

Ritsumeikan Asia Pacific University Academic Regulations

December 10, 1999

Regulation No. 411

Chapter 1: General Provisions

(Purpose)

Article 1

These regulations stipulate matters concerning the administration of academic affairs other than those stipulated in the Ritsumeikan Asia Pacific University Regulations (hereinafter “University Regulations”).

Article 2 – Deleted

Article 2-2 – Deleted

Chapter 2: Student Status

(Handling of Admission Dates)

Article 3

- 1 The date of admission to the University shall be April 1 for Spring Semester and September 21 for Fall Semester.
- 2 In the cases set forth below, the admission date may be set as April 1 for Spring Semester entrants and September 21 for Fall Semester entrants.
 - (1) Entry into Japan is delayed due to a delay in visa issuance, etc.
 - (2) Other grounds considered by the University to be unavoidable.
- 3 The preceding paragraph shall apply only when the prescribed procedures are completed within one month from the admission date.

Article 4 – Deleted

(Application for Admission)

Article 5

Students who wish to enroll, transfer from a junior college or university, or second bachelor enroll to the University must submit the documents listed in the following items.

- (1) Application form specified by the University;
- (2) Other documents specified by the Entrance Examinations Board.

(Documents to be Submitted for Admission)

Article 6

Those who have received a notification of acceptance for admission or transfer from a junior college or university, or second bachelor admission to the University must submit the following documentation by the designated date.

- (1) Student Information Card designated by the University
- (2) Written pledge designated by the University
- (3) Certificate of graduation, certificate of completion, or another certificate equivalent thereto
- (4) Certificate of residence record or another certificate equivalent thereto
- (5) Other documentation stipulated by the Entrance Examinations Board

Article 7 – Deleted

Article 8 – Deleted

Article 9 – Deleted

Article 10 – Deleted

(Leave of Absence Requests)

Article 11

- 1 Students requesting a leave of absence shall submit the prescribed documents by the deadlines specified in the following items according to the applicable category:
 - (1) For a leave of absence beginning in the Spring Semester: by February 15 of the preceding academic year;
 - (2) For a leave of absence beginning in the Fall Semester: by August 5.
- 2 Notwithstanding the provisions of the preceding paragraph, a late submission of up to one month from the start date of each semester may be permitted in situations where the President has deemed the reason unavoidable.
- 3 Students who request a leave of absence due to illness shall submit either an English or Japanese medical certificate from a doctor or hospital.
- 4 Students who request a leave of absence for any reason other than illness must submit a written document stating the reason.

Article 12 – Deleted

Article 13 – Deleted

Article 14 – Deleted

Article 15 – Deleted

(Issuance of Student Travel Discount Certificates to Students on Leave of Absence)

Article 16

Certificates for discounted student travel shall not be issued to students on leave of absence. However, in some cases they may be issued only if the College or Graduate School Dean considers it necessary.

(End of Leave of Absence)

Article 17

- 1 Students whose leave of absence is ending must submit a request for reinstatement, withdrawal, or an extension of leave of absence by the deadlines specified below, according to the applicable category.
 - (1) Students on leave of absence during the Fall Semester: February 15 of the following year
 - (2) Students on leave of absence during the Spring Semester: August 5 of the same academic year
- 2 If none of the requests stipulated in the preceding paragraph is submitted, the student shall be considered withdrawn as of the final day of the leave of absence period.

(Request for Reinstatement)

Article 18

- 1 Students on a leave of absence who wish to be reinstated must submit a request for reinstatement in the prescribed format by the dates specified in the preceding Article.
- 2 Notwithstanding the preceding paragraph, foreign international students who need to newly obtain the status of residence of “Student” and wish to be reinstated must submit a request for reinstatement by the dates specified below, according to the applicable category.
 - (1) Students who will be reinstated from the Spring Semester: January 10 of the preceding academic year
 - (2) Students who will be reinstated from the Fall Semester: the last day of June of the same academic year

(Handling of Reinstatement Date)

Article 19

The date of reinstatement shall be the starting date of the Spring or Fall Semester for which reinstatement is approved.

(Reinstatement after Leave of Absence Due to Illness)

Article 20

Students who took a leave of absence due to illness and wish to be reinstated must submit a request for reinstatement accompanied by a medical certificate or written opinion stating that reinstatement is possible.

(Reinstatement Procedures)

Article 21

- 1 Students approved for reinstatement must complete reinstatement procedures within the period designated by the University from the date of approval.
- 2 Those who do not complete the procedures stipulated in the preceding paragraph shall have their approval of reinstatement revoked and be deemed to have withdrawn as of the day their leave of absence ends.
- 3 When entering the date of withdrawal in the student register or other records for a student withdrawn after leave of absence, the period of leave of absence shall also be entered.

(Request for Withdrawal)

Article 22

Students wishing to withdraw owing to illness or other grounds must submit a request for withdrawal in the prescribed format and accompanied by their student identification card.

(Date of Withdrawal)

Article 23

The President shall determine the date of withdrawal for students who have been given permission to withdraw. In such cases, if tuition for the semester in which the withdrawal is determined has been paid, the last day of that semester may be designated as the date of withdrawal.

Article 24 – Deleted

(Period of Enrollment for Students Who Withdraw)

Article 25

The period of enrollment for students who are withdrawn shall end on the date of withdrawal.

