable academic journal in the relevant field.

(Examination Process)

8-4. Each examiner shall make a separate report to the Dissertation Committee with one of the following recommendations:

a) **Pass** (The dissertation is accepted as satisfactory);

b) **Minor Rewrite** (Subject to specified minor revisions and corrections, the dissertation is accepted as satisfactory);

c) **Major Rewrite** (One or more sections of the dissertation is to be rewritten prior to the re-submission of the dissertation for re-examination);

d) **Fail** (The dissertation is rejected).

8-5. The candidate shall receive copies of examiners' reports.

8-6. In the event that the screening result is "Pass" or "Minor Rewrite", an oral examination on the student's knowledge of the contents of the dissertation and the connected field shall be held.

8-7. In case of conflicting examiners' evaluation, 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.

8-8. When a candidate is required by the Dissertation Committee to revise his/her dissertation, the supervisor will coordinate the process, unless the Dean and/or the Chair of the Dissertation Committee requires another person(s) to assist in the coordination of the revision.

8-9. If a candidate is required to undertake a Major rewrite, the examiners will be invited to re-examine the dissertation upon re-submission by the candidate. In case of a Minor rewrite, the Dissertation Committee will examine if the recommended changes have been made.

8-10. If an examiner chooses not to re-examine, the decision of the remaining examiners will hold. If all the examiners refuse to re-examine the re-submission, a new set of examiners shall be appointed by the Dissertation Committee.

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8-11. The Dissertation Committee shall make a final decision on the revised dissertation on the basis of the examiners' recommendations from the re-examination of the dissertation after minor or major revisions.

8-12. The administration of fail results shall be the responsibility of the Dissertation Committee and the Dean.

8-13. Appeal Procedures:

8-13-1. If the final decision of the Dissertation Committee is "Fail", but one of the three examiners judged it "Pass", an appeal may be allowed by the Dissertation Committee.

8-13-2. If a candidate wishes to appeal a decision, notice of an intention to appeal shall be forwarded in writing to the Dissertation Committee within one month of the date of the written notification of the result. If a written defense is pursued, a detailed written case must be provided to the Dissertation Committee within three months of the date of written notification of the result. If an oral defense is pursued, the details of the case must be presented verbally to the Dissertation Committee within 4 weeks of the submission of the notice of an intention to appeal.

8-13-3. In the event of an appeal, an Appeals Committee consisting of the Dean, one member of the Dissertation Committee and another faculty member who has expertise in the area of the candidate's dissertation, but who has neither examined, nor supervised the conduct of dissertation shall be established to decide the merits of the case.

8-14. The final result of the Dissertation Committee shall be approved by the GSA Faculty Council. Furthermore, the approved result shall be deliberated by the Higher Degrees Committee and finally decided upon by the President.

9. Cancellation/Disqualification from the Conferral of Degree

9-1. If the candidate is found to have gained the degree through improper means or to have done anything to damage the University's reputation, the President may, after thorough screening by the GSA Faculty Council and the Higher Degrees Committee, rescind that Degree.

9-2. At the APU Graduate School, doctoral students are required to observe the highest standard of integrity in 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.

9-3. A dissertation involving plagiarism, fabrication or falsification of data will be failed outright.

10. Archiving Dissertations and Making Dissertations Publicly Available Online

10-1. Candidates to who conferral of a doctoral degree is confirmed are required to submit a soft copy of the doctoral dissertation upon which the degree is being conferred and an abstract of said dissertation by the date of completion of the Doctoral Program. The abstract outlining the content of the dissertation and a summary of the doctoral dissertation screening results shall be made publicly available online within three months of the conferral of the Doctoral degree.

10-2. The doctoral dissertation in its entirety will be permanently bound and archived at the APU Library. A soft copy of the doctoral dissertation shall be uploaded to the university online repository within one year of conferral of the doctoral degree and made publicly available for viewing online via the National Diet Library.

10-3. In the case that any of the reasons stipulated below disallow the doctoral dissertation from being made publicly available online for more than a year from the date of the conferral of the Doctoral degree, it will be possible to submit a concise summary of the content in place of the entire dissertation upon the approval

of the Dissertation Committee and GSA Faculty Council. However, in the case that 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 a 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 a year from the date of degree conferral because it would clearly be disadvantageous to the graduate as he/she is planning to publish his/her dissertation or part of which, 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 his/her dissertation being made publicly available online for a period of up to 5 years from the date of degree deferral. After which time, if there are no other circumstances impeding the dissertation 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 a year from the date of degree conferral would clearly be disadvantageous to graduates who have published his/her dissertation or part of which, 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.

10-4. In line with the regulations stipulated in articles 10-2 and 10-3, candidates must confirm (using the prescribed form) to the Dissertation Committee upon application for conferral of the doctoral degree that there are no problems with regards to copyright, patents, confidential information or personal information which impedes making the dissertation public. Supervisors (or other faculty involved in the degree applicant's instruction) shall coordinate and assist during the process of confirmation.

10-5. The examiners will confirm in writing whether it is appropriate for the entire dissertation to be made publicly available online. The Dissertation Committee and GSA Faculty Council 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.

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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

（2019 年 4 月改訂）

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1. APU 博士学位の定義

アジア太平洋研究科博士後期課程における博士学位は、博士学位候補生が、自ら選択した課題について、自らが行った研究に対して授与される学位で、アジア太平洋研究科博士後期課程を修了したものに授与される。

※博士学位候補生とは、それに必要な単位数（24 単位）を修得、リサーチ・ペーパー 2 点を提出し、審査に合格した者を指す。

2. 博士の学位授与の基本的要件

2-1. 独自の調査・研究や理論の検証によって、少なくともその一部が出版に値するほどの、人類の知的財産に対する明確な貢献があること。

2-2. 研究能力（研究手法や成果発表力）を有すること。

2-3. 先行研究を含む関連分野の既往の知識に精通し、それらと周辺領域との関連を理解していること。

3. 博士学位論文委員会

3-1. アジア太平洋研究科博士学位論文委員会は、博士論文の課題決定、論文審査、評価を含む博士論文審査手続きを管掌する。

3-2. 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、再任は妨げない。

4. 指導について

4-1. アジア太平洋研究科博士後期課程の学生は自身の研究課題を明確にし、その分野の指導にふさわしい指導教員より指導を受けなければならない。本学博士後期課程入学時に、研究計画書を提出しなければならない。この研究計画書に基づいて、研究科長は該当の研究分野の教員と協議の上、指導にふさわしい教員を指導教員候補として指名する。入学後、正式に指導教員を確定する。学生の希望により研究科長が指名した指導教員候補以外の教員に変更する場合は、入学したセメスターの末までに博士学位論文委員会に申し出なければならない。この変更は、関係教員の合意の下に、博士学位論文委員会によって裁定され、研究科長の承認を受けなければならない。

4-2. 主指導教員の確定後は、学生は博士学位取得に向けて指導教員の指導のもとに研究を始める。

5. 博士学位候補生資格取得の為の申請

博士学位候補生資格取得（リサーチ・ペーパー 2 点の提出を含む。そのうち 1 点は、学位論文研究の梗概と研究方法を述べたもの）のため、当該学生は、原則として、博士学位候補生資格取得予定日の 3 ヶ月前（修了予定の 9 ヶ月前）までに、博士学位論文委員会に博士学位候補生資格の申請をしなければならない。

6. 博士論文の形式

6-1. 博士論文は、課題や公表形式により長さが異なるので、厳密な文字数の指定はしない。しかし、博士学位にふさわしい原著論文の長さとしては、図表、文献リスト、付録などを除いた本文の長さは、英文の場合は 60,000 語から 80,000 語程度、日本語の場合は、120,000 文字から 160,000 文字程度である。

6-2. 博士論文の言語は英語を原則とし、英語の要約をつける。

6-3. ただし、研究分野における一次資料や参考文献が日本語であるような場合など、それが適切であると認められた場合には、研究科長および博士学位論文委員会による承認の下、日本語での博士論文を認めることがある。その場合、長文の英語要約（日本語による博士論文の 1 割程度の長

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さ）を提出しなければならない。

6-4. 博士論文の形式は、別に定めるガイドラインに基づいて執筆されなければならない。

7. 博士学位の授与申請

7-1. すべての博士学位候補生は、指定の申請書に、所定の審査料を添えて、博士学位授与申請を行い、申請より３ヶ月以内に博士学位請求論文を３部提出しなければならない。論文審査、評価に適切である場合には、上記の他に、電子メディアによるコピーの提出が求められることがある。

7-2. 博士学位請求論文は、原則として、修了予定日の６ヶ月前までに提出しなければならない。学位は年２回の学位授与式（春もしくは秋）に授与される。

7-3. 博士学位論文委員会は、博士学位請求論文の形式等要件について審査し、受理の判断を行う。受理の可否は、申請者である博士学位候補生に通知される。

8. 博士論文の審査

（審査体制）

8-1. 学位授与の申請受理後１年以内に、博士論文の審査及び試験を終了しなければならない。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、その期間を延長することができる。

8-2. 申請を受理した後、審査委員会が組織される。審査委員会は、原則として、指導教員、本学教員１名、外部からの審査員１名で構成される。

8-2-1. 前項の主指導教員以外の「本学教員１名」の審査員は、原則として、博士後期課程研究指導資格（D〇合）保持者とするが、論文の内容に応じ必要と認める場合は、本学教員（博士後期課程研究指導補助資格（D合）保持者、准教授等）とすることができる。その場合、博士学位論文委員会は、事前に履歴書および研究業績書により、当該教員の審査資格について判定を行うこととする。

8-2-2. 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。

8-2-3. 博士学位論文委員会が審査員を任命する。

（審査基準）

8-3. 博士論文は、博士学位のレベルにおいて、当該の研究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。

8-3-1. 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。

8-3-2. 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。

8-3-3. 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。

8-3-4. 方法

研究結果を裏付けられる適切な理論や手法を用いていること。

8-3-5. 論文の構成

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。

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8-3-6. 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。

8-3-7. 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。

8-3-8. 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。

8-3-9. 研究発表

少なくとも論文の一部が当該分野において定評のある学術誌に刊行されている、または刊行される可能性があること。

（審査手順）

8-4. 各審査員は、個別に審査結果を下記の様式に従い博士学位論文委員会に対して行う。

a）**合格**

b）**軽微な修正を求める**（博士論文として求められる水準には達しているが、軽微な修正が必要）

c）**大幅修正を求める**（修正すべき箇所がひとつもしくは複数の章にわたって確認されるため、再審査が必要）

d）**不合格**

8-5. 各審査員の審査結果は、博士学位候補生に通知される。

8-6. 審査結果が「合格」または「軽微な修正を求める」の場合、審査委員会は、博士学位請求論文の内容及び関連する分野の知識について口頭試問を行う。

8-7. 各審査員の指摘する修正点が異なるなど、各審査員の審査結果に相違のある場合は、博士学位論文委員会が判断を行い、その意見が審査員に通知される。

8-8. 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、研究科長あるい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。

8-9. 判定が「大幅な修正を求める」の場合、同じ審査員による再審査を行う。「軽微な修正を求める」の場合、博士学位論文委員会が修正箇所が正しく修正されているか審査をする。

8-10. ある審査員が再審査を行わないとする場合、その他の審査員の審査結果により判定される。全ての審査員が再審査を行わないとする場合は、博士学位論文委員会により新しい審査員が任命される。

8-11. 一部修正または再執筆後の再審査の結果に基づき、博士学位論文委員会は最終判定を行う。

8-12.「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。

8-13. 不服申し立ての成立

8-13-1. 博士学位論文委員会の判定は「不合格」であるが、3名の審査員のうち少なくとも1名の審査結果が「合格」である場合には、博士学位論文委員会において協議の上、不服申し立てを認めることがある。

8-13-2. 不服申し立てをする場合、書面による最終判定通知の後1ヶ月間以内に、その意思を博士学位論文委員会に書面で表明しなければならない。書面による抗弁の場合、最終判定通知日より3ヶ月以内に、博士学位論文委員会に対して詳細な申し立て理由を書面にて伝えなければならない。口頭による抗弁の場合、不服申し立ての意思表明より4週間以内に、博士学位論文委員会に対して詳細な申し立て理由を口頭にて伝えなければならない。

8-13-3. 不服申し立て審査の実施が承認された場合、研究科長、博士学位論文委員1名、関係の研究分野で指導教員でも審査委員でもない教員1名、計3名からなる不服審査委員会が組織

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され、審議される。

8-14. 博士学位論文委員会による最終結果は、アジア太平洋研究科委員会において承認される。更に、学位委員会の議を経て、学長が決定する。

9. 学位の取り消し

9-1. 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、あるいは大学の名誉を傷つける行為があった場合、アジア太平洋研究科委員会及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。

9-2. APU 大学院における研究は、最高水準の品位を保たなければならない。他者の作品をコピー、翻訳、意訳する行為は剽窃と見なされ、試験の不正行為と同様に重要な不正行為である。データの改竄や偽造、他者のアイディアを無断で使用することもすべて不正行為である。

9-3. 剽窃、偽造、改竄が判明した場合は、「不合格」となる。

10. 博士論文の保存と公表

10-1. 博士学位の授与が決定した学生は、修了日までに博士学位授与に係る論文の全文および、要旨をソフトコピーで提出しなければならない。提出された論文の内容の要旨および博士論文審査の結果の要旨は博士学位授与より 3 ヶ月以内に、インターネットの利用により公表される。

10-2. 提出された博士論文の全文は、大学が恒久的な装丁を行い、APU ライブラリーに保存される。ソフトコピーは、博士学位授与より 1 年以内に本学所定のリポジトリに掲載のうえ、国立国会図書館を通じてインターネットで公表される。

10-3. 次の各号に定める事由により、博士学位の授与日から 1 年を超えてインターネットの利用による公表ができない場合には、博士学位論文委員会およびアジア太平洋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がなくなった場合には、博士学位授与にかかわる論文の全文を公表する。

①博士論文が、著作権保護、個人情報保護等の事由により、博士学位の授与日から 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内容を含む場合。

②博士学位の授与日より 1 年を超えて博士学位候補生が、論文の全文または一部を出版または学術誌に投稿する予定をしており、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、特許申請中であり、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。

申請が承認された場合、学位の授与日より最長 5 年間の全文公表が免除される。その後は、インターネット公表を行うことによって問題となる他の事由がない限り、自動的に公表される。

③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。

④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できない内容を含む場合。

10-4. 10-2 および 10-3 の規定に基づき、博士学位候補生は、著作権・特許・秘密情報・個人情報等に対して問題がないか確認を行い、学位申請時に博士学位論文委員会に報告しなければならない。指導教員等は、その確認作業を指導・支援する。

10-5. 審査員は学生の報告が適切であるか審査を行う。博士学位論文委員会および研究科委員会は審査員から提出された公表に関する判断について、審議の上、最終の判断を行う。

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Section 3

Graduate School of Management

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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 University Regulations, the Graduate School of Management is composed of four Specializations—Japanese Management, Accounting and Finance, Marketing and Management and 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 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) Innovation and Operations Management (IOM)

The Innovation and Operations Management (IOM) specialization focuses on production planning, flexibility in production management, inventory management, quality management, management of supply chain and the impact of information technology on the whole process of production. Another focus of this specialization is management of product development, role of entrepreneurship from the perspective of technology. This specialization also addresses such a question as why some countries are more innovative than others.

