

AY 2016 Post-Master's Research Student / Doctoral Research Student Application Guidelines

I. System Outline

1. Post-Master's Research Student / Doctoral Research Student System

The Post-Master's Research Student / Doctoral Research Student System is a system that permits those who graduated or completed the program without degree to continue doing their research using the university's facilities. Post-Master's Research Students and Doctoral Research Students cannot register for classes or receive research instruction from the faculty.

2. Qualification

[Important information regarding residence status for international students]

This is not a program for Post-Master's Research Students and Doctoral Research Students to acquire "Student" residence status. Accordingly, applicants must submit documents proving that they possess valid residence status for the duration of their participation in the Post-Master's Research Student/ Doctoral Research Student system.

(1) Application Qualifications for Post-Master's Research Students

In order to become a Post-Master's Research Student, you must fulfill either of the following items i or ii.

- i. Obtained a master's degree at a graduate school of Ritsumeikan University.
- ii. Obtained a professional graduate degree at a graduate school of Ritsumeikan University.

(2) Application Qualifications for Doctoral Research Students

In order to become a Doctoral Research Student, you must fulfill either of the following items i or ii.

- i. Obtained a doctoral degree at a graduate school of Ritsumeikan University.
- ii. Completed program requirements for a doctoral program or an integrated doctoral degree program and withdrew from the program after being enrolled for the standard maximum limit for number of years (this is called "withdrawal due to expiration of eligibility").

There is a limit to the total number of years applicants can be registered as Doctoral Research Student. Applicants cannot request to be Doctoral Research Students after reaching the limit. For those who fulfilled qualifications to become a Doctoral Research Student in or after fall semester AY 2009, the limit is 3 years. For those who that fulfilled qualifications to become a Doctoral Research Student in or before the spring semester AY 2009, the basic period is within 3 years and the limit is 5 years.

3. Graduate Schools Where Applicants Can Register as Post-Master's Research Students or Doctoral Research Students

The graduate schools where applicants can be registered as Post-Master's Research Students or Doctoral Research Students are as follows.

Graduate Schools with both Post-Master's Research Student and Doctoral Research Student Systems

School of Law, Graduate School of Economics, Graduate School of Business Administration, Graduate School of Sociology, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Letters, Graduate School of Core Ethics and Frontier Sciences, Graduate School of

Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Technology Management

Graduate Schools with Post-Master's Research Student System only

Graduate School of Image Arts, Graduate School of Sport and Health Science, Graduate School of Science for Human Services, Graduate School of Language Education & Information Science, Graduate School of Management, Graduate School of Public Policy

4. Enrollment Period

The enrollment period is from the beginning of the academic year to the end of the academic year (April 1–March 31 or Sept. 26–March 31). If you wish to extend your status as a Post-Master's Research Student or a Doctoral Research Student into the following academic year, you must re-apply for it

5. Taking Courses

If a Post-Master's Research Student or a Doctoral Research Student wishes to take a course at a Graduate School as a Non-Degree Student, they are required to complete separate application procedures for this. For details about the Non-Degree Student system, please refer to the section about the Non-Degree Student system for graduate students in the Guidelines for Non-Degree Student Application Procedure.

II. Application Procedures

1. Application Schedule and Method

(1) Application Period

1) Applying for spring semester enrollment: (Fri.) Mar. 4, 2016 - (Fri.) Mar. 11, 2016

2) Applying for fall semester enrollment: (Mon.) Sep. 5, 2016 - (Mon.) Sep. 12, 2016

(2) Location/Hours for Application Submission

Location: Administrative Office of each Graduate School

Hours: Same as the opening hours of each Administrative Office

(3) Documents to Be Submitted

Please submit the documents below during the application period. i, ii, and iii are required. iv is required for those who are not of Japanese nationality. In addition, each Graduate School may require additional items.

i. Application for Post-Master's Research Student / Doctoral Research Student (designated form): one copy

ii. One photo for Application for Post-Master's Research Student / Doctoral Research Student and one photo for ID card of Post-Master's Research Student / ID card of Doctoral Research Student (The photos should be have taken no earlier than three months prior to the application, without a hat, facing forward, plain background, glossy finish, no frame,-3 cm long x 2.5 cm wide). Total number of photos to be submitted: 2.

iii. Consent form for Use of Personal Information

iv. Documents proving that the applicant possesses valid residence status in Japan during the requested period (only those of non-Japanese nationality). (One of the following: Alien registration certificate [front and back]/resident card [front and back]/ Special Permanent Resident Certificate [front and back])

2. Notification of result and Registration Procedures

(1) Notification of Result

1) Spring semester: (Tue.) March 29, 2016

* Applications are accepted/rejected subject to document screening or interviews by each Graduate School. Applicants will be notified of the results by post.

2) Fall semester: TBA

(2) Deadline for Registration

1) Spring semester: (Tue.) April 12, 2016

2) Fall semester: TBA

* Deadline differs by graduate school; you will be informed by the graduate school.

(3) Registration Procedures

- Please pay the full annual fee by the deadline above using the designated payment form. The Post-Master's Research Student / Doctoral Research Student System fee is a fixed amount whether it is for an entire year, spring semester only or fall semester only, regardless of the duration.