Article 26 – Deleted

(Request for Readmission)

Article 27

- 1 Students requesting readmission shall submit the prescribed documents within the designated period as stipulated in the following items.
 - (1) Students requesting readmission starting from the Spring Semester: by February 15 of the immediately preceding academic year.
 - (2) Students requesting readmission starting from the Fall Semester: by August 5.
- 2 Notwithstanding the preceding paragraph, international students who require a new “Student” status of residence and who request readmission shall submit the prescribed documents by the dates specified in the following items.
 - (1) Students requesting readmission starting from the Spring Semester: by January 10 of the immediately preceding academic year.
 - (2) Students requesting readmission starting from the Fall Semester: by the end of June.

(Handling of Readmission Date)

Article 28

The date of readmission shall be the first day of the Spring or Fall Semester in which readmission is approved.

Article 29 – Deleted

Article 30 – Deleted

Article 31 – Deleted

(Conditions for Internal Transfer)

Article 32

- 1 Undergraduate students who apply for transfer within APU must fulfill the following requirements.
 - (1) Internal transfer at the beginning of the third semester

Students must have earned at least 30 credits that count toward the credits required for graduation by the end of their second semester and have recorded a cumulative GPA of at least 2.50.
 - (2) Internal transfer at the beginning of the fifth semester
 - (a) Students must have earned at least 60 credits that count toward the credits required for graduation by the end of their fourth semester and have recorded a cumulative GPA of at least 2.50.
 - (b) Students must have completed all required credits from Language Education Subjects by the

end of the fourth semester.

- 2 Graduate students who apply for internal transfer must have completed 10 or more credits necessary for graduation by the end of their first semester.

Article 32-2 – Deleted

(Request for Internal Transfer)

Article 33

- 1 Undergraduate students who wish to apply for an internal transfer shall submit a request for internal transfer together with a statement of reasons to the President by the prescribed deadline for the applicable semester.
- 2 Graduate students who wish to apply for an internal transfer shall submit a request for internal transfer together with a statement of reasons to the President by the prescribed deadline for the applicable semester.
- 3 Accelerated Graduation students who have been given special provisions to take courses early cannot apply for transfer.

Article 33-2 – Deleted

Article 34 – Deleted

(Procedures for Internal Transfer)

Article 35

- 1 Students who have been granted permission for an internal transfer shall submit the prescribed documents by the designated deadline.
- 2 Students who have failed, without any justifiable reason, to complete the procedures stipulated in the preceding Paragraph within the prescribed period shall have their permission for internal transfer revoked.

Article 36 – Deleted

Article 37 – Deleted

Article 38 – Deleted

(Request to Study Abroad)

Article 39

Students who wish to study abroad must submit the prescribed request for study abroad to the President.

Article 40 – Deleted

(Study Abroad Start and End Dates)

Article 40-2

The start and end dates for study abroad for students who have been approved for study abroad shall be the first and last days of the applicable semester respectively.

(Procedures for the Completion of Study Abroad)

Article 41

Students who have completed a period of study abroad shall submit a Study Abroad Completion Report to the President within 1 month of the completion of their period of study abroad.

Article 42 – Deleted

(Withdrawal of Permission to Study Abroad)

Article 43

The President may revoke permission to study abroad if students who have been given such permission:

- (1) are deemed unlikely to achieve expected academic results during the study abroad;
- (2) have failed to perform their obligations as stipulated in the Articles related to study abroad in these Regulations;
- (3) are not issued a visa necessary for study abroad;
- (4) are students granted conditional approval but failed to meet the applicable requirements;
- (5) are scheduled to be dispatched to a country or region for which, due to security concerns, the President cancels the study abroad program or issues an order to return to Japan;
- (6) were deemed unfit for study abroad by the President due to an injury, illness, etc.
- (7) were subjected to disciplinary action;
- (8) committed an act of misconduct stipulated in Article 72;
- (9) have otherwise acted contrary to the responsibilities of a student.

Article 44 – Deleted

Article 45 – Deleted

Article 45-2 – Deleted

Article 46 – Deleted

(Enrollment Period of Students Whose Names have been Removed from the Register)

Article 47

- 1 The period of enrollment for students who have been removed from the register shall end on the date of removal from the register.
- 2 The date of removal from the register for each item of Article 29 of the University Regulations shall be as follows:
 - (1) The date of removal from the register for Item 1 shall be the final day of April for Spring Semester and the final day of October for Fall Semester.
 - (2) The date of removal from the register for Item 2 shall be the last day of the maximum period of enrollment.
 - (3) The date of removal from the register for Item 3, Item 4, and Item 6 shall be the date determined by the President.
 - (4) The date of removal from the register for Item 5 shall be the date of death.
 - (5) The date of removal from the register for Item 7 shall be the final day of May for Spring Semester and the final day of November for Fall Semester. However, for persons subject to Article 12, Paragraph 5 of the Ritsumeikan Asia Pacific University Regulations on the Payment of Tuition and Other Fees, the date of removal from the student register shall be the last day of July for the Spring Semester and the last day of January for the Fall Semester.

Article 48 – Deleted

(Graduation and Completion Dates)

Article 49

- 1 The graduation date for the undergraduate colleges of the University shall be March 31 for the Fall Semester and September 20 for the Spring Semester.
- 2 The completion date for the graduate schools of the University shall be March 31 for the Fall Semester and September 20 for the Spring Semester.