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. 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. 87) in less than two years. In this case, the minimum period of full-time enrollment is 1.5 years.
2. Credit Requirements: 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. Research Project (Master's Thesis / Independent Final Report / Internship-based Case Study) Requirements: 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 3 types of Research Projects: Master's Thesis, Independent Final Report or Internship-based Case Study. All Research Projects must be approved in accordance with the University's examination procedures. For further details on requirements and examination procedures, see Section "3-5. 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 (22 credits), Elective Subjects (8 credits) and Seminars (6 credits), students must complete at least additional 8 credits from any of the subject categories listed below. For more information on evaluation procedures, standards, etc. see Section "5-2. Operation of Classes". The GSM Subject List can be found on p. 50.

Subject Category	Minimum Required Credits	Credit Rules
Required Subjects	22	—
Elective Subjects	8 or more	Students should register for subjects related to their chosen Specialization*. Any credits earned from Elective Subjects exceeding the minimum required credits of 8 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 or more	*See below for a list of Specializations. **Subjects from the Graduate School of Asia Pacific Studies will also be counted towards the **44-Credit Requirement for Program Completion.**

Specializations Requirements

Students may specialize in one of the four fields below. Completion of 1) **at least 4 Elective Subjects** (8 credits) and 2) **a supervisor affiliated to one of these fields** is necessary to obtain a Specialization. Students may also choose to complete the MBA degree without Specialization. In addition to satisfying the specialization requirements, students who completed at least 4 Elective Subjects (8 credits) from Japanese Management can apply for a Double Specialization.

Specialization
Japanese Management (JM)
Accounting and Finance (AF)
Marketing and Management (MM)
Innovation and Operations Management (IOM)

Possible Double Specializations
Japanese Management (JM) ⇔ Accounting and Finance (AF)
Japanese Management (JM) ⇔ Marketing and Management (MM)
Japanese Management (JM) ⇔ Innovation and Operations Management (IOM)

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Credit Limits

GSM Model Registration – it is recommended that students register for courses as shown below.

	Maximum Credit Limit	2-year Standard Completion	1.5-year Accelerated Completion
1st Semester	22	16	16
2nd Semester	22	12	18
3rd Semester	22	10	10
4th Semester	22	6	—

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

2. Upon acquisition of 44 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 Management (GSM) Subject List

			Requirement	Subjects
Required Subjects		Analytical Foundations	22 Credits	Quantitative Analysis and Statistics
				Managerial Economics
		Core Business Fundamentals		Marketing
				Finance
				Leadership and Organization Behavior
				Technology Management
				Business Ethics
				International Management
				Accounting
				Theories of Institutions
		Capstone		Strategic Management
Elective Subjects	Specialization	Japanese Management	8 Credits or more	Financial Institutions and Markets
				Management in Asia and Japan
				Japanese Corporations and Asia Pacific
				Management of Japanese Family Business
				Quality and Operations Management
				Hospitality Management
		Accounting and Finance		Financial Institutions and Markets
				Financial Accounting
				Corporate Finance
				Financial Engineering and Risk Management
				Managerial Accounting
		Marketing and Management		Management in Asia and Japan
				Management of Japanese Family Business
				Hospitality Management
				Human Resource Management
				Product Development Strategy
				Marketing Strategy
				Marketing Research
		Innovation and Operations Management		Quality and Operations Management
				Information Technology Management
				Supply Chain Management
				Entrepreneurship and New Business
				National Innovation Systems
				Project Management
Seminars			6 Credits	Management Seminar I
				Management Seminar II
				Management Seminar III
Core Related Subjects		Core Related Subjects	—	Decision Making under Uncertainty
				Management Information Systems
				Database Management
				Advanced Research Methods
		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 Subject 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.

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Subject Code	Subject Category	Specialization / Field	Subject Name	Credits
052010	Required Subjects	Analytical Foundations	Quantitative Analysis and Statistics	2
052020			Managerial Economics	2
052040		Core Business Fundamentals	Marketing	2
052050			Finance	2
052074			Leadership and Organization Behavior	2
052094			Technology Management	2
062024			Business Ethics	2
062130			International Management	2
062144			Accounting	2
062154			Theories of Institutions	2
052060		Capstone	Strategic Management	2
062080	Elective Subjects	JM / AF	Financial Institutions and Markets	2
062170		JM / MM	Management in Asia and Japan	2
062184		JM	Japanese Corporations and Asia Pacific	2
062194		JM / MM	Management of Japanese Family Business	2
062204		JM / IOM	Quality and Operations Management	2
062214		JM / MM	Hospitality Management	2
052084		AF	Financial Accounting	2
062060			Corporate Finance	2
062070			Financial Engineering and Risk Management	2
062120			Managerial Accounting	2
062124			Special Studies (Accounting and Finance)*	2
062030		MM	Human Resource Management	2
062140			Product Development Strategy	2
062150			Marketing Strategy	2
062160			Marketing Research	2
062164			Special Studies (Marketing and Management)*	2
062230		IOM	Information Technology Management	2
062231			Supply Chain Management	2
062232			Entrepreneurship and New Business	2
062301			National Innovation Systems	2
062303			Project Management	2
062314			Special Studies (Innovation and Operations Management)*	2
062324			Special Studies (Management)*	2
072070	Seminars		Management Seminar I	2
072071			Management Seminar II	2
072072			Management Seminar III	2
061534	Core Related Subjects		Decision Making Under Uncertainty	2
062404			Management Information Systems	2
062504			Database Management	2
062604			Advanced Research Methods	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 are irregular subjects and are not frequently offered.

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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 four 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's expects GSM Master's program students to achieve by the time they complete their degrees. The learning objective 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.

Learning Goal		1) Business Ethics		2) Advanced Knowledge of Discipline				3) Sense of Innovation		4) Global Perspectives	
Specialization / Classification	Learning Objective / Subject	a. To formulate practical resolutions of an ethical dilemma using an ethics model or framework.	b. To evaluate ethical implications of contemporary business issues.	a. To demonstrate understanding of advanced business concepts in a specialized field.	b. To apply advanced analytical tools (qualitative and / or quantitative) to examine business problems.	c. To integrate functional knowledge for developing business solutions.	d. To demonstrate an advanced level of writing and presentation skills.	a. To identify the opportunities and challenges of innovation in a business setting.	b. To design innovative business and / or research projects.	a. To reconcile between academic theories and practices in international business.	b. To evaluate the managerial impact of global issues
Analytical Foundations	Quantitative Analysis and Statistics				○						
	Managerial Economics		○	○	○	○	○	○		○	○
Core Business Fundamentals	Marketing			○			○		○		
	Finance			○	○	○				○	
	Leadership and Organizational Behavior	○	○	○	○		○				
	Technology Management			○	○	○	○	○	○	○	○
	Business Ethics	○	○								
	International Management									○	○
	Accounting			○	○	○					
	Theories of Institutions	○		○	○	○	○	○		○	○
Capstone	Strategic Management				○	○	○				
Japanese Management / Accounting and Finance	Financial Institutions and Markets			○	○	○	○			○	
Japanese Management / Marketing and Management	Management in Asia and Japan									○	○
Japanese Management	Japanese Corporations and Asia Pacific		○			○				○	○
Japanese Management / Marketing and Management	Management of Japanese Family Business				○	○					
Japanese Management / Innovation and Operations Management	Quality and Operations Management			○	○						○
Japanese Management / Marketing and Management	Hospitality Management			○	○	○					
Accounting and Finance	Financial Accounting		○	○	○	○			○	○	
	Corporate Finance				○		○			○	
	Financial Engineering and Risk Management			○	○		○				
	Managerial Accounting		○	○	○	○			○		○
Marketing and Management	Human Resource Management	○	○	○	○	○	○	○		○	○
	Product Development Strategy			○	○			○	○		
	Marketing Strategy					○	○		○		
	Marketing Research			○		○				○	
Innovation and Operations Management	Information Technology Management			○	○		○				
	Supply Chain Management			○	○			○			
	Entrepreneurship and New Business	○			○		○	○	○		
	National Innovation Systems			○			○	○			
	Project Management				○	○				○	

Note: Minor changes may be made by instructors. Please check the syllabus.

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

Advanced Research Methods

"Advanced Research Methods" is a Core Related Subject aimed at guiding students how to design their research. All GSM students, particularly those planning to write a Master's Thesis, are strongly recommended to take this subject while in their 2nd or 3rd semester of enrollment. The subject is worth 2 credits and will count towards the credits required for program completion.

Strategic Management (Capstone)

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

Prerequisite Subjects

Prerequisite subjects are subjects which students are requested to complete before taking other specified subjects and are set to encourage the systematic study of material in GSM.

Prerequisite Subjects	Subjects with Prerequisites
[R] Marketing	[E] Marketing Strategy
	[E] Product Development Strategy
	[E] Marketing Research
[R] Accounting	[R] Finance
	[E] Managerial Accounting
	[E] Financial Accounting
	[E] Corporate Finance
[R] Finance	[E] Corporate Finance
	[E] Financial Engineering and Risk Management
[R] Quantitative Analysis and Statistics	[E] Financial Engineering and Risk Management

[R]: Required Subject
[E]: Elective Subject

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3-4. Seminars

Purpose of Seminars

The Seminars must 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 should train students about the method of collecting, synthesizing and drawing defensible conclusions based on data.

Operation of Seminars

All students must register 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 their individual research, leading to the production of the Master's Thesis, Independent Final Report or Internship-based Case Study. Seminars' subject titles are Management 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	—	Management Seminar I	Management Seminar II	Management Seminar III
1.5-year Accelerated Completion	Management Seminar I	Management Seminar II	Management Seminar III	**Program Completion**

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

Choosing a Seminar Supervisor

Students should choose a supervisor from within their Specialization and report selection of supervisors by the deadline set for their completion program. Students enrolled in the Standard Completion Program should report selection of supervisors during the 1st semester of enrollment while students enrolled in the Accelerated Completion Program should choose their supervisors soon after the classes of the 1st semester begin.

After the selection of a supervisor is approved, students must register for their chosen supervisor's seminar subjects in the designated periods.

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 Academic Office regarding selection of seminar supervisors and Management Seminar registration.

Plan for Research Supervision

The Graduate School of Management requires that the supervisor prepares a yearly plan for research supervision, presents it to the student in advance and conducts research supervision in accordance with this yearly plan. The Plan for Research Supervision takes into account the content of the student's individual research.

The Plan for Research Supervision is prepared to provide students with guidance that leads to the successful completion of their research output and ensures the quality of research.

It serves as a benchmark for students to plan and progress with their research in the subsequent year. It also serves as a document for the supervisor to monitor the progress of the student's plans and research.

The Plan for Research Supervision is prepared for every year of enrollment during the 1st semester when students select seminar supervisors and at the beginning of the 3rd semester.

Note 1: Students who have changed supervisors: the new supervisor will prepare and present a yearly Plan for Research Supervision. The period of research supervision in the Plan will depend on the time left until graduation.

Note 2: A Plan for Research Supervision will be prepared for students who extend their graduate program, and reinstated / readmitted

students. 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

Students must submit a Management Seminar application form by the appropriate deadline. After their application is approved, students must register for seminars by themselves as designated in the table above. 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.

Work in Progress Seminars

In these seminars, students will present their research proposal and the current progress of their Research Project to their supervisors and at least another faculty appointed by their supervisor. All students registered for Management Seminar II should give a presentation. Work in Progress Seminars are open to all students and faculty members to attend and will be organized during Quarter 1 of every semester.