Article 50

Students who have been subjected to a disciplinary suspension exceeding three months that includes their graduation or completion date shall have their graduation or completion postponed for a period equivalent to the duration of the suspension.

Article 51

If a student eligible for graduation or completion receives a disciplinary suspension of three months or less and the termination date of said suspension falls after the graduation or completion date, the graduation or completion date shall be the day immediately following the date of said termination.

Article 52

If a graduation or completion date stipulated in Article 50 or 51 falls in the middle of a semester, the date may, if the student wishes, be set to the graduation or completion date of the said semester.

Article 53 – Deleted

Article 53-2 – Deleted

Chapter 3: Course Registration

(Maximum Credit Registration Limits)

Article 54

- 1 Maximum credit registration limits per semester for undergraduate students shall be as follows.
 - (1) 1st and 2nd semester: **18 credits each**
 - (2) 3rd, 4th, 5th, and 6th semester: **20 credits each**
 - (3) 7th semester and thereafter: **24 credits each**
- 2 Maximum credit registration limits for master's program students shall be **22 credits** per semester.
- 3 Notwithstanding the preceding two paragraphs, students may register the lecture subjects in the following items in excess of the aforementioned limit.
 - (1) College Course: **Intercultural Fieldwork I**
 - (2) College Course: **Intercultural Fieldwork II**
 - (3) College Course: **Internship**
 - (4) College Course: **Business Internship**
 - (5) College Course: **Specialized Internship**
 - (6) College Course: **APS Field Study**
 - (7) College Course: **APM Field Study**
 - (8) College Course: **Field Study**
 - (9) College Course: **Field Research Project**
 - (10) College Course: **Intensive Language Learning Overseas**
 - (11) Graduate School of Management Master's Program Course: **Internship**
 - (12) Graduate School of Management Master's Program Course: **Glocal Experience**
 - (13) Any other courses not listed in the preceding items that have been approved by the Academic Affairs

Committee.

(Course Registration Restrictions)

Article 55

Students cannot register for courses under the following circumstances:

- (1) Registering for the same course more than once.
- (2) Registering for multiple courses whose class days and class periods overlap, even in part.
- (3) Registering for a course that has already been completed.
- (4) Registering for a course that has already reached its enrollment capacity.

Article 56 – Deleted

Article 56-2 – Deleted

Article 56-3 – Deleted

Article 56-4 – Deleted

Article 56-5 – Deleted

Article 56-6 – Deleted

Article 56-7 – Deleted

Article 57 – Deleted

(Confirmation of Course Registration Results)

Article 58

Students must confirm their course registration results after the course registration period has ended.

Article 58-2 – Deleted

(Course Registration for Students Expected to Graduate)

Article 59

Students who are expected to graduate from an undergraduate college of the University in the relevant academic year may not register for the following courses:

- (1) Courses offered during the summer vacation or spring vacation of the semester in which their expected graduation date falls
- (2) Other courses designated by the Academic Affairs Committee

(Handling of Course Registration Following the Conclusion of Study Abroad)

Article 60

- 1 If a student's study abroad has not concluded by the first day of the semester, the student shall not be permitted to register for courses. However, this shall not apply to courses for which the Academic Affairs Committee has approved registration.

Article 61 – Deleted

Article 61-2 – Deleted

Article 61-3 – Deleted

Article 61-4 – Deleted

Article 61-5 – Deleted

Article 62 – Deleted

Article 62-2 – Deleted

Article 62-3 – Deleted

Chapter 4: Class

(Class and Examination Periods)

Article 63

- 1 Regular class periods and examination periods shall be 100 minutes in length and shall be scheduled as follows:
 - 1st Period: 8:45 - 10:25
 - 2nd Period: 10:35 - 12:15
 - 3rd Period: 12:30 - 14:10
 - 4th Period: 14:20 - 16:00
 - 5th Period: 16:10 - 17:50
 - 6th Period: 18:00 - 19:40
- 2 Class periods and examination periods on make-up class days shall be 100 minutes in length and shall be scheduled as follows:
 - 1st Period: 8:45 - 10:25
 - 2nd Period: 10:35 - 12:15
 - 3rd Period: 13:05 - 14:45
 - 4th Period: 14:55 - 16:35
 - 5th Period: 16:45 - 18:25

6th Period: 18:35 - 20:15

- 3 Class periods and examination periods for courses offered during the summer vacation and spring vacation shall be 100 minutes in length and shall be scheduled as follows:

1st Period: 8:45 - 10:25

2nd Period: 10:35 - 12:15

3rd Period: 13:05 - 14:45

4th Period: 14:55 - 16:35

5th Period: 16:45 - 18:25

- 4 The University may prescribe different class periods where necessary.

Article 64 – Deleted

(Cancelled Classes and Make-up Classes)

Article 65

- 1 In principle, if class is cancelled a make-up class shall be provided on a make-up class day.

(Handling of Classes in the Event of Adverse Weather or Suspension of Public Transportation)

Article 66

- 1 The handling of in-person classes in the event of adverse weather conditions or the suspension of public transportation shall be as follows:

- (1) Classes shall be switched to remote instruction or cancelled if any of the following applies:

- (a) A storm warning or other special warning pertaining to weather conditions, etc. has been issued for the city of Beppu.
- (b) All forms of public transportation stopping at the University campus have been completely canceled on all routes to and from the campus.
- (c) Unforeseen circumstances are likely to disrupt students' or faculty and staff members' travel to and from the University.

- (2) Decisions regarding a switch to remote instruction under the preceding item shall be made as follows:

- (a) If any of the circumstances set forth in the preceding item apply at or after 12:00 noon on the preceding day, a decision shall be made to switch classes to remote instruction.
- (b) If there is a high risk of a major disaster, if the environment necessary for conducting remote classes cannot be secured, or if the educational objectives cannot be achieved except through in-person instruction, classes shall be cancelled.

(3) The handling of class cancellations under Item (1) shall be as follows:

- (a) If any of the circumstances set forth in Item (1) apply as of 6:30 a.m., first- and second-period classes shall be cancelled.
- (b) If any of the circumstances set forth in Item (1) apply as of 10:30 a.m., third period and subsequent classes shall be cancelled.
- (c) If any of the circumstances set forth in Item (1) arise after 10:30 a.m., the University may decide to cancel classes.

2 The provisions of Paragraph 1, Item (3) shall apply correspondingly to final examinations and make-up examinations.

(Course Cancellations)

Article 67

1 Undergraduate courses, excluding seminar courses, shall, in principle, be cancelled if they have four or fewer enrolled students.

Chapter 5: Examinations and Grades

Article 68 – Deleted

(Certification of Academic Records)

Article 69

1 Grade evaluations as stipulated in Article 16-3, Paragraphs 1 and 2 of the Ritsumeikan Asia Pacific University Regulations will be listed on the academic transcripts.

(Types of GPA and Methods of Calculation)

Article 69-2

Types of GPA and Calculation Methods

Article 69-2 GPA shall consist of two types: the GPA indicating academic performance and achievements for the relevant semester (hereinafter referred to as “Semester GPA”) and the GPA indicating the academic performance and achievements for the entire period of enrollment (hereinafter referred to as “Cumulative GPA”). Both shall be calculated at the end of each semester. The formula for calculating the GPA for the current semester and the cumulative GPA shall be as set forth in the items below. If the value calculates out to more than two decimal places, it shall be rounded to the nearest whole number.

(1) Formula for Calculating Semester GPA

A) Undergraduate / Graduate School

Semester GPA = (Number of credits with A+ grades in the semester $\times$ 4.0 + Number of credits with A grades $\times$ 3.0 + Number of credits with B grades $\times$ 2.0 + Number of credits with C grades $\times$ 1.0 + Number of credits with F grades (excluding those from P/F graded courses) $\times$ 0.0) / (Total number of credits registered for the semester (excluding F grades in P/F graded courses and P/T grades))

However, grades for elective courses specified in the regulations of each undergraduate or graduate school shall not be included in semester GPA calculations.

(2) Formula for Calculating Cumulative GPA

A) Undergraduate Colleges

Cumulative GPA = (Total credits earned with A+ grades $\times$ 4.0 + Total credits earned with A grades $\times$ 3.0 + Total credits earned with B grades $\times$ 2.0 + Total credits earned with C grades $\times$ 1.0 + Total credits earned with F grades (excluding P/F graded courses) $\times$ 0.0) / (Total of credits registered (excluding F grades in P/F graded courses and P/T grades))

B) Graduate Schools

Cumulative GPA = (Total credits earned with A+ grades $\times$ 4.0 + Total credits earned with A grades $\times$ 3.0 + Total credits earned with B grades $\times$ 2.0 + Total credits earned with C grades $\times$ 1.0) / (Total of credits registered (excluding F, P, T grades))

However, grades for elective courses specified in the regulations of each undergraduate or graduate school shall not be included in cumulative GPA calculations.

(Notification of Grades)

Article 70

Students shall be notified of the credits they have earned and the corresponding grade evaluations at the prescribed time.

(Make-up Examinations)

Article 71

- 1 Students who are unable to take a final examination due to unavoidable circumstances specified in Table 4 may take a make-up examination by submitting the required supporting documentation and notification.
- 2 The supporting documentation and notification prescribed in the preceding paragraph must be submitted to the designated office within one week, including the date of the examination.

(Types of Academic Misconduct)

Article 72

- 1 Academic misconduct in relation to final examinations, midterm examinations, and other examinations shall mean any of the following acts:
 - (1) Having another person take an examination on one's behalf;
 - (2) Possession of unauthorized materials such as cheat sheets;
 - (3) Exchanging answer sheets;
 - (4) Showing or viewing answer sheets;
 - (5) Writing on desks or other surfaces;
 - (6) Falsifying entries on answer sheets or attendance sheets;
 - (7) Taking answer sheets out of the examination room or destroying them;
 - (8) Talking, peeking, or looking around during an examination;
 - (9) Using items other than those expressly permitted for the examination;
 - (10) Accessing examination questions from a location other than the designated examination room;
 - (11) Using a computer, mobile phone, smartphone, or other information and communication device to access websites, files, or other materials not authorized for use during the examination;
 - (12) Any other act, including inappropriate examination conduct, that interferes with the fair administration of examinations.
- 2 Academic misconduct in relation to reports, theses, and other submitted work shall mean any of the following acts:
 - (1) Plagiarism;
 - (2) Improper citation;
 - (3) Fabrication of data or other information.

(Handling of Academic Misconduct)

Article 72-2

- 1 A student who commits academic misconduct shall receive an invalid grade for the relevant examination or assessment, and the grade shall be recorded as "F."
- 2 The Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students shall apply to students who commit academic misconduct.