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

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 and submitted to the Academic Office*
	Management Seminar Application		*Submitted to the Academic Office*
	Confirmation of Seminar Supervisors		*Acceptance of the application of seminar supervisor is announced by the Academic Office*
2	Registration for Management Seminar I	Course Registration Period A and / or B	*Register via Campusmate (same as regular classes)*
	Begin research and data collection		
3	Registration for Management Seminar II	Course Registration Period A and / or B	*Register via Campusmate (same as regular classes)*
	Plan for Research Supervision (2nd year)	During the 1st Quarter	*Prepared by the supervisor and submitted to the Academic Office*
	Work in Progress Seminar Presentation	By the end of the 1st Quarter	*Details are decided by the supervisor and announced at the beginning of every semester*
4	Registration for Management Seminar III	Course Registration Period A and / or B	*Register via Campusmate (same as regular classes)*
	Summary Submission	Within 1 month of the start of the semester	*Academic Office*
	Research Project Submission and Examination	Refer to p. 60 ～ 75 for details	*Academic Office*

Accelerated Completion Program (1.5 years)

Semester	What:	When:	Notes
1	Registration for Management Seminar I (under the name of the Associate Dean)	Course Registration Period B	*Register via Campusmate (same as regular classes)*
	Selection of Supervisors		
	Plan for Research Supervision (1st year)	Towards the end of the 2nd Quarter	*Prepared by the supervisor and submitted to the Academic Office*
	Management Seminar Application		*Submitted to the Academic Office*
	Confirmation of Seminar Supervisors		*Acceptance of the application of seminar supervisor is announced by the Academic Office*
	Begin research and data collection		
2	Registration for Management Seminar II	Course Registration Period A and / or B	*Register via Campusmate (same as regular classes)*
	Work in Progress Seminar Presentation	By the end of the 1st Quarter	*Details are decided by the supervisor and announced at the beginning of every semester*
3	Registration for Management Seminar III	Course Registration Period A and / or B	*Register via Campusmate (same as regular classes)*
	Plan for Research Supervision (2nd year)	During the 1st Quarter	*Prepared by the supervisor and submitted to the Academic Office*
	Summary Submission	Within 1 month of the start of the semester	*Academic Office*
	Research Project Submission and Examination	Refer to p. 60 ～ 75 for details	*Academic Office*

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3-5. Research Projects

Types of Research Projects

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

Submission of 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 at 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.

Types of Research Projects

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 three types of Research Projects: Master Thesis, Independent Final Report and Internship-based Case Study. These types of Research Projects epitomize distinct research purposes, use different methods and must satisfy formal requirements. The alternative 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 three types of Research Projects differ in their degree of abstraction, generalization and practical applicability, and length.

Master's Thesis

A 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 written Master's thesis follows the traditional structure of academic inquiry, comprising of 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 10,000 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 qualitative and qualitative evidence about a novel research question. An Independent Final Report should eventually come up with practical recommendations but also show a passway 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 12,000 words.

Internship-based Case

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 12,000 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 intern 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. The performance evaluation may be taken into account when grading seminars.

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.

Required Documents

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.

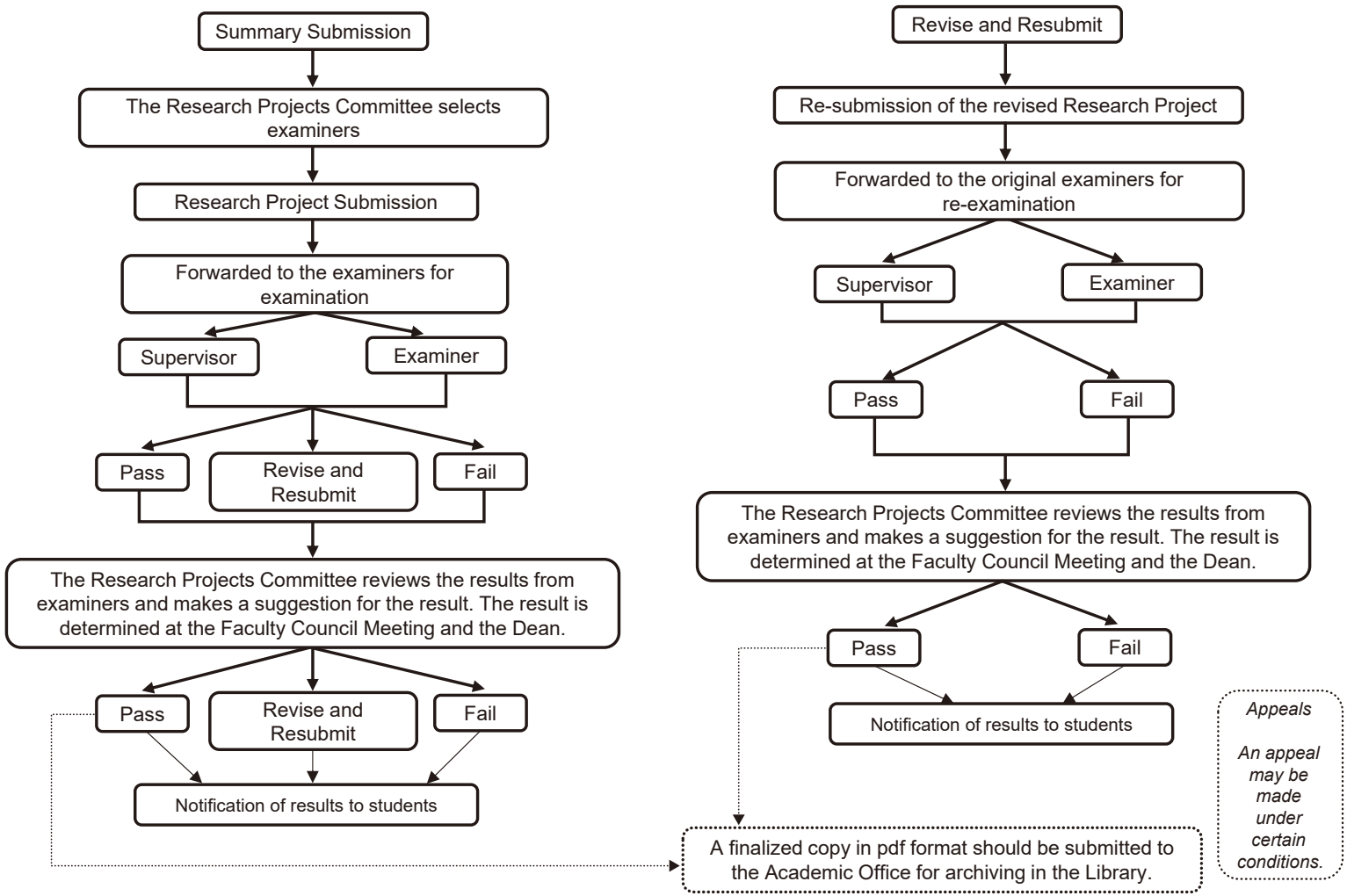
Requirements for Research Projects

All students should carefully read the procedures related to the examination of the Research Projects in the Graduate School of Management outlining the requirements and examination procedures. (p. 60-75). This information is summarized in the flow chart on the following page.

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.

Examination Flow for the GSM Research Projects



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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 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 and Internship-based Case Study, 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 as follows:

- Master's Thesis - 10,000 to 15,000 words;
- Independent Final Report - 8,000 to 12,000 words;
- Internship-based Case Study - 8,000 to 12,000 words.

1-3 Format of Research Projects

In general, Research Projects must follow the format below:

1. Title Page, 2. Table of Contents (in sufficient detail), 3. Certification Page (indicating the contents of the Research Project as original and/or properly referenced), 4. Acknowledgements (for any support or advice received), 5. Summary, 6. Main Text, 7. Conclusions, 8. List of References, 9. Appendices (supporting material not in the main text)

1-4 Submission of Research Projects

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

2. Submission Requirements for Research Projects

Before submitting the Research Project, all students should give a presentation at the Work in Progress Seminars and submit a summary of their Research Project within the designated periods and deadlines.

2-1 Work in Progress Seminars

All students registered for Management Seminar II should present their research proposal and report on the current progress of their research to their supervisor and at least another faculty appointed by their supervisor during Quarter 1 of that semester 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.

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 Academic 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.

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 will consist of one chairperson and two members 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 examination is conducted;

b) Review the evaluation assessment and examination standards and put forward their conclusion about the examination results to the GSM Faculty Council;

c) Review the evaluation assessment and examination standards and put forward their conclusion about the re-examination results to the GSM Faculty Council;

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

4. Examination of Research Projects

4-1 The Examination Process

The Research Projects Committee shall coordinate the examination process for each Research Project and ensure that it has 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

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.

4-4 Examiners' Evaluation

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

a) Pass: in the case that the Research Project fully fulfills the examination standards.

b) Revise and Resubmit: in the case that the Research Project does not fully fulfill the examination standards but is expected to do so if corrections or needed revisions can be completed within the time allocated for revision.

c) Fail: in the case that the Research Project does not fulfill the examination standards.

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

4-5 Examination Results

Examination results will be reviewed by the Research Projects Committee to make their conclusion based on the evaluation assessment and the examination 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 Discrepancies in the Evaluations

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.

4-7 Notifying Students of Examination Results

Students shall receive notification of the examination results and a copy of the examiners' evaluation reports according to the schedule stipulated in Appendix 1. However, an examiner may request that his/her name not be disclosed to the student.

5. In case the Examination Results is "Revise and Resubmit"

5-1 Revision of Research Projects

In case that the examination result is "Revise and Resubmit", 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-examine the revised Research Project.

5-2 Re-submission of Research Projects

Revised Research Projects are to be submitted as stipulated in Appendix 1.

6. Re-Examination of Research Projects

6-1 The Re-Examination Process

The original examiners should re-examine the Research Project upon re-submission if available. Otherwise, the Research Projects Committee can request another qualified faculty member(s) as stipulated in 4-2 to re-examine the Research Project.

6-2 Examiners' Re-Evaluation

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

a) Pass: in the case that the Research Project fully fulfills the examination standards.

b) Fail: in the case that the Research Project does not fulfill the examination standards.

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

6-3 Re-Examination Results

Re-examination results will be reviewed by the Research Projects Committee to make their conclusion based on the evaluation assessment and the examination 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.

6-4 Discrepancies in the Re-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.

6-5 Notifying Students of Re-examination Results

Students shall receive notification of the re-examination results and a copy of the examiners' evaluation reports according to the schedule stipulated in Appendix 1. However, an examiner may request that his/her name not be disclosed to the student.

7. Research Misconduct

In case of suspected or alleged plagiarism or other forms of research misconduct being uncovered during the examination process, the Research Projects Committee determines whether the suspicion / allegations has 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 6-3.

8. Grade of Management Seminar III

The Research Projects Committee shall make the final decision on the Research Project. The supervisor shall evaluate the grade for Management Seminar III.

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 Academic Office by 16:30 on the 8th 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 which case the result originally announced to the student remains unchanged.

b) Accept the Appeal, in which 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. Upon request, Research Projects can be stored in the University’s digital library.

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 25	October 20
Research Project Submission	May 31	November 30
Notification of the Examination Results	June 25	December 20
Resubmission after Revision	July 15	January 15
Notification of the Final 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.

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2014 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
（2018 年 6 月改訂）

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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」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・プロジェクトの文字数は原則として下記の通りとする。

・修士論文 : 10,000 語から 15,000 語
・ファイナル・レポート : 8,000 語から 12,000 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 12,000 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. 表紙、2. 目次（内容が分かるように詳細に）、3. 宣誓（データの偽造、剽窃のないこと）、4. 謝辞（支援および助言に対して）、5. 要約、6. 本文、7. 結語、8. 参考文献、9. 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アカデミック･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。

2-1 ワーク・イン・プログレス・セミナー

マネジメント・セミナー II を履修登録している学生は、登録セメスターの第一クオーターの演習の中で、指導教員と指導教員が指名する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。

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アカデミック・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。

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。

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リサーチ･プロジェクト審査委員会は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。

・厳正な審査が行われていることを管理・確認する。
・評価結果および審査基準の妥当性の確認を行い、審査結果の案を GSM 研究科委員会へと上程する。
・評価結果および審査基準の妥当性の確認を行い、再審査結果の案を GSM 研究科委員会へと上程する。
・剽窃やその他の研究上の不正行為の有無を判断する。

4. リサーチ・プロジェクトの審査

4-1 審査手順

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、厳正な方法で行われているか確認する。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避ける。

4-3 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。

4-4 審査員による評価

審査員は、指定された期日までに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（Pass）：リサーチ・プロジェクトが審査基準を満たしている場合
b）修正の上再提出（Revise and Resubmit）：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が、再提出までの期間で訂正と修正が完了できる見込みがある場合
c）不合格（Fail）：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。

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。

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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 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。

4-7 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。ただし、審査員が希望する場合は、審査員の氏名を学生に対し非公開とすることができる。

5. 審査結果が「修正の上再提出（Revise and Resubmit)」の場合

5-1 リサーチ・プロジェクトの修正

審査結果が「修正の上再提出（Revise and Resubmit)」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。

5-2 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。

6. リサーチ・プロジェクトの再審査

6-1 再審査の手順

同じ審査員が、リサーチ・プロジェクトの再審査を行う。また、リサーチ・プロジェクト審査委員会は、4-2 の規程と同様に他の教員に再審査を依頼することもできる。

6-2 審査員による再評価

審査員は、指定された期日までに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（Pass)：リサーチ・プロジェクトが審査基準を満たしている場合

b）不合格（Fail)：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。

6-3 再審査結果の確定

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、再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。

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6-4 再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。

6-5 再審査結果の通知

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。ただし、審査員が希望する場合は、審査員の氏名を学生に対し非公開とすることができる。

7. 不正行為の疑義が生じた場合

審査の過程で、剽窃や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 6-3 と同様に行う。

8. マネジメント・セミナー III の成績評価

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結果の最終判断を行い、指導教員はマネジメント・セミナー III の成績評価を行う。

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 8 日目の 16 時 30 分までに所定の申立書をアカデミック・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。

・当該リサーチ・プロジェクトの審査員
・リサーチ・プロジェクト審査委員会の委員
・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

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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。また、希望に応じてデジタルライブラリーでの保管も行う。

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 25 日	10 月 20 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 20 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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4-1. Japanese Language Subjects

Six Japanese language subjects for different skill levels will be offered for graduate students. These are not required subjects. Students should keep the following in mind when registering for any of these subjects.