(Grade Inquiries)

Article 73

- 1 For grade evaluations falling under any of the following items, students may submit a grade inquiry

(hereinafter referred to as a "Grade Inquiry") through the prescribed procedures within three days from the date on which grades are announced.

- (1) When grades for registered courses are not listed;
 - (2) When grades for non-registered courses are listed;
 - (3) Where the grade evaluation clearly differs from the standards set forth in the syllabus or other course materials.
- 2 Students wishing to submit a Grade Inquiry must do so through the Academic Office.
 - 3 The instructor responsible for the course for which a Grade Inquiry has been submitted must respond to the student within seven days of the final day of the Grade Inquiry period.
 - 4 If the student is dissatisfied with the response under the preceding paragraph, the student may file an objection with the Dean of Academic Affairs. Upon receiving such an objection, the Dean of Academic Affairs shall promptly conduct an investigation.
 - 5 When deemed necessary by the Dean of Academic Affairs, the faculty member in charge of courses who received a grade inquiry must submit the grading materials upon which the grades were based to the Dean of Academic Affairs.
 - 6 The Dean of Academic Affairs will report on the results of the investigation to the respective College Dean or Graduate School Dean.
 - 7 When deemed necessary by the College Dean or Graduate School Dean who received a report pursuant to the preceding paragraph, the faculty member of a course for which a grade inquiry was filed may be ordered to change student grades.

(Grade Changes)

Article 73-2

- 1 If a grade change is necessary, the faculty member in charge of grading must submit a request to the Dean of Academic Affairs along with a reason for said change.

(Transfer of Credits)

Article 74

Students wishing to receive recognition of credits for courses stipulated in Articles 18, 19, 20, and 21-2 of the University Regulations shall submit a request to the College Dean or Graduate School Dean within the prescribed period, together with a certificate indicating the grades earned, the number of credits earned, the period of study, and other relevant information.

Article 75 – Deleted

Article 76 – Deleted

(Recognition of Credits for Students Transferring Within the University)

Article 77

No limit shall be imposed on the number of credits earned in the College or Graduate School major before an internal transfer that may be recognized as credits earned in the College or Graduate School major after the transfer.

Article 78 – Deleted

Article 79 – Deleted

Chapter 6: Non-Regular Students

(Procedures for Auditors)

Article 80

Individuals wishing to audit courses at the University shall apply using the prescribed documents by the designated deadline.

Article 81 – Deleted

(Issuance of Certificates to Auditors)

Article 82

Auditors shall be issued an auditor identification card. However, certificates for discounted student travel shall not be issued.

(Types of Part-time Students)

Article 83

The types of part-time students stipulated in Article 40 of the University Regulations shall be as set forth below.

- (1) **Part-time student A:** A student who enrolls in a total of 10 or more credits in one semester and one session in a college.
- (2) **Part-time student B:** A student who enrolls in a total of fewer than 10 credits in one semester and one session in a college.
- (3) **Part-time graduate student:** A student who enrolls in courses offered by a Graduate School.

Article 84 – Deleted

(Application Procedures for Part-time Students)

Article 85

Those who wish to be part-time students shall apply by the designated deadline using the specified documents.

Article 86 – Deleted

(Issuance of Certificates to Part-time Students)

Article 87

Part-time students shall be issued a student identification card and academic transcripts. However, certificates for discounted student travel shall not be issued.

(Intake of Special Auditors)

Article 88

- 1 Special auditors stipulated in Article 41 of the University Regulations must submit the prescribed application form, certificate of enrollment at their current institution, and academic transcript.
- 2 Special auditors must be affiliated with one of the University's Colleges or Graduate Schools.

(Eligibility of Special Auditors from Outside Japan)

Article 89

Special auditors from outside Japan must obtain a status of residence under Table 1 of Article 2-2 of the Immigration Control and Refugee Recognition Act.

(Date of Enrollment of Special Auditors)

Article 90

Article 11 of the University Regulations shall apply correspondingly to the date of enrollment of special auditors.

(Course Registration by Special Auditors from Outside Japan)

Article 91

- 1 The courses for which Special Auditors from Outside Japan may register will be designated separately.
- 2 No limit shall be imposed on the number of credits that a special auditor may register for.

Article 92 – Deleted

(Use of Facilities and Equipment by Special Auditors)

Article 93

Special auditors may use the University's facilities and equipment in the same manner as the University's students.

Article 94 – Deleted

Article 95 – Deleted

(Issuance of Certificates to Special Auditors)

Article 96

Special auditors shall be issued a student identification card and academic transcripts. However, certificates for discounted student travel shall not be issued.

Article 97 – Deleted

(Application Procedures for Post-master's Research Students and Doctoral Research Fellows)

Article 98

Those who wish to be post-master's research students or doctoral research fellows must apply by the designated deadline using specified documents.

Article 99 – Deleted

Article 100 – Deleted

(Term)

Article 101

- 1 The permitted term of enrollment for post-master's research students and doctoral research fellows shall, in principle, be one year (two semesters).
- 2 Post-master's research students may extend their term of enrollment for up to one year (two semesters) if they complete the prescribed procedures and obtain the permission of the Dean of the Graduate School.
- 3 Doctoral research fellows may extend their term of enrollment for up to two years (four semesters) if they complete the prescribed procedures and obtain the permission of the Dean of the Graduate School. However, they must complete the prescribed procedures and obtain permission for each one-year (two semesters) extension.

(Post-Master's Research Student Identification Card and Doctoral Research Fellow Identification Card)

Article 102

- 1 Post-master's research student identification cards and doctoral research fellow identification cards shall be issued to post-master's research students and doctoral research fellows respectively. However, certificates for discounted student travel shall not be issued.

(Use of Facilities and Equipment by Post-Master's Research Students and Doctoral Research Fellows)

Article 103

- 1 Doctoral research fellows may participate in research activities as members of the University's research projects.
- 2 Post-master's research students and doctoral research fellows may use the University's facilities in accordance with the provisions applicable to graduate students. However, joint research rooms are excluded.
- 3 Other facilities may be used only if permitted by the Graduate School Dean.

(Course Registration by Post-Master's Research Students)

Article 104

In the event that a post-master's research student wishes to register for courses in the University's Graduate Schools, this may be permitted in accordance with the provisions applicable to graduate part-time students.

Chapter 7: Certificates

(Issuance of Certificates)

Article 105

- 1 The types of certificates shall be as specified in Appended Table 5.
- 2 The certifying authority for certificates shall be the President. However, a College Dean, Graduate School Dean, School Physician, or other appropriate person may serve as the certifying authority where necessary.
- 3 Certificates shall be issued in Japanese or English, and may be prepared in either or both languages.

(Conditions for the Issuance of Certificates)

Article 105-2

- 1 Student Travel Discount Certificates (Student Discount Certificates) shall not be issued to students on leave of absence. However, this shall not apply in cases where the University has ordered the student to attend campus.
- 2 Medical Examination Certificates shall be issued only within the academic year in which the medical examination was conducted.
- 3 Certificates of Expected Graduation shall be issued only if the conditions specified in the following items are satisfied:
 - (1) At least 76 credits have been earned by the end of the sixth semester.
 - (2) At least 100 credits have been earned by the end of the seventh semester or in any subsequent semester.
- 4 The conditions set forth in the items of the preceding paragraph shall apply accordingly to Certificates of Expected Graduation for students who have been granted special exceptions for course registration.

(Certificate Fees)

Article 105-3

Fees for certificates shall be as prescribed in the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees.

(Student ID Card)

Article 106

The President shall certify the Student Identification (ID) Card.

Article 106-2

- 1 A Student ID card shall be handled as follows:
 - (1) A Student ID card certifies that the holder of the card is a student at the University.
 - (2) Students shall obtain a Student ID card and carry it at all times.
 - (3) The photograph affixed to the Student ID Card shall be a recently taken, front-facing, upper-body photograph of the student without headwear.
 - (4) A Student ID card shall be valid for 1 year, and shall be updated and reissued at the beginning of

every academic year.

- (5) Students who do not carry their Student ID card are not allowed to use the facilities and equipment of the University.
- (6) Students shall present their Student ID card whenever requested by faculty or staff of the University.
- (7) If a Student ID card is lost, the student shall immediately notify the University using the prescribed form and obtain a replacement card.
- (8) A person who has been issued a new Student ID card, or who has lost student status at the University, shall immediately return the Student ID card.
- (9) Regular degree students shall return their Student ID card upon receiving their diploma and degree certificate. However, students who require the Student ID card for travel home or other similar purposes may return it after such travel or other purpose has been completed.
- (10) Non-regular students shall immediately return their Student ID card upon the expiration of the period for which they were admitted as non-regular students or upon the loss of their status as a non-regular student.

Chapter 8: Regulations for Revisions and Repeals

Article 107

Revisions and repeals of these Regulations shall be made by the President upon deliberation by the University Senate.

Supplementary Provision

These Academic Regulations shall take effect on April 1, 2000.

Supplementary Provision (May 12, 2000: Partial revisions in line with the implementation of the accelerated graduation program)

These Academic Regulations shall take effect on May 12, 2000, and apply from April 1, 2000.

Supplementary Provision (January 19, 2001: Partial revisions in line with the extension of leave of absence term, change of name of the accelerated graduation program and expansion of credit transfer)

These Academic Regulations shall take effect on April 1, 2001.

Supplementary Provision (Change in handling of credits for transferees)

These Academic Regulations shall take effect on February 2, 2001.

Supplementary Provision (February 4, 2003: Partial revisions in line with education system reforms, establishment of graduate school, etc.)

These Academic Regulations shall take effect on April 1, 2003.

Supplementary Provision (September 30, 2003: Revisions in line with changes to handling classes in cases of adverse weather conditions and public transportation disruptions)

These Academic Regulations shall take effect on September 30, 2003.

Supplementary Provision (February 3, 2004: Partial revisions in line with the implementation of curriculum reforms and graduate school transfer system)

These Academic Regulations shall take effect on April 1, 2004. However, they shall also apply to students enrolled in and before the 2003 academic year.

Supplementary Provision (January 18, 2005: Partial revisions in line with changes to the system for alteration of course registration)

These Academic Regulations shall take effect on April 1, 2005.

Supplementary Provision (January 18, 2006: Partial revisions in line with the Ritsumeikan Asia Pacific University Regulations and establishment of the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees)

These Academic Regulations shall take effect on April 1, 2006.

Supplementary Provision (March 28, 2006: Partial revisions in line with alteration of the APU management and operation structure, curriculum reforms, and establishment of the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees)

These Academic Regulations shall take effect on April 1, 2006.