Subject Name		Number of Credits	Counted toward the Credits Required for Completion / Calculated in the GPA			Grades
			GSAM	GSM	GSAD	
1	Survival Japanese I	2	No	No	No	Pass or Fail (P / F)
2	Survival Japanese II	2				
3	Japanese for Communication I	2	No	Yes	No	Letter grade (A+ to C, F)
4	Japanese for Communication II	2				
5	Japanese for Communication III	2				
6	Japanese for Communication IV	2				

1. Students who want to take Japanese language subjects must sit a placement test to determine the subject level they can start at.
2. Students may register up to 1 subject per semester.
3. Each class is held for the duration of the semester.
4. Class capacity is set for all Japanese language classes. Students cannot register for classes with fulfilled class capacity.
5. Credits earned from Japanese language subjects are counted towards the completion requirements differently depending on the graduate school / program and details are outlined in the table on the previous page; however, these credits count as part of the maximum credit limit set for each semester.
6. Japanese language subjects for which a passing grade has been received will be listed on the Transcript of Academic Record.
7. Students who passed the preceding subject level do not have to sit a placement test again to register for the next subject level.
8. Japanese for Communication I to IV are letter graded. However, grades from these subjects are calculated differently in the semester or cumulative GPAs depending on the graduate school / program. Details are outlined in the table above.
9. Further details and class syllabi for Graduate School Japanese language subjects can be found in the syllabus system.

Note: Students who sat the placement test, were placed at a particular Japanese language class and took that class, are not allowed to take the placement test again in the following semesters.

Subject Name	Subject Overview
Survival Japanese I	This subject is geared toward first-time learners of Japanese. Students will learn basic *hiragana*, *katakana* and some simple *kanji*. Basic grammar and vocabulary for everyday situations will be covered. Students will be able to obtain a good grasp of what kind of language Japanese is while leaning the basic conversation patterns.
Survival Japanese II	This subject is offered to students who have completed Survival Japanese I or have an equivalent level. Students will continue to develop introductory level of reading and writing *kanji*, and will expand the basic grammar. Students will be able to use more Japanese vocabulary, expressions and simple sentences in dialogue. They will be introduced to the written form of *kanji* through reading and writing exercises.
Japanese for Communication I	This subject is offered to students who have completed Survival Japanese II or have an equivalent level. Students will acquire a solid foundation of Japanese language. They will be able to engage in simple conversations and experience reading and writing short passages (with *kanji* they have learned) about familiar topics.
Japanese for Communication II	This subject is offered to students who have completed Japanese for Communication I or have an equivalent level. Students will be able to converse more fluently and confidently using more complex grammatical structures and vocabulary, and continue to increase their knowledge and recognition of *kanji*.
Japanese for Communication III	This subject is offered to students who have completed Japanese for Communication II or have an equivalent level. Students will continue to engage in more complex daily conversation and will read and write more *kanji*. Students will be able to use various types of Japanese including polite Japanese and informal conversation styles.
Japanese for Communication IV	This subject is offered to students who have completed Japanese for Communication III or have an equivalent level. Students will be able to engage in conversations in various situations and make short presentations on familiar topics in Japanese. Students will also be able to read and write short paragraphs on familiar topics relating to personal interests and practical needs.

For Students who did not take the Placement Test at the time of enrollment:

1. Students must take a placement test prior to the beginning of the semester they intend to take a Japanese language subject.
2. Placement tests are conducted twice per Academic Year: in late March and mid-September.
3. Students who want to take the placement test must apply in advance.
4. Students who will be taking the placement test must register for the subject level in which they are placed in during **Course Registration Period B** for that semester.

Please check the Graduate School website regularly for details on schedules, application periods, etc.

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4-2. Syllabus

Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

https://portal2.apu.ac.jp/campusp/slbsskgr.do

- Subject / Class Name; Semester offered (Fall / Spring)
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings

Finding Textbooks and Reading Materials at the Library

Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations and ordering of materials from Ritsumeikan University Library. Additionally, some reference materials may be viewed as E-books.

Searching for and Acquiring Materials

Methods for searching for and getting ahold of materials listed in the syllabus are given below.

Textbooks (books that students taking a class are required to purchase) / Further Reading (Books) (in the Reserve Corner): The names of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the “Textbook” and “Further Reading” sections. Names which are linked may be clicked to display the material’s catalogued location and bibliographic information. Please refer to the “Reserve Corner” on the Library website for further information (you may access it using the “Library” link found under “Links” on Campus Terminal). For textbooks and reference materials available in electronic format, “E-Book” will be indicated in the “Comments” section. The E-Book can be accessed from the link shown in the “E-Book & Course-related links” section.

Further Reading (Journal, Articles, etc.) (not in the Reserve Corner): Reference Materials (magazines, year books / white papers, audiovisual materials, etc.)

Other materials introduced by instructors are displayed here. These materials are necessarily available in the library. Please inquire at the Reference Counter concerning availability.

E-Book & Course-related links

Materials listed as an “E-book” are not paper books, but rather digital books that may be viewed on a computer or other electronic device. You can open the URL in the browser and view them by clicking the title.

Searching for Materials Listed in the Syllabus

After clicking on the selected link, the screen will change to the RUNNERS Library System.

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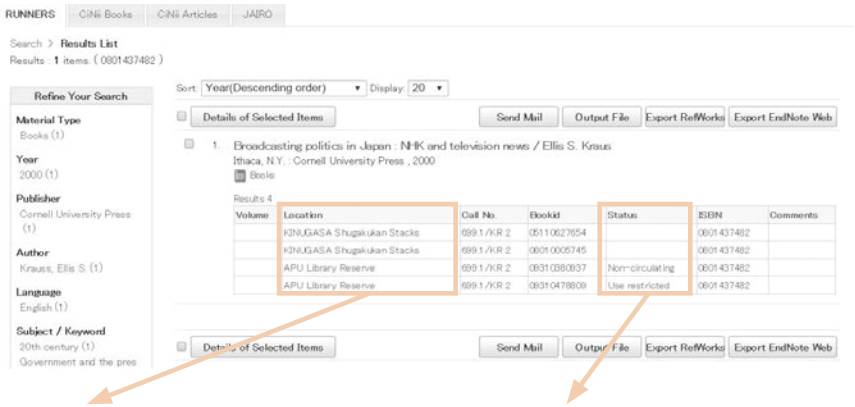
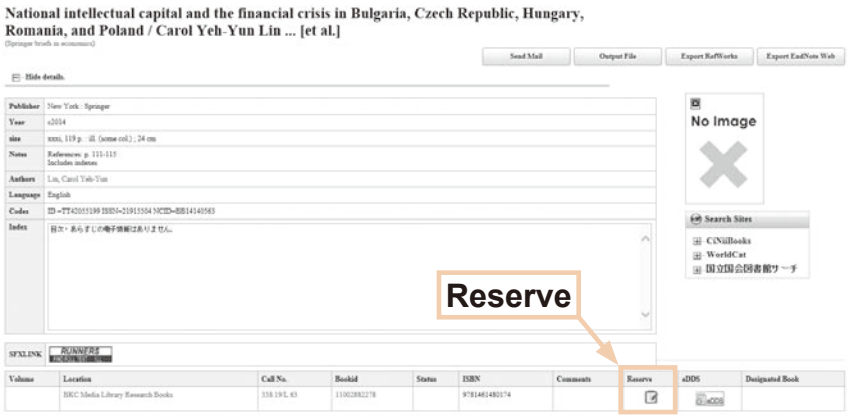
A - Materials Available in the APU Library



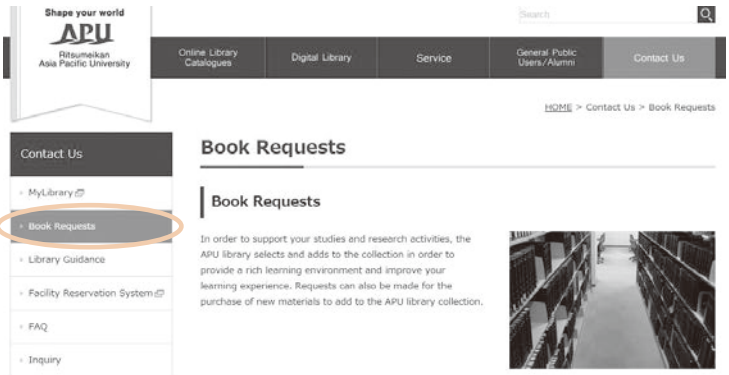
The “Location” column shows where the book is currently catalogued. Materials located in “APU Reserve (On-Site Use)” may be found in the Reserve Corner. These materials may only be used inside the Library. Those located in “APU Reserve” may be checked out for up to three days.

B - Reservation and ordering of materials from Ritsumeikan University Library



Materials that are currently checked out from the APU Library, but which are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately three days (weekdays) to arrive.

C – Requesting purchase of books unavailable in the APU Library



Students can request purchase of books that are unavailable at the APU Library. Purchase requests are reviewed and approved in accordance with the APU Library Materials Acquisition Policy and Selection Guidelines. Books and materials purchase of which has been approved take approximately two months to be delivered.

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4-3. Academic Misconduct

Academic misconduct refers to any breach of the University regulations including prohibited and / or unethical actions for the purpose of obtaining credit, achieving higher grades or avoiding a fail grade. Examples of academic misconduct include, but are not limited to, cheating and plagiarism.

Cheating

Cheating amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. Acts regarded as cheating that will be strictly punished and other strictly enforced rules for examinations are listed on the Academic Office website.

The following acts are regarded as cheating and will be strictly punished:

1. Using or being used as a stand-in (having someone else take the exam for your or taking an exam for someone else)
2. Possessing cheat sheets (including leaving them on the lower shelf of the desk)
3. Exchanging answer sheets
4. Sharing answers
5. Writing on the desk
6. Fraud (false statements) on the answer sheet or the attendance sheet
7. Sitting for an examination outside of the designated examination location.
8. Taking answer sheets out of the examination room
9. Talking or whispering during the examination, as well as looking at other people's answers
10. Using any materials not permitted for the examination
11. Lending or borrowing of allowed materials, other items, etc.
12. Failing to follow the proctor's instructions
13. Opening any websites other than the ones necessary to take the test (if a test is being held in a PC classroom)
14. Accessing the examination system (manaba, etc.) from outside the examination room during the examination period
15. Accessing the examination system (manaba, etc.) using someone else's ID / password
16. Obstructing the examination in any other way

Please note that even in the case of open-book examinations, the use of Internet-enabled devices as mobile phones and notebook computers is not permitted.

Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

1. Receive an F grade
2. Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students

Plagiarism

Plagiarism is the use of a copyrighted work without acknowledgement and / or proper citation. Plagiarism is against global academic rules and ethics. Plagiarism is an illegal act and offenders may be fined or imprisoned.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to use the words or ideas of another person as if they were your own words or ideas
- to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.
- to commit literary theft: present as new and original an idea or product derived from an existing source
- to present as new and original an idea or work derived from an existing source

Common forms of plagiarism are:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

(extracted from http://www.plagiarism.org)

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At APU, cases of plagiarism will be handled in the same manner as cheating. Students caught plagiarizing will be disciplined severely. Questions regarding plagiarism or citation of sources may be directed to your course instructor.

Copyrighted Work

"Copyrighted work" refers to all works as defined by the Japanese copyright law. This includes written / verbal works such as dissertations and lectures, and also includes broadcastings, music, performances, works of art, architecture, maps, technical drawings, models, movies, photographs, programs etc. Online documents, data and images are also considered copyrighted works. You must cite all sources and acknowledge any copyrighted work in your reports to avoid plagiarism.

Quotations

"Quoting" is the act of using contents of an existing copyrighted work for your own use in line with the rules below. Although there are a number of ways to quote, students should use the method taught in class or as directed by individual instructors.

1. Quotations should only be used to supplement the main work (your own work) and should not form the bulk of the report.
2. A quote must be considered necessary to the content of the report.
3. The source must be clearly noted.
4. The parameters of the quote must be clear.
5. There must be no changes to the original content of the quote.

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4-4. Research and Writing

Research Ethics and Compliance

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive, and socially beneficial research. The Ritsumeikan Asia Pacific University's Research Code of Ethics, Regulations for Prevention of Misconduct in Research Activities, and Guidelines for Proper Publication of Research Outcomes outline the standards for research ethics at the University. All students conducting research must fully comprehend and comply with these guidelines. Refer to p.vii-ix for the Research Code of Ethics. For further information related to research ethics and compliance, please visit the APU official website.

https://en.apu.ac.jp/home/research/

Research ethics and compliance training sessions are offered based on the aforementioned guidelines. Graduate students are required to attend said training sessions and submit the corresponding documents in order to apply for and receive public research funds as well as internal funds. The materials regarding said training sessions are available on the Graduate School website.

https://www.apu.ac.jp/gradinfo/modules/gradinfo/content60/

Writing Support for Students

As outlined in Section "4-3. Academic Misconduct", plagiarism is the use of copyrighted work without acknowledgement or proper citation and is an illegal act subject to severe penalties. In order to aid students to prepare their academic written assignments and to check their reports are sufficiently cited, the University will create accounts for all students in Turnitin, an online software that helps support the development of skills necessary for preparing written assignments.

All graduate students are provided with Turnitin accounts during the time they are enrolled in their respective graduate program. Students are encouraged to regularly use Turnitin to improve their research and writing skills. Furthermore, all students are required to submit a soft copy of their thesis / report / case study to this software. Information on proper citation, etc. can also be found on the Graduate School website or through class instructors.

Research Subsidies

Research subsidies are available for graduate students to support their research activities. These research subsidies differ for Master's and doctoral students. They are available subject to application submission and screening. Please read the information on the Graduate School website for details on eligibility, application deadlines and guidelines, etc.

https://www.apu.ac.jp/gradinfo/modules/gradinfo/content60/

Archiving of the Master's Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations

A final soft copy of all Master's Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations that have received a passing grade must be submitted to the Academic Office for storage by the University. Copies of Master's Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations will be archived in the APU Library. Upon permission by the student the final version of the Master's Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertation will be also uploaded onto the APU online repository R-Cube.

The University does not bind Master's Theses, Research and Independent Final Reports, Internship-based Case Studies and Doctoral Dissertations for students. Please contact Co-op or a printing company of your choice to discuss printing options.

Making Doctoral Dissertations Publicly Available Online

Once students have received a passing grade for their Doctoral Dissertation, a final soft copy must be submitted to the Academic Office for preservation. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) requires all Doctoral Dissertations to

be made publicly available online (to the National Diet Library). Submission to the National Diet Library is made automatically when the Doctoral Dissertation is uploaded to APU's online repository R-Cube. Please see p. 31 for details.

Outstanding Master's Theses / Doctoral Dissertations

Master's Theses and Doctoral Dissertations of outstanding quality are recognized under the Student Honoring System. A list of past outstanding Master's Theses and Doctoral Dissertation can be found on the APU Library website.

https://en.apu.ac.jp/media/library/thesis/index.html/

4-5. Faculty Database and Office Hours

Faculty Database

APU has developed a faculty database that allows our faculty (APU faculty) to publicize their research activities within Japan and across the world. Making our latest research results and research projects public is useful for developing partnerships with industry, promoting human resource exchange, and advancing collaborative research projects.

The contents of the Faculty Database are not only displayed on APU's homepage, but also made available to the Japan Science and Technology Agency's (JST) researchmap. Detailed information can be found on the Research Office website.

https://researcher.apu.ac.jp/apuhp/KgApp?Language=2

Office Hours

Each faculty member has allocated office hour in order to facilitate consultation and guidance relating to coursework.

Please refer to the Academic Office webpage for office hours information of our faculty members.

https://en.apu.ac.jp/academic/page/content0219.html/?c=17/

4-6. 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 (see p. 91-92 for tuition schedule). 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 subject to further assessment.

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 must declare their intended length of study at APU upon enrollment to the University by submitting a Program Registration Form indicating their intent. Their tuition will be billed according to the predetermined payment schedule for each completion program length (see p. 91-92 for tuition fee schedules).

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 "4-7 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 Section "4-12 Tuition" for details.

Program	Program Length	Application Period	Application Deadlines		Tuition
			Spring Semester	Fall Semester	
GSAM*	1.5 or 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 submitting an extension 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 20	By September 15	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			

Note: Students may remain enrolled for the entire program length even without submission of an Extension Application; however, in this case the tuition payment schedule will not be altered and students will be billed according to the schedule registered upon enrollment to APU. After all program fees have been collected, tuition invoices will not be generated (within the standard completion program timeframe).

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 Section 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. 33-34 regarding options available to them.

Note 3: Relevant application forms are available on the Graduate School website and must be submitted to the Academic Office by the set deadlines.

4-7. 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:

■ At the time of enrollment:

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.

■ While enrolled:

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, 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	At the beginning of the first semester
Application Deadlines	● Spring Semester: April 15 ● Fall Semester: October 5
Application Materials	● At the time of enrollment: Application form and submission of a research plan ● While enrolled: Submission of a research proposal
Assessment Criteria	**1 year Completion Program** ● At the time of enrollment: - Whether the research plan is deemed suitable for completion in 1 year ● At the end of the 1st semester: - Whether the research proposal meets the standards for accelerated completion - Completion of 16 credits or more required for program completion **1.5 years Completion Program** ● At the time of enrollment: - Whether the research plan is deemed suitable for completion in 1.5 years ● At the end of the 2nd semester: - Whether the research proposal 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.

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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
Application Materials	● At the time of enrollment: Application form and submission of a research plan
Recommendations	● 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.

■ At the time of enrollment

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

■ While enrolled

Assessment of the students' eligibility to stay enrolled in the Accelerated Completion Program will be carried out 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 3.0 or higher
3. the student's supervisor approves accelerated completion

In the case that a student is applying for / studying in the Accelerated Completion Program but does not meet any of the above criteria, he / she will be automatically re-enrolled in the Standard Completion Program of 2 years.

	1.5 years Accelerated Completion Program
Application Period	At the beginning of the first semester
Application Deadlines	● Spring Semester: April 15 ● Fall Semester: October 5
Application Materials	● At the time of enrollment: Application form and submission of a research plan
Assessment Criteria	● At the time of enrollment: - Whether the research plan is deemed suitable for 1.5 year completion 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 offered during the semester - 3.0 or higher GPA - Accelerated completion is approved by the supervisor

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.

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4-8. 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 accompanied by the "Reason for Transfer Form", are to be submitted to the Academic 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	**Academic 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.

4-9. 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. Special 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 Academic Office
4. Notification of results	mid-March or mid-September
5. Contact	**Academic Office**

Change in Specialization (GSM)

Specialization changes may only be made before the beginning of the 2nd semester.

1. Special Requirements	NONE
2. Application Deadlines	By March 20 or September 15
3. Application	"Application for Change in Specialization" form, approved and signed by the current and future supervisors, (where applicable) submitted to the Academic Office
4. Notification of results	early April or beginning of October
5. Contact	**Academic 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.

* Students may be allowed to apply after the application deadline has passed; however, approval of applications will depend on the merits of students' reasons for delayed application.

4-10. 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 March 20 or September 15
3. Application	"Application for Change in Supervisor" submitted to the Academic Office
4. Notification of results	early April or early October
5. Contact	**Academic 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.

4-11. Change in Student Status

Leave of Absence

Students unable to continue their studies at the University due to unavoidable circumstances may apply for a leave of absence in semester units. A Request for Leave of Absence must be submitted with official documentation, such as a doctor's certificate, to the **Student Office**.

- Students are exempt from tuition during the leave.
- 5,000 yen per semester, "matriculation fee", is required to maintain student status.15,000 yen application fee is also necessary.
- The maximum leave of absence is four consecutive semesters.
- Only students who are required to undertake military service are eligible to apply for leave of absence from school for a duration of 6 continuous semesters.

Reinstatement

Students who wish to apply for reinstatement after a leave of absence must submit a request for reinstatement and other necessary documents to the Student Office. Application for the spring semester must be completed by February 15* and for the fall semester by August 5*.

***Note:** All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for international students for reinstatement in spring semester is the last day of December and for reinstatement in fall semester is the last day of June. (If the deadline falls on a Saturday, Sunday, or public holiday, the due date will be the next office day.)

Withdrawal

Students who must leave APU due to unavoidable circumstances should obtain permission to withdraw from the University by submitting to the Student Office a request for withdrawal along with other required documents.

Any students in the following situations will also be subject to withdrawal:

1. Failure to pay the total tuition by the deadline.
2. Failure to take appropriate procedures to report changes of student status.
3. Failure to take appropriate procedures by the deadline when returning to APU after studying abroad, applying for reinstatement, or transferring within APU.
4. Students subject to disciplinary measure.

Readmission

Students can request to be readmitted within three years after the last day of the semester in which the student withdrew once necessary documents are submitted and approved. Credits obtained before withdrawal will remain. A request for readmission and a 10,000 yen

application fee must be submitted to the Student Office along with a 13,000 yen readmission fee if accepted for readmission. Students accepted for readmission must pay one semester's tuition in full before being admitted. Please note that students expelled from the University cannot be readmitted.

***Note:** GSAD students should refer to "Options for Students Unable to Complete their Program Within 3 Years" included in Section "2-6 Other Important Information for GSAD Students" for information on enrollment extension, withdrawal, and leave of absence. Applications must be submitted by the appropriate deadline each relevant semester.

Type of Application	Place to Apply	Contact
Leave of Absence	Student Office	apustu1@apu.ac.jp
Withdrawal	Student Office	

Expulsion

In line with University Regulations, a student is subject to expulsion in the following circumstances:

1. Duration of study exceeds 4 years for GSAM / GSM or 6 years for GSAD.
2. Dual enrollment: students registered at two or more universities, colleges, and / or departments at the same time.
3. Students missing for over 3 months.
4. Students deceased.

Deadlines and Fees for Change in Student Status - for further reference, please contact the **Student Office**

Change in Student Status	Notification Deadline		Remarks**
	Spring Semester	Fall Semester	
Leave of Absence (LOA)	February 15	August 5	1. Application fee: 15,000 yen 2. Matriculation fee of 5,000 yen per semester
Reinstatement	Last day of December*	Last day of June*	NONE
Withdrawal	Whenever necessary	Whenever necessary	NONE
Readmission	Last day of December*	Last day of June*	1. Application fee: 10,000 yen (at the time of application) 2. Readmission fee: 13,000 yen (if accepted for readmission) 3. Tuition fee: One semester's tuition in full (if accepted for readmission)

***Note 1:** All international students are required to obtain a college student visa. Due to the time required to process visa applications, the deadlines for international students are earlier than those for domestic students. Application deadline for domestic students for reinstatement in spring semester is February15 and for reinstatement in fall semester is August 5.

****Note 2:** Application fees, matriculation fees, readmission fees, and any other student status fees will not be refunded under any circumstances. All fees are subject to change. Please contact the **Student Office** for more detailed information.

(extracted from the Campus Life Handbook)

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4-12. Tuition

The Flat Fee Structure

Graduate students will not be charged per credit, but rather a flat fee structure will apply. Please carefully review the tuition schedule for your school and program provided below. Students studying in the Accelerated Completion Programs must pay the entire program tuition before program completion. The tuition schedule applies to all students regardless of their curriculum.

Notes:

1. Tuition are the responsibility of the student and must be paid on time. Late payments may result in automatic withdrawal from APU.
2. Tuition will not be refunded under any circumstances and may be subject to a yearly revision.
3. After arrival at APU, students must update their current mailing address via the Campus Terminal. See p. 99 for information on updating your address online.

Tuition Deadlines

Tuition must be paid each semester. Always be sure to pay the amount due on or before the deadline. If the deadline falls on a non-business day (Saturday, Sunday, or bank holiday), the deadline will fall to the next business day. Tuition payments not received in full by the deadline will result in withdrawal from APU for nonpayment of tuition.

Please read the information on the APU website for details about tuition.

https://en.apu.ac.jp/home/life/content61/

Spring	May 31
Fall	November 30

Tuition Schedule per Program for Academic Year 2021

Tuition Schedule for GSAM

Program Length \ Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
2-year Standard Completion	650,000 yen	650,000 yen	750,000 yen	750,000 yen	2,800,000 yen
1.5-year Accelerated Completion	650,000 yen	650,000 yen	1,500,000 yen	—	2,800,000 yen
1-year Accelerated Completion	650,000 yen	2,150,000 yen	—	—	2,800,000 yen

Notes:

1. The first tuition installment (650,000 yen) must be paid prior to enrollment at APU.
2. Students who have paid the entire 2,800,000 yen program fee, but are extending from 1 or 1.5 year completion to 1.5 or 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment **exceeds** the 2-year standard program length will be billed 375,000 yen per semester until completion

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or discontinuance of the Master's Program.

4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). Students will be subject to expulsion if they do not complete the Master's Program within this 4 year period.

Tuition Schedule for GSAD

Semester / Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	TOTAL
3-year Standard Completion	650,000 yen	650,000 yen	750,000 yen	750,000 yen	750,000 yen	750,000 yen	4,300,000 yen
Accelerated 2-year Completion	1,400,000 yen	1,400,000 yen	750,000 yen	750,000 yen	—	—	4,300,000 yen

Notes:

1. The first tuition installment (650,000 yen) must be paid prior to enrollment at APU.
2. Students who have paid the entire 4,300,000 yen program fee, but are extending from 2-year completion to 3-year standard completion will not be billed for the remaining semester(s), provided that the total period of enrollment does not exceed 3 years.
3. Students whose period of enrollment **exceeds** the 3-year standard program length **due to insufficient credits** will be billed 375,000 yen per semester until completion or discontinuance of the Doctoral Program. After completion of all 30 credits students will only be billed 100,000 yen for each semester extended beyond 3 years until completion or discontinuance of the Doctoral Program.
4. Students may extend their program length up to an additional 3 years (6 additional semesters); however, students will be subject to expulsion if they do not complete the Doctoral program within the total 6 year period.

Tuition Schedule for GSM

Semester / Program Length	1st Semester	2nd Semester	3rd Semester	4th Semester	TOTAL
Standard 2-year Completion	900,000 yen	900,000 yen	1,000,000 yen	1,000,000 yen	3,800,000 yen
1.5-year Accelerated Completion	900,000 yen	900,000 yen	2,000,000 yen	—	3,800,000 yen

Notes:

1. The first tuition installment (900,000 yen) must be paid prior to enrollment at APU.
2. Students who have paid the entire 3,800,000 yen program fee, but are extending from 1.5 year completion to 2-year standard program completion, will not be billed for the remaining semester(s), provided the total period of study does not exceed 2 years.
3. Students whose period of enrollment **exceeds** the 2-year standard program length will be billed 500,000 yen per semester until completion or discontinuance of the Master's Program.
4. Students may extend the standard period of enrollment up to 2 years (4 extra semesters). However, students will be subject to expulsion if they do not complete the Master's Program within this 4 year period.

4-13. Graduate School Facilities

Outline of Graduate Facilities

Use of the Graduate School facilities located on the 2nd Floor of Building B is limited to Graduate School students for study purposes. These facilities are open weekdays only (closed weekends, holidays, and days the Academic Office is closed). Rules for using these facilities are available on the Graduate School website.