Supplementary Provision (January 16, 2007: Partial revisions in line with the establishment of new system for handling student status for students missing long-term)

These Academic Regulations shall take effect on January 16, 2007.

Supplementary Provision (January 30, 2008: Partial revisions in line with the institution of administrative screening fees for leave of absence, reinstatement, and re-enrollment)

These Academic Regulations shall take effect on January 30, 2008, and apply from October 3, 2007.

Supplementary Provision (November 11, 2008: Partial revisions in line with the improvement in operation of admissions-related meetings, etc.)

These Academic Regulations shall take effect on November 11, 2008, and apply from April 1, 2008.

Supplementary Provision (January 29, 2009: Partial revisions in line with the change of college name to College of International Management, change of degree name, and alteration of exceptions for dual citizens, etc.)

These Academic Regulations shall take effect on April 1, 2009.

(Interim measures in relation to the Department of Asia Pacific Management, College of Asia Pacific Management and the degree of Bachelor (Asia Pacific Management))

Notwithstanding the provisions of amended Article 2, the Department of Asia Pacific Management, College of Asia Pacific Management and the degree of Bachelor (Asia Pacific Management) shall continue to exist until all students enrolled in said Department/College as of March 31, 2009, are no longer enrolled therein.

Supplementary Provision (December 8, 2009: Partial revisions in line with the transfer to University Regulations, etc.)

These Academic Regulations shall take effect on April 1, 2010.

Supplementary Provision (July 27, 2010: Partial revisions in line with the alteration of conditions for aggregating credits in programs)

These Academic Regulations shall take effect on July 27, 2010.

Supplementary Provision (March 29, 2011: Partial revisions in line with the alteration of course registration conditions, etc.)

These Academic Regulations shall take effect on April 1, 2011. However, student enrolled in and before the 2010 academic year shall continue to be subject to the provisions of the Academic Regulations that came into effect on April 1, 2010 with regard to Article 53-2, Article 54, Article 56-2, Article 69, Article 74, Article 79, and Table 5, and subject to Table 1 of the Ritsumeikan Asia Pacific University Regulations with regard to the subject names in Article 54 and Table 5.

Supplementary Provision (February 14, 2012: Partial revisions in line with the alteration of removal from the register date)

These Academic Regulations shall take effect on April 1, 2012.

Supplementary Provision (March 18, 2014: Partial revisions in line with the AY 2014 alteration of Graduate

School educational programs)

These Academic Regulations shall take effect on April 1, 2014. However, students enrolled as of March 31, 2014 shall be subject to the provisions prior to amendment.

Supplementary Provision (March 17, 2015: Partial revisions in line with the deletion of provisions on tuition and fees during leave of absence, re-enrollment, auditing fees, etc.)

These Academic Regulations shall take effect on April 1, 2015.

Supplementary Provision (March 24, 2015: Partial revisions in line with the changes to handling of classes in cases of adverse weather conditions and public transportation disruptions)

These Academic Regulations shall take effect on April 1, 2015.

Supplementary Provision (March 22, 2016: Partial revisions in line with the alteration of course registration prohibitions, addition of re-registration for same subject, etc.)

These Academic Regulations shall take effect on April 1, 2016.

Supplementary Provision (March 7, 2017: Partial revisions in line with the curriculum reform, etc.)

These Academic Regulations shall take effect on April 1, 2017. However, with regard to Article 32, Article 54, Paragraph 3, and Table 2 as it pertains to Article 61, the previous rules shall apply to students admitted on or before March 31, 2017.

Supplementary Provision (January 21, 2020: Partial revisions in line with additional conditions for misconduct, etc.)

These Academic Regulations shall take effect on April 1, 2020.

Supplementary Provision (February 4, 2020: Partial revisions in line with the establishment of the College of Asia Pacific Studies Regulations, College of International Management Regulations, Graduate School of Asia Pacific Studies Regulations, and the Graduate School of Management, along with the arrangement of the Ritsumeikan Asia Pacific University Regulations)

These Academic Regulations shall take effect on April 1, 2020.

Supplementary Provision (July 21, 2020: Partial revisions in line with the alteration to class

hours)

These Academic Regulations shall take effect on April 1, 2021.

Supplementary Provision (February 2, 2021: Partial revisions in line with the revision of University Regulations)

These Academic Regulations shall take effect on April 1, 2021.

Supplementary Provision (March 7, 2023: Partial revisions in line with the academic reforms of the College of Asia Pacific Studies, the College of International Management, and the Graduate School of Management, as well as the establishment of the College of Sustainability and Tourism)

- 1 These Academic Regulations shall take effect on April 1, 2023.
- 2 Notwithstanding the preceding paragraph, students enrolled as of March 31, 2023, shall continue to be governed by the previous provisions. However, the revised Articles 56 and 57 shall be excluded.
- 3 Notwithstanding Paragraph 1, students who transfer (from higher professional school or junior college) or transfer (from university) into the second year or above in the 2023 academic year, and those who transfer (from higher professional school or junior college) or transfer (from university) into the third year or above in the 2024 academic year, shall continue to be governed by the previous provisions.

Supplementary Provision (February 6, 2024: Partial revisions in line with the changes in University Regulations, addition of provisions regarding courses that may be taken concurrently and certificates, etc.)