<table>
<tr><th>Name</th><th>Location</th><th>Hours</th><th>Rules</th></tr>
<tr><td>Cyber Study Room</td><td rowspan="5">2nd Floor,
Building B</td><td>8:00 - 24:00
(Wednesdays
10:00 - 24:00)</td><td rowspan="2">In case a printer runs out of paper or toners, or for any technical problems, please contact the Information System Office: ext. 3007 (Weekdays 10:00 - 16:30).</td></tr>
<tr><td>Master's Students Common Rooms</td><td rowspan="4">8:00 - 24:00</td></tr>
<tr><td>Doctoral Students Common Rooms</td><td rowspan="2">1. Please put cups, etc. back in their original place, after use.
2. Please do not litter. It is your responsibility to dispose of all litter appropriately.
3. Please turn off the gas after using the stove / boiler.</td></tr>
<tr><td>Graduate Student Lounge</td></tr>
<tr><td>Master's Students Lockers</td><td>Master's Students Common Rooms (GSA / GSM)</td><td rowspan="2">1. Lockers are available one locker per student.
2. Those who wish to use a locker should apply through the Academic Office.
3. Food, hazardous and / or valuable items should not be stored within the locker.
Note: The Academic Office will not take responsibility for lost, damaged or stolen items from within the locker.</td></tr>
<tr><td>Doctoral Students Lockers</td><td>Hallway next to the Doctoral Students Common Rooms</td></tr>
</table>

Graduate Lockers

Lockers are available for use upon online application during the period of enrollment at APU. Master's students lockers are available one (1) locker per student while doctoral students can borrow desks and lockers for personal use. Please read the information on the Graduate School website for details and methods of application.

https://www.apu.ac.jp/gradinfo/modules/gradinfo/content10/

Software available in the Cyber Study Room

List of software available in the Cyber Study Room can be found on the Academic Office website.

https://en.apu.ac.jp/academic/page/apu-net/basic_support.html/?c=17

Usage of Graduate Facilities on a Non-class Day

If a student desires to use any graduate facility on a non-class day, a “Request for Special Permission for Non-Class Day Usage” signed by the student’s supervisor must be submitted to the Academic Office at least 2 business days prior to use. If approved, the facility will be opened during the requested period.

“Request for Special Permission for Non-class Day Usage ”	
Form to be submitted:	Available on the Graduate School website.
Application Period:	By 16:30, at least 2 business days before intended use of the room. *In general, it is not possible to apply on the day of or day before intended use of the room.
Submit to:	Academic Office
Application Confirmation:	Confirmation will be sent on Campus Terminal.

EMERGENCY CONTACT DURING USE OF ANY GRADUATE FACILITY:

Please contact the Central Security Office: 2810 (ext.) or 0977-78-1150 (external line)

4-14. APU Library and Other Facilities

Introduction to the APU Library

https://en.apu.ac.jp/media/

The APU Library offers users a wide range of books, academic databases, and materials related to the areas of Asia Pacific studies, international management, and much more. Users can also request and access materials from Ritsumeikan University (RU).

The APU Library is not only a place to read and check out books and materials, it also provides spaces for individual and group study, as well as presentations. Technology-assisted study is also possible with IT facilities such as the Multimedia Room and wireless Internet. As the Library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

Library users can search APU and RU materials via the Online Library Catalogue. Users can also access the Research Repository (R-Cube) – a database that can be used to search for and view the academic contributions made by faculty and researchers affiliated with APU and RU.

Online Library Catalogues

The Online Library Catalogue is a system accessible through the Internet that allows users to consult the holdings of a library to find out if the book, journal or other material they are looking for is present in a specific library.

Digital Library

The Digital Library provides users with access to e-journal databases, R-Cube (Ritsumeikan Institutional Research Repository) and a list of graduate theses / dissertations. In this menu, users can also access Mendeley-a reference management tool allowing them to manage academic articles and share information online.

Library Facilities

- The first floor includes the “Group Study Rooms” and “Presentation Room,” which are useful to students working in study groups or on group projects.
- Study booths are located on the second floor for those who want a quiet place to concentrate and study.
- Wireless LAN access areas are located throughout the Library, and computers are available in the Multimedia Room.

Use of the Open-Computer Rooms

The computers in the Open-Computer Rooms are intended for public use and therefore are not to be considered as personal possessions. Students are asked to abide by the rules below. Those who fail to comply with instructions will be denied access.

1. No eating, drinking or smoking in the computer room.
2. Do not bring wet umbrellas or raincoats into the computer room.
3. Switch off mobile phones.
4. Do not use cosmetics or other liquids near the computers.
5. Take care of any rubbish when you leave.
6. Be considerate of those around you.
7. Do not move equipment or fixtures from their original place.
8. Do not connect personal computers to computer room LAN cables.
9. Do not use Net-phones (Skype, etc.) on computer room equipment.
10. Do not use the computers for entertainment purposes.
11. If you plan to leave the computer room for an extended period, do not leave your belongings at your seat; the computer will be shut down by the SA (Student Assistant) on duty.
12. Any behavior that might cause damage to equipment or fixtures or disturb other users will not be tolerated.

Prepaid Card Vending Machine

The prepaid printing system applies to all printers in the open-computer rooms. Prepaid cards are available from the prepaid card vending machines (at the following locations). Printing or copying charges are 8 yen per page for black and white and 40 yen per page for color.
Vending machine locations:

- Media Center Building, 1st Floor, inside the Multimedia Room (during office hours)
- Building E II, Student Union II, Co-op Counter

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4-15. Certificate Requests and Career Information

Certificate Request

The following certificates may be purchased for 200 yen each from automatic certificate dispensers located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00), 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 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:
   The "Certificate of Prospective Program Completion" indicates the semester you are expected to complete your graduate program and is based on your registered Length of Study.
   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	The Certificate may be printed from the automatic certificate dispensers located on the 1st floor of Building A and in the APU Library. Spring Semester: early May, Fall Semester: late October
GSM	1) Management 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 submitted for screening	

※ All students who do not meet the above criteria are required to apply in advance **to the Academic Office**. Please allow up to 5 business days for processing.

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 card and IC transportation card. They can be purchased from automatic certificate dispensers which are located in the lobby outside the Student Office on the 1st floor of Building A (Mon-Fri, 08:45-18:00) 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; submitting the Master's Thesis / Report / Case; collecting examination results, etc.

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Career Development at APU

The APU Career Office is dedicated to offering support and guidance for you to build your individual career path after graduation. Many resources are available for strengthening your resumes or even learning more about what you need to prepare to enter the company/organization of your dreams. There are numerous events, such as workshops, networking events, and company seminars, that are conducted throughout the year at APU, so while you are attending classes, think about your career plans and keep yourself informed by attending these events. These events are usually announced through Campusmate Web and Campus Terminal, so make a habit of checking them regularly so you do not miss out on an event that may define your future career!

For those considering working in Japan, there is a unique schedule and process that you need to be aware of to be able to apply and successfully receive a job offer from companies in Japan. Particularly for international students, there are obstacles that you need to overcome, such as learning Japanese and understanding Japan's working culture. If your careers are destined elsewhere, such as working in international organizations, working back home or overseas, etc., the Career Office provides individual consultations to help you make those dreams a reality. It is never too early to start planning out your future career, so make good use of the services and resources available to you now!

Career Office

Front desk hours	Mon, Wed - Fri	10:00 - 16:30
	Tue	11:30 - 16:30
TEL	0977-78-1128	
Email	career2@apu.ac.jp	

https://en.apu.ac.jp/careers/?

Career Handbook (English Version)

https://en.apu.ac.jp/careers/page/content0012.html/

Individual Career Consultation Reservation

You can reserve a consultation session online, please visit

https://en.apu.ac.jp/careers/page/content0023.html/?

4-16. Scholarships for Graduate Students

APU Scholarships Offered Prior to Enrollment

APU Tuition Reduction Scholarship consists of donations from Japanese corporations and individuals who support the fundamental principals of APU.

Important Information Regarding APU Tuition Reduction Scholarship

Type

Tuition Reduction of 30%, 50%, 65%, 80%, or 100%.

Applicable Period

The standard length of time required to complete the degree (maximum 2 years for master's students and maximum of 3 years for doctoral students).

Eligibility Reviews

Students awarded scholarship programs prior to enrollment undergo an eligibility review every semester based on their academic performance. Poor academic performance may result in the cancellation of a scholarship. Therefore, all scholarship recipients are encouraged to study hard to show high academic achievements after enrollment.

*Eligibility Check for Continuation of APU Tuition Reduction Scholarship

1. Every semester a recipient is enrolled, an assessment will be made to determine his / her eligibility for the scholarship based on their academic records. Based on that assessment, the recipient may be given a warning, or lose his / her scholarship eligibility.
2. The assessment standard is outlined below. Students who receive two consecutive "Warnings" will have their scholarship revoked for that semester. Once scholarships are revoked, they cannot be reinstated.

*A warning will be issued to students with credits outlined as follows.

	Number of completed credits			
	GSAM (APS / ICP)	GSM (MBA)		GSAD
		Spring Entry	Fall Entry	
On completion of 1st semester	6 credits or less	6 credits or less	12 credits or less	2 credits or less
On completion of 2nd semester	14 credits or less	18 credits or less	20 credits or less	8 credits or less
On completion of 3rd semester	22 credits or less	28 credits or less	30 credits or less	12 credits or less
On completion of 4th semester	--	--		18 credits or less
On completion of 5th semester	--	--		20 credits or less

Other Important Notes

1. Recipients of the above scholarships must have obtained a college student visa at the time of enrollment to APU. The above mentioned scholarship will be cancelled if a college student visa is not acquired within one month after enrollment.
2. Students in the Accelerated Completion Program for 1 or 1.5 years (Master's) or 2 years (Doctoral) will be required to pay the total tuition amount before program completion.
   Students will be awarded the same Tuition Reduction Scholarship for their period of study, regardless of whether they study in the standard or accelerated completion program. However please note, that scholarships will only last as long as the standard program length; students will no longer be eligible if enrolled longer than the standard period (2 years and 3 years, respectively).

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Revocation / Temporary Suspension of the APU Tuition Reduction Scholarship

Recipients of scholarships whose student status pertains to either of the following will have their scholarships revoked. Once scholarships are revoked they cannot be reinstated.

1. Withdrawal, Removal of student status, or Completion
2. Leave of absence
   * There may be instances where scholarships are reinstated upon a student's return to APU. Please inform the Student Office about your type of scholarship when applying for reinstatement.

3) Students who have received two consecutive Warnings as a result of the above assessment.

4. Students who are unable to complete all graduation requirements of their respective program by the end of the Standard Program Length (Master's – 2 years, Doctoral – 3 years).
5. Students who have been subjected to disciplinary action.
6. Students deemed unfit by the Student Affairs Committee to be recipients of a scholarship.

The Student Affairs Committee may suspend a recipient's scholarship for a certain period of time if the committee deems the recipient unfit to receive the scholarship. Decision to reinstate a temporarily suspended scholarship shall be made at the discretion of the Student Affairs Committee.

Other Scholarships Offered by the Public and Private Institutions

Please check the Student Office website for scholarships offered by various scholarship foundations. You can check if Japanese language skills are required to apply for a scholarship by checking the "chart (PDF)" in the Application Form column on this website.

https://en.apu.ac.jp/studentsupport/page/content0220.html/

In addition, as there are scholarships that are not offered through APU, students are encouraged to actively research on their own as to what scholarships are available.

〔Website〕

Cf. **http://www.jpss.jp (The Asian Students Cultural Association)**
http://www.mofa.go.jp/mofaj/ (The Ministry of Foreign Affairs of Japan)
http://www.jasso.go.jp/study_j/scholarships_sfisij_e.html (Japan Students Services Organization)

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4-17. Others

Student ID Card

Your student ID card is an important document that identifies you as a student. Be sure to carry it with you at all times.

Updating Your Current Address

When you arrive in Beppu, or if there is any change in your address, please make sure to update this information as soon as possible. Students who do not update their current address may not be able to receive important information from the University, including their tuition invoice, etc.

Off-campus Activities for an Extended Period

Those planning to leave the University for field research for more than 2 weeks without taking a leave of absence or withdrawing from the program must receive their supervisor's approval* and inform the Academic Office prior to your departure.

*1st-semester GSM students who have not yet chosen a supervisor should receive approval from the Dean of GSM.

Please read the information on the Graduate School website for details.

https://www.apu.ac.jp/gradinfo/modules/gradinfo/content60/

The reasons for this requirement are:

1. For the management of your student visa, the Japan Immigration Bureau, Student Office and Academic Office must be informed of your academic progress each semester. However, if a student is not attending classes and / or is away from the university for an extended period, the university has no confirmation or proof of status as a student. The provided information may be used in this case to prove your status as a student.
2. In case of emergency, the university will be able to confirm students' safety.

Note: In case of Leave of Absence, procedures must be conducted in advance at the Student Office.

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Section 5

General Information

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5-2 Operation of Classes 102

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5-6 Examinations, Final Reports and Other Written Assignments 109

5-7 Grading and Assessment 111

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5-1. Notices from APU

General messages to students will be posted on Campus Terminal, the Graduate School website and the bulletin board located in the 1st floor of Building B. Please check daily for important notices.

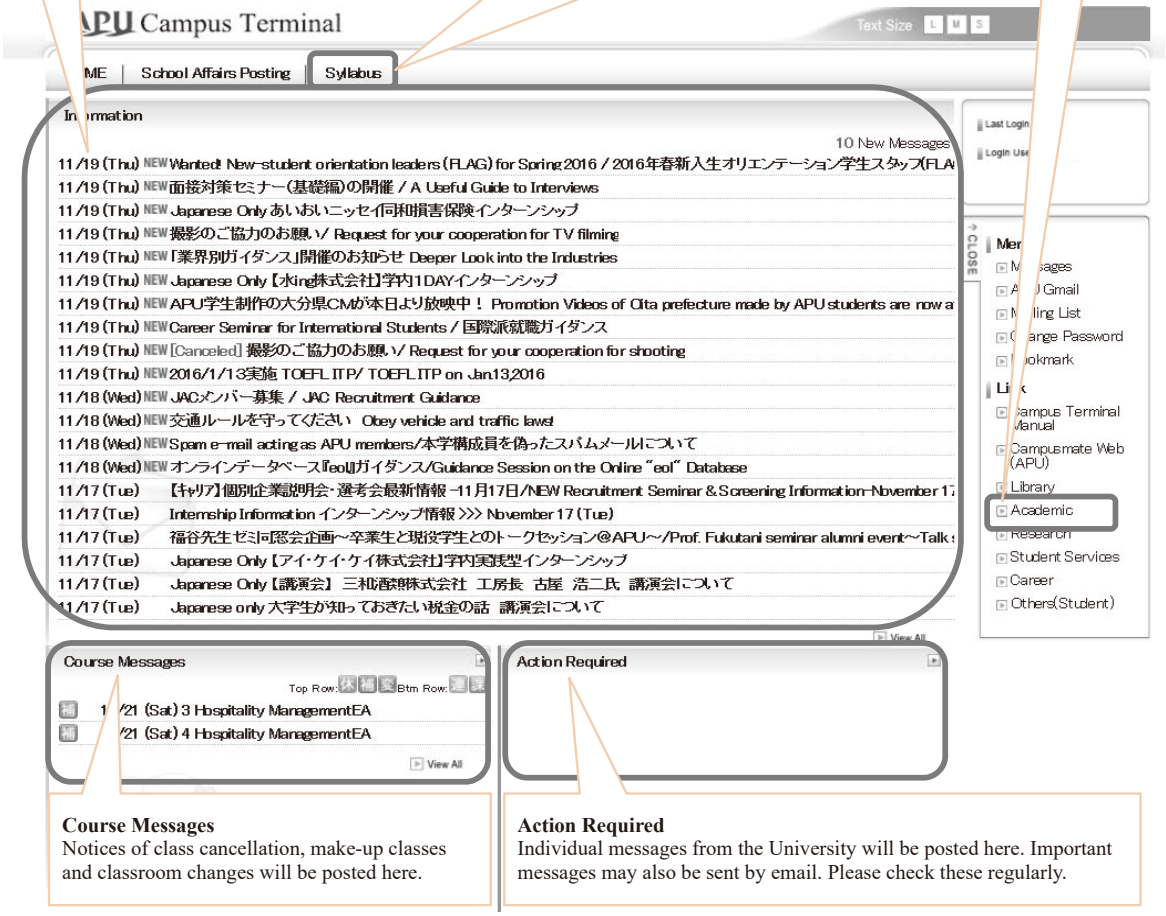
Campus Terminal

URL: https://portal2.apu.ac.jp/campusp/login.do

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

Syllabus
Information on subjects, instructors, course outline and objective, etc.

Academic
This link accesses the Graduate School and Academic Office Websites, manaba, etc.



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

Action Required
Individual messages from the University will be posted here. Important messages may also be sent by email. Please check these regularly.

Graduate School Website

URL: https://www.apu.ac.jp/gradinfo/

Graduate School website which offers up-to-date information and important announcements for graduate students. Details on thesis / report examination regulations, graduate class schedules, and other important information can also be found here.

5-2. 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 the Campus Terminal and bulletin board. For other events and deadlines, refer to the Academic Calendar on p. 112-113 and 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 end 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 and outside the Academic Office 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	15 classes	Per Quarter / Session	2
Seminar Subjects	15 (including individual supervision)	Per Semester	2
Presentations: Research Presentation*	15 classes	Per Semester	2
Research Papers:Research Paper*	15 classes	Per Semester	4
Tutorials*	15 classes	Per Semester	2
Japanese Language Subjects**	30 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. While the first letter refers to the semester, the second letter refers to an associated supervisor.

		Lecture Subjects		Seminar Subjects
S	Spring Semester	A	GSAM Subject	The second letter refers to an associated supervisor
F	Fall Semester	M	GSM Subject	

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5-3. Class Cancellations, Changes and Emergency Contact Information

Information regarding class cancellations, make-up classes and classroom changes will be made available on the Campus Terminal. 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. Classes will also be cancelled if public transportation stops due to typhoon, snow, or a strike.

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

Classes may be cancelled in either one of the following circumstances. These measures will also apply during the final examination period. Please check the announcements on Campus Terminal frequently during such times as the Division of Academic Affairs will make decisions in response to changing circumstances.

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

Class cancellation announcements will be made as follows:

Time of Decision	Time of Notice	Action
6:30 am	Approx. 6:45 am	Periods 1 and 2 will be cancelled
10:30 am	Approx. 10:45 am	Period 3 onwards will be cancelled
After 10:30 am	As decided	Further decisions will be made as appropriate

Class Cancellation Information

Information regarding the cancellation of classes may be accessed on Campus Terminal.
Campus Terminal (PC):

https://portal2.apu.ac.jp/campusp/login.do

Campus Terminal (Mobile):

https://portal2.apu.ac.jp/campusp/sptop.do

Make-up Classes

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

Classroom Changes

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

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.

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5-4. Class Absences due to Illness or Bereavement / Tardiness

APU does not have a system of officially recognized absences. In the event that you are unable to attend classes due to unavoidable circumstances such as illness or the death of a family member, please inform your instructors of your absence from classes. Each instructor will determine how to handle your absence in these cases. However, these procedures will differ depending on the length of the period absent. Please read the following information for details and application instructions. Please also read the information on the Academic Office website for updates and application documents.

Class Absences information on the Academic Office website.

https://en.apu.ac.jp/academic/page/content0016.html/?c=17

Short-term Absences

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

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

Application Criteria

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

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

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

Application Method

1. Download the application from the Academic Office website and fill in one form per subject.
2. Attach an official original document that clearly states the reason for and duration of absence, as well as an original receipt for medical services. Submit these along with the application forms to the Academic Office.
3. The Academic Office will check students' documents and course registration status. If there are no mistakes, the applications will be stamped with the official Academic Office seal and returned to the students.
4. The student will submit the stamped forms to the instructors.

Application Deadline

Applications must apply by 16:30 on the last class day (excluding final examinations and make-up classes) for the relevant subject. For session courses, by 16:30 on the last day of the registered session class. Late applications cannot 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 cancelled. Please note that if cancellation is approved, all courses in the affected semester or quarter will be cancelled. You may not cancel only specific subjects.

Application Criteria

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

Note: Only students who meet the conditions above are eligible to apply for the cancellation of a course.

Additional Notes

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

Application Method

Students must notify the Academic Office as soon as a situation requiring a long-term absence arises. Students must file an application along with any official documentation (certificates, medical expense receipts, etc.) during the appropriate application period as shown below.

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

Application Deadlines

The following are submission deadlines for each subject type. Applications submitted after the respective deadline will not be accepted.

Term	Application Deadline
1st Quarter Subjects	By 16:30 on the last day that 1st Quarter classes are being held (excluding final examinations and make-up classes)
Semester / 2nd Quarter Subjects	By 16:30 on the last day that 2nd Quarter classes are being held (excluding final examinations and make-up classes)
Session subjects	By 16:30 on the last day of the registered session class

Class Absence due to Infectious Disease

Application Criteria

In the case of absence due to an Infectious Disease as defined by the Japanese School Health and Safety Act, it will be treated as a recognized absence if a “Certificate of Recovery from Infectious Disease” (available for download from the Class Absence page of the Academic Office website) completed by a medical institution accompanied with a medical expenses receipt is submitted to the University. Only students who have contracted one of these recognized diseases are eligible to apply. Students with other illnesses such as the common cold are NOT eligible.

Details on application procedures can be viewed on the Academic Office webpage.

https://en.apu.ac.jp/academic/page/content0016.html/?c=17

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

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

Application Method

1. Students who have contracted one of the diseases listed above should notify the Academic Office by email immediately (acsubmit@apu.ac.jp).
2. After which they should confirm the application procedures on the Class Absence page of the Academic Office website.
3. Submit an original “Certificate of Recovery from Infectious Disease” and original medical expenses receipt to the Academic Office by the application deadline for the subjects in question.

Application Deadline

Applications must be submitted by 16:30 on the last class day of the term in which 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 Office.
- 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.

5-5. Course Selection and Registration

Syllabus

The syllabus system can be accessed from the Campus Terminal. Please see p. 78 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 "Correction Periods" 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 Campusmate.
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 correction period.

Period	Available Subjects	Target Students	Registration Changes Possible			
			Semester Courses	1st Quarter Courses	2nd Quarter Courses	Session Courses
Registration Period A	All subjects	Current students ONLY	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects	Newly enrolled, re-enrolled, reinstated students, Current Students	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Correction Period 1	All subjects	All students	Drop	Drop	Add / Drop	Add / Drop
2nd Quarter Classes Begin						
Correction Period 2	All subjects	All students	--	--	Drop	Add / Drop
Session Classes Begin						

*Please refer to the orientation handouts or the Graduate School website for the registration schedule of the semester.

Course Registration System

Students are able to register online via the "Campusmate" system, accessible through Campus Terminal. Every morning, between the hours of 03:00 am and 05:00 am (Japan Standard Time), Campusmate will be offline for maintenance.

https://cmate2.apu.ac.jp/campusapu/login.do

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. If you access Campusmate via any browser other than Internet Explorer (IE) it is possible an error may occur. The University takes no responsibility for registration problems caused by such errors.
3. When you register or cancel subjects online, please be sure to click the Apply button to register your changes.
4. Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No". Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors. Be sure to record the date the course Registration Confirmation Sheet was printed / saved.

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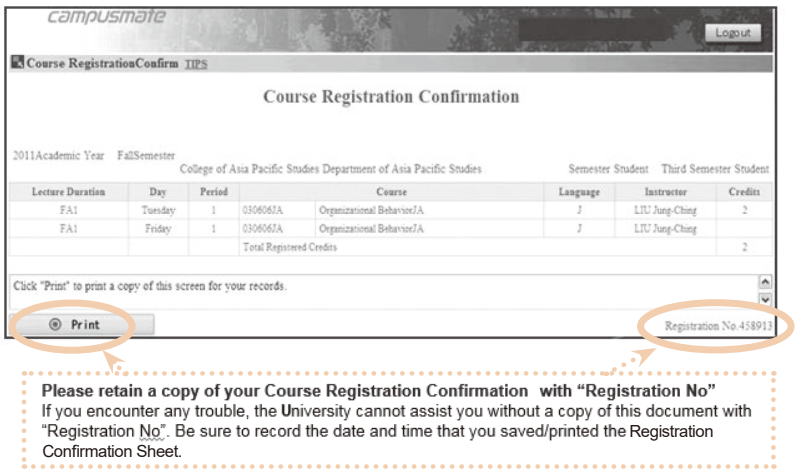
5. If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
6. Please do not share your password with anyone else. The University recommends regularly changing your password.
7. 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.



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 / Report / Case 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 final semester** should not register for subjects held during the Session Period, as graduation assessment takes place during this time.
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 / correction period. Amendments are not possible outside the designated registration and correction periods.

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 Academic 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.

Academic Office Hours	Monday, Wednesday through Friday	10:00 – 16:30
	Tuesday	11:30 – 16:30
Graduate School Email Address	ac-grad@apu.ac.jp	

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Required Documents

1. An up-to-date printout / screenshot of your Course Registration Confirmation Screen from Campusmate
2. An up-to-date printout / screenshot of your Grade Confirmation Screen (including subject list and credit completion information)
3. Any other necessary documents for advising

Before you visit the Academic 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 Campusmate.

5-6. 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.

Suspension of Public Transportation Services

The following measures will be taken in the case of suspension of public transportation services due to reasons such as typhoon or snow. The circumstances for "suspension of public transportation services" are the same as those outlined on p. 103.

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

1. Announcements will be made on Campus Terminal. Make sure to check Campus Terminal yourself.
2. Information about newly scheduled examination dates, make-up reports topics, submission methods, and deadlines will be announced on Campus Terminal after the notice of cancellation.
3. Even if there is no "suspension of public transportation services", important decisions may be made regarding examinations depending on the traffic conditions. In this case, announcements will also be made on Campus Terminal.
4. Please do not plan trips or make plans to return home on the back-up examination day (as shown on the Academic Calendar). You will not be permitted to take a make-up examination if you miss a final examination for personal reasons.

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 and Independent Final Reports, Case Studies and all other media resources.

5-7. Grading and Assessment

Grading System model for the Graduate School of Asia Pacific Studies and Graduate School of Management:

Evaluation	Grade (%)	Pass / Fail
A+	90% or higher	Pass
A	80 ～ 89%	
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 Campusmate 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.

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Registered credits for a given semester (excluding P / T)}}$$

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.

$$\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1)]}{\text{Total completed credits (excluding P / T)}}$$

* **Note:** Credits from letter graded Optional Subjects will NOT 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 not 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 Campusmate. Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.