- 1 These Academic Regulations shall take effect on April 1, 2024.
- 2 Notwithstanding the preceding paragraph, the revised Article 57, Appended Table 1 and Article 61, Appended Table 2 shall apply from April 1, 2023.
- 3 Notwithstanding the provisions of Paragraph 2, Table 1 of Article 57 shall continue to be governed by the previous provisions for individuals enrolled in the Graduate School of Management as of March 31, 2023.
- 4 Paragraph 3 of the Supplementary Provision of these Regulations, effective April 1, 2023 (*March 7, 2023: Partial revisions in line with the academic reforms of the College of Asia Pacific Studies, the College of International Management, and the Graduate School of Management, as well as the establishment of the College of Sustainability and Tourism*), shall be amended to: “Notwithstanding the provisions of Paragraph 1, previous precedents shall continue to apply to students who transfer (from higher professional school or junior college) or transfer (from university) into the second year or higher in the 2023 academic year, and to those who transfer (from higher professional school or junior college) or transfer (from university) into the third year or higher in the 2024 academic year. However, the revised Articles 56 and 57 shall be excluded.”

Supplementary Provision (April 8, 2025: Partial revisions in line with the changes in deadlines for leave of absence, reinstatement, and readmission; deletion of duplicate enrollment for the same course; and changes to the handling of in-person classes in the event of severe weather or transportation disruptions, etc.)

These Academic Regulations shall take effect on April 8, 2025, and apply from April 1, 2025.

Supplementary Provision (January 27, 2026: Partial revisions in line with the deletion of provisions regarding early graduation and early completion; changes to items listed on academic transcripts; definitions and formulas for GPA; and the addition of provisions for certificates of expected graduation and admission for bachelor's degree holding candidates, etc.)

These Academic Regulations shall take effect on April 1, 2026.

Supplementary Provisions (Partial Revision on May 26, 2026, accompanying the addition of an exception to the removal date from the student register related to tuition payment deadlines)

These regulations shall come into effect on May 27, 2026.

Table 1 – Deleted

Table 2 – Deleted

Table 3 (Relating to Article 62)

Graduate School	Length of Enrollment	Subject Name	Available from Semester:
Graduate School of Asia Pacific Studies, Master's Program	1 year	Final Research Project	2
	1.5 year	Final Research Project	3
Graduate School of Management	1.5 year	Management Seminar I	1
		Management Seminar II	2
		Management Seminar III	3
Graduate School of Asia Pacific Studies, Doctoral Program	2 year	Advanced Research on Asia Pacific Studies II	1
		Advanced Research on Asia Pacific Studies III	2
		Advanced Research on Asia Pacific Studies IV	2
		Advanced Research on Asia Pacific Studies V	3
		Advanced Research on Asia Pacific Studies VI	4
		Research Presentation	1
		Research Paper I	1
		Research Paper II	2
		Tutorial I	2

	Tutorial II	3
--	-------------	---

Table 4 (Supplemental to Article 71)

Reasons for absence from an examination	Certificates and documents to be submitted
Illness of the student	Medical certificate or a certificate of a legally specified infectious disease or a certificate from a medical institution and a receipt for treatment fees (only certificates that indicate dates of consultation or dates of hospitalization / treatment that fall on examination dates are valid)
Absence on account of the death of a family member within the second degree of relationship.	A funeral attendance letter listing the date of death or the date of the funeral, or Official death certificate (The period of absence shall be within 7 days, including Sundays and holidays, in the case of the death of a family member of the first degree of relationship, and 5 days, including Sundays and holidays, in the case of the death of a family member of the second degree of relationship.)
Disaster	Certificate of misfortune
Employment examination	Verification of Job-Hunting Activity (issued by the Career Office)
Graduate school entrance examination	Graduate school entrance examination voucher
Delay in traffic service	Official certificate of the delay in traffic service
Japan's lay judge system	(Prior notice required. The Dean of Academic Affairs shall decide separately what documents are necessary.)

Table 5 (Supplemental to Article 105)

Certificate	Eligible Recipients				Certifier
	Current Students	Graduates or Program Completers	Withdrawn or Expelled Students	Students on Leave of Absence or Non-Regular Students	
Certificate of Enrollment	○				President
Certificate of Enrollment (<i>※ Only for students on leave</i>)				○	President

<i>of absence)</i>					
Certificate of Period of Registration		○	○	○	President
Certificate of Non- Regular Student Status (<i>※ Only for Non-Regular Students</i>)				○	President
Academic Transcript	○	○	○	○	President
Certificate of Expected Graduation	○				President
Certificate of Graduation		○			President
Certificate of Expected Completion	○				President
Certificate of Completion		○			President
Certificate of Academic Record (<i>※ Excluding non- regular students</i>)	○	○	○	○	President
Certificate of Tuition Payment (<i>※ Excluding non- regular students</i>)	○	○	○	○	President
Scholarship Certificate (<i>※ Excluding non- regular students</i>)	○	○	○	○	President
Student Travel Discount	○				President

Certificates (Student Discount Certificate)					
Certificate of Health Examination	○				School Physician
Certificate of English Basis of Instruction	○	○	○	○	College Dean or Graduate School Dean
Certificate of Expected Completion of Credits	○				College Dean or Graduate School Dean
Certificate of Credit Acquisition	○				College Dean or Graduate School Dean
GPA Certificate	○	○	○	○	College Dean or Graduate School Dean

This English document is a translation of the original Japanese document and is for reference only. If any differences between the Japanese text and the English translation may appear, the Japanese text shall prevail in all aspects.