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/page/content0032.html/?c=17

AY2021 Ritsumeikan Asia Pacific University Academic Calendar

Year	Date		Day		Event	Class
				Spring Semester		
2021	4	1	Thu		Entrance Ceremony	
		2	Fri			
		3	Sat			
		4	Sun			
		5	Mon			
		6	Tue			
		7	Wed		Course Registration Period B	
		8	Thu		Course Registration Period B	
		9	Fri			
		10	Sat			
		11	Sun			
		12	Mon		Start of Classes, Spring Semester 1st Quarter	●
		13	Tue			●
		14	Wed		**GSAM: First Seminar Meeting**	●
		15	Thu			●
		16	Fri		**GSAD: Doctoral Dissertation Submission**	●
		17	Sat			
		18	Sun			
		19	Mon		Correction Period 1	●
		20	Tue		Correction Period 1	●
		21	Wed			●
		22	Thu			●
		23	Fri		**GSMM: Research Project Summary Submission**	●
		24	Sat		Make-up Classes 1	○
		25	Sun			
		26	Mon			●
		27	Tue			●
		28	Wed			●
		29	Thu	Shōwa Day*	Classes as usual	●
		30	Fri			●
	5	1	Sat			
		2	Sun			
		3	Mon	Constitution Memorial Day*	Classes as usual	●
		4	Tue	Greenery Day*	Classes as usual	●
		5	Wed	Children's Day*	Classes as usual	●
		6	Thu			●
		7	Fri			●
		8	Sat		Make-up Classes 2	○
		9	Sun			
		10	Mon			●
		11	Tue			●
		12	Wed		**GSAM: 1st Quarter Joint Research Presentations (JRP)**	●
		13	Thu			●
		14	Fri		**GSAM: Notification of Intent Submission**	●
		15	Sat			
		16	Sun			
		17	Mon			●
		18	Tue			●
		19	Wed			●
		20	Thu			●
		21	Fri			●
		22	Sat		Make-up Classes 3	○
		23	Sun			
		24	Mon			●
		25	Tue			●
		26	Wed		Classes as usual	●
		27	Thu		Classes as usual	●
		28	Fri		Classes as usual	●
		29	Sat		Back-up Classes	○
		30	Sun			
		31	Mon		No Classes **GSMM: Research Project Submission**	
	6	1	Tue		No Classes	
		2	Wed		No Classes	
		3	Thu		No Classes	
		4	Fri		No Classes	
		5	Sat			
		6	Sun			
		7	Mon		Start of Classes, Spring Semester 2nd Quarter	●
		8	Tue			●
		9	Wed			●
		10	Thu			●
		11	Fri			●
		12	Sat			
		13	Sun			
		14	Mon		Correction Period 2	●
		15	Tue		Correction Period 2 **GSAM: Master's Thesis/Research Report Submission**	●
		16	Wed			●
		17	Thu			●
		18	Fri			●
		19	Sat		Make-up Classes 1	○
		20	Sun			
		21	Mon			●
		22	Tue			●
		23	Wed			●
		24	Thu			●
		25	Fri		**GSMM: Announcement of Examination Results**	●
		26	Sat			
		27	Sun			
		28	Mon			●
		29	Tue			●
		30	Wed		**GSAM: Research Proposal Submission**	●

Year	Date		Day		Event	Class
2021	7	1	Thu			●
		2	Fri			●
		3	Sat		Make-up Classes 2	○
		4	Sun			
		5	Mon		**GSAM: Announcement of Examination Results** **GSAD: Candidacy Application** **GSMM: Management Seminar Application**	●
		6	Tue			●
		7	Wed		**GSAM: 2nd Quarter Joint Research Presentation (JRP)**	●
		8	Thu			●
		9	Fri		**GSAD: Extension of Period of Enrollment**	●
		10	Sat			
		11	Sun			
		12	Mon			●
		13	Tue			●
		14	Wed			●
		15	Thu		**GSMM: Research Project Re-submission**	●
		16	Fri			●
		17	Sat			
		18	Sun			
		19	Mon			●
		20	Tue			●
		21	Wed			●
		22	Thu	Marine Day*	Classes as usual	●
		23	Fri	Sports Day*	Classes as usual **GSAM: Master's Thesis/Research Report Re-submission**	●
		24	Sat		Make-up Classes 3	○
		25	Sun			
		26	Mon		Back-up Classes	●
		27	Tue		Back-up Classes	●
		28	Wed		Back-up Classes	●
		29	Thu		Back-up Classes	●
		30	Fri		Back-up Classes **GSMM: Announcement of Final Results**	●
		31	Sat			
	8	1	Sun		Summer Session/Classes as usual	●
		2	Mon		Summer Session	●
		3	Tue		Summer Session	●
		4	Wed		Summer Session	●
		5	Thu		Summer Session **GSAM: Announcement of Final Results** GSAM: Announcement of Research Proposal Examination Results	●
		6	Fri			
		7	Sat			
		8	Sun	Mountain Day*		
		9	Mon	Substitute holiday*		
		10	Tue		**GSAD: Announcement of Candidacy Application Results**	
		11	Wed			
		12	Thu			
		13	Fri			
		14	Sat			
		15	Sun			
		16	Mon			
		17	Tue			
		18	Wed			
		19	Thu			
		20	Fri			
		21	Sat			
		22	Sun			
		23	Mon			
		24	Tue			
		25	Wed			
		26	Thu			
		27	Fri			
		28	Sat			
		29	Sun			
		30	Mon			
		31	Tue			
	9	1	Wed		Graduation Results Announced	
		2	Thu			
		3	Fri			
		4	Sat			
		5	Sun			
		6	Mon			
		7	Tue			
		8	Wed			
		9	Thu			
		10	Fri			
		11	Sat			
		12	Sun			
		13	Mon		Spring Semester Results Released	
		14	Tue			
		15	Wed			
		16	Thu			
		17	Fri		Graduation Ceremony	
		18	Sat			
		19	Sun			
		20	Mon	Respect for the Aged Day*		
				Fall Semester		
		21	Tue			
		22	Wed			
		23	Thu	Autumnal Equinox Day*		
		24	Fri		Entrance Ceremony	
		25	Sat			
		26	Sun			
		27	Mon			
		28	Tue			
		29	Wed			
		30	Thu			

*National Holiday / ● School Day or Examination Day / ○ Make-up Classes / Blank: No classes

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Year	Date	Day		Event	Class
2021	10	1 Fri			
		2 Sat			
		3 Sun			
		4 Mon		Start of Classes, Fall Semester 1st Quarter	●
		5 Tue			●
		6 Wed		**GSAM: First Seminar Meeting**	●
		7 Thu			●
		8 Fri		**GSAD: Doctoral Dissertation Submission**	●
		9 Sat			
		10 Sun			
		11 Mon			●
		12 Tue			●
		13 Wed			●
		14 Thu			●
		15 Fri			●
		16 Sat		Make-up Classes 1	○
		17 Sun			
		18 Mon			●
		19 Tue			●
		20 Wed		**GSMM: Research Project Summary Submission**	●
		21 Thu			●
		22 Fri			●
		23 Sat			
		24 Sun			
		25 Mon			●
		26 Tue			●
		27 Wed			●
		28 Thu			●
		29 Fri			●
		30 Sat			
		31 Sun			
	11	1 Mon			●
		2 Tue			●
		3 Wed	Culture Day*	Classes as usual	●
		4 Thu			●
		5 Fri		**GSAM: Notification of Intent Submission**	●
		6 Sat		Make-up Classes 2	○
		7 Sun			
		8 Mon			●
		9 Tue			●
		10 Wed		**GSAM: 1st Quarter Joint Research Presentations (JRP)**	●
		11 Thu			●
		12 Fri			●
		13 Sat			
		14 Sun			
		15 Mon			●
		16 Tue			●
		17 Wed			●
		18 Thu			●
		19 Fri			●
		20 Sat		Make-up Classes 3	○
		21 Sun			
		22 Mon		Final Exams, 1st Quarter Fall Semester	●
		23 Tue	Labor Thanksgiving Day*	Final Exams, 1st Quarter Fall Semester	●
		24 Wed		Final Exams, 1st Quarter Fall Semester (Back-up Examinations)	●
		25 Thu		No Classes	
		26 Fri		No Classes	
		27 Sat			
		28 Sun			
		29 Mon		Start of Classes, Fall Semester 2nd Quarter	●
		30 Tue		**GSMM: Research Project Submission**	●
	12	1 Wed			●
		2 Thu			●
		3 Fri		**GSAM: Master's Thesis/Research Report Submission**	●
		4 Sat			
		5 Sun			
		6 Mon		Make-up Examinations	●
		7 Tue			●
		8 Wed			●
		9 Thu			●
		10 Fri			●
		11 Sat		Classes as usual (substitute classes for Jan.10 (Mon))	●
		12 Sun			
		13 Mon			●
		14 Tue			●
		15 Wed			●
		16 Thu			●
		17 Fri			●
		18 Sat		Make-up Classes 1	○
		19 Sun			
		20 Mon		**GSMM: Announcement of Examination Results**	●
		21 Tue			●
		22 Wed			●
		23 Thu			
		24 Fri		**GSAM: Announcement of Examination Results**	
		25 Sat			
		26 Sun			
		27 Mon			
		28 Tue			
		29 Wed			
		30 Thu			
		31 Fri			

If a final examination is postponed due to a typhoon, heavy snow, labor strike, etc., it will be rescheduled for a back-up examination date, which would either be the Saturday during the final examination period or the Wednesday (during a class period without previously scheduled exams) following the end of the final examination period. Therefore, please refrain from making travel plans during this period.

Year	Date	Day		Event	Class
2022	1	1 Sat	New Year's Day*		
		2 Sun			
		3 Mon			
		4 Tue			
		5 Wed			
		6 Thu			●
		7 Fri		**GSMM: Management Seminar Application** **GSAM: Research Proposal Submission** **GSAD: Candidacy Application** **GSAD: Extension of Period of Enrollment**	●
		8 Sat		Make-up Classes 2	○
		9 Sun			
		10 Mon	Coming of Age Day*	No Classes	
		11 Tue			●
		12 Wed		**GSAM: 2nd Quarter Joint Research Presentation (JRP)**	●
		13 Thu			●
		14 Fri		**GSAM: Master's Thesis/Research Report Re-submission** **GSMM: Research Project Re-submission**	●
		15 Sat			
		16 Sun			
		17 Mon			●
		18 Tue			●
		19 Wed			●
		20 Thu			●
		21 Fri			●
		22 Sat			
		23 Sun			
		24 Mon			●
		25 Tue			●
		26 Wed			●
		27 Thu			●
		28 Fri		**GSAM: Announcement of Final Results**	●
		29 Sat		Make-up Classes 3	○
		30 Sun		Back-up Classes	○
		31 Mon		Final Exams, 2nd Quarter Fall Semester **GSMM: Announcement of Final Results**	●
	2	1 Tue		Final Exams, 2nd Quarter Fall Semester	●
		2 Wed		Final Exams, 2nd Quarter Fall Semester (Back-up Examinations)	●
		3 Thu		Final Exams, 2nd Quarter Fall Semester	●
		4 Fri		Final Exams, 2nd Quarter Fall Semester	●
		5 Sat		Back-up Examinations	○
		6 Sun		Back-up Examinations	○
		7 Mon		Winter Session	●
		8 Tue		Winter Session	●
		9 Wed		Winter Session	●
		10 Thu		Winter Session **GSAM: Announcement of Research Proposal Examination Results**	●
		11 Fri	National Foundation Day*	Winter Session / Classes as usual	●
		12 Sat			
		13 Sun			
		14 Mon		Make-up Examinations	●
		15 Tue		Make-up Examinations	●
		16 Wed			
		17 Thu			
		18 Fri			
		19 Sat			
		20 Sun			
		21 Mon			
		22 Tue			
		23 Wed	Emperor's Birthday*		
		24 Thu			
		25 Fri			
		26 Sat			
		27 Sun			
		28 Mon			
	3	1 Tue			
		2 Wed		Graduation Results Announced	
		3 Thu			
		4 Fri			
		5 Sat			
		6 Sun			
		7 Mon			
		8 Tue			
		9 Wed			
		10 Thu			
		11 Fri			
		12 Sat			
		13 Sun			
		14 Mon		Fall Semester Results Released	
		15 Tue			
		16 Wed			
		17 Thu			
		18 Fri		Graduation Ceremony	
		19 Sat			
		20 Sun			
		21 Mon	Vernal Equinox Day*		
		22 Tue			
		23 Wed			
		24 Thu			
		25 Fri			
		26 Sat			
		27 Sun			
		28 Mon			
		29 Tue			
		30 Wed			
		31 Thu			

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Contact Information

Areas of Responsibility	APU Office	Inquiries	URL
· Graduate School email address	**Academic Office**	**Email: ac-grad@apu.ac.jp**	**https://www.apu.ac.jp/gradinfo/**
[Student Support] · Certificates	Student Office	Email: shoumei@apu.ac.jp	https://en.apu.ac.jp/studentsupport/
· Scholarships		Email: apusch@apu.ac.jp	
· Tuition		Email: adgaku@apu.ac.jp (invoice, payment methods and proof) Email: t-fee@apu.ac.jp (other matters)	
· Visas, student status (leave of absence, withdrawal etc.), housing, commuting, other matters		Email: apustu1@apu.ac.jp	
[AP House] · Move-in, resident support		Email: ssc_bo@apu.ac.jp	
· House fees, move-out		Email: aphcreo@apu.ac.jp	
· Health Clinic		Email: booking@apu.ac.jp	
· Counseling Room		Email: counseli@apu.ac.jp	
· Zoom	Academic Office	Email: zoom@apu.ac.jp	https://en.apu.ac.jp/academic/
· Class Absences, Course Registration Advising Sessions and Graduation Requirement Confirmation Sessions		Email: acsubmit@apu.ac.jp	
· TA job		Email: ta-jobs@apu.ac.jp	
· Library		Email: library9@apu.ac.jp	https://www.apu.ac.jp/media/
· Student job placement support, internships · Employment of graduates *We do not refer students for part-time work.	Career Office	Email: career2@apu.ac.jp	https://en.apu.ac.jp/careers/
· Tuition	Administration Office	Email:adgaku@apu.ac.jp	https://en.apu.ac.jp/home/life/content32/
· Research	Research Office	Email: reo@apu.ac.jp	
· Ritsumeikan Center for Asia Pacific Studies (RCAPS)		Email: rcaps@apu.ac.jp	https://en.apu.ac.jp/rcaps/
· On/off campus publicity, media relations	Office of the President	Email: r-apu@apu.ac.jp	https://en.apu.ac.jp/home/business/content9/
· Public Lectures		Email: apukouza@apu.ac.jp	https://en.apu.ac.jp/home/contents/contact.html/#:~:text=APU%20Public%20Lectures%20Web%20page
· Alumni Association		Email: apualumn@apu.ac.jp	https://www.alumni.apu.ac.jp/ja/
· System malfunctions	Information Systems Administrative Office	https://survey2.apu.ac.jp/limesurvey/index.php/674817?lang=en	
· Facility rentals	APU Operation Support Center		https://en.apu.ac.jp/home/contents/contact.html/#:~:text=Using%20APU%20Facilities%20site
· On-campus lost-and-found	Central Security Office	TEL: +81-977-78-1150	
· Visitor parking			

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Tuesday 11:30 – 16:30