Post-Master's Research Student System Fee	Annual fee ¥4,200
Doctoral Research Student System Fee	Annual fee ¥14,000

- The above fees will not be refunded for any reason.
- Membership fee of the Graduate Student Council (¥1,000/year) must be paid with the Research Student system fee. The purpose of the Graduate Student Council is to develop and improve the academic life of Graduate Students.
- On the completion of designated procedures, successful applicants will be registered as Post-Master's Research Students or Doctoral Research Students, and issued an ID card indicating this status.

3. Rights of Post-Master's Research Students / Doctoral Research Students

- (1) Post-Master's Research Students and Doctoral Research Students are able to use the university's libraries, PC lounges and other facilities if permitted by their graduate school.
- (2) Post-Master's Research Students cannot use the common research room for graduate students. Doctoral Research Students can use the common research rooms for doctoral students subject to approval by their graduate school. (Please consult the graduate students association for details.)
- (3) Post-Master's Research Students and Doctoral Research Students can continue to use their RAINBOW user ID and e-mail address.
- (4) "Certificate of Non-degree Student" can be issued if necessary. However, the Commuter Pass Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student commuter pass cannot be issued.

4. Other Important Notes

- (1) Since dual enrollment at the University is generally not allowed, Doctoral Research Students who wish to apply for re-admission must submit a Request of Withdrawal from Doctoral Research Student System. For details, please contact the administrative office of each Graduate School.
- (2) Enrollment status as a Post-Master's Research Student or a Doctoral Research Student is valid for that academic year only if you wish to continue your research the following academic year, you must apply again by the designated deadline.

<Contact Information>

[Kinugasa Campus]

56-1, Toji-in KitamachiKita-ku, Kyoto, 603-8577

Graduate School of Law 075-465-8175

Graduate School of Sociology 075-465-8184

Graduate School of International Relations 075-465-1211

Graduate School of Letters 075-465-8187

Graduate School of Image Arts 075-465-1990

Graduate School of Science for Human Services 075-465-8375

Graduate School of Language Education & Information Science 075-465-8363 /

Graduate School of Core Ethics and Frontier Sciences 075-465-8348

[Biwako-Kusatsu Campus]

1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

Graduate School of Economics 077-561-3940

Graduate School of Sport and Health Science 077-561-3760

Graduate School of Science and Engineering 077-561-2624

Graduate School of Life Sciences 077-561-5021

Graduate School of Information Science and Engineering 077-561-5202

[Suzaku Campus]

1 Nishinokyo-Suzaku-cho, Nakagyo-ku Kyoto 604-8520

School of Law 075-813-8272

Graduate School of Public Policy 075-813-8274

[Osaka Ibaraki Campus]

2-150 Iwakura-cho, Ibaraki-shi, Osaka 567-8570

Graduate School of Business Administration 072-665-2090

Graduate School of Policy Science 072-665-2080

Graduate School of Technology Management 072-665-2100

Graduate School of Management 072-665-2103

Application for *Post-Master's Research Student/* *Doctoral Research Student*

AY 2016 Ritsumeikan University, Graduate School

研究科判定日:	年	月	日
【 許可・不許可 】			
研修生・研究生証番号			

<Office use only>

Photo	2. 5cm × 3cm	I hereby apply for <input type="checkbox"/> Post-Master's Research Student/ <input type="checkbox"/> Doctoral Research Student in the <u>Graduate School of International Relations</u>												
		Date												
※Fill in the form or check that apply.														
Name	(印 or Signature if applicable)										Date of birth			
Current occupation (graduate school or employment company..)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Student ID No. in the graduate school										
Your current contact information (Payment invoice will be sent to this address)	〒													
Mobile or home phone number :				E-mail :										
The latest Academic background	Ritsumeikan University Graduate School Major 【 <input type="checkbox"/> Obtained degree/ <input type="checkbox"/> Withdrawal due to expiration of eligibility 】 (Completed on)													
Work place contact information	Name : Position : 〒 Address : Tel :													
Guarantor name and information	Name : Relationship : 〒 Address : Tel :													
Research student background	Period for 【 <input type="checkbox"/> Post Master's Research Student/ <input type="checkbox"/> Doctoral Research Student 】 : _____ Total _____ Year													
Research theme														
Reason for applying														
Supervisor during graduate school														
Period of Research student	【 <input type="checkbox"/> Spring semester only <input type="checkbox"/> Fall semester only <input type="checkbox"/> 1 year 】													

<Office use only>

※Do not bend or fold.

個人情報の取扱いに関する同意書

Consent to Use of Personal Information

年 月 日

Date _____

_____ 研究科長 殿
Dean of the Graduate School of _____

私は、立命館大学大学院研修生または研究生に出願するにあたり、立命館大学が「立命館大学における個人情報の取扱いについて」を遵守することを前提に、私の個人情報を使用することに同意します。

I agree to the use of my personal information by Ritsumeikan University in accordance with the guidelines set forth in the document entitled "Management of Personal Information at Ritsumeikan University," in conjunction with my application to the Ritsumeikan University Graduate School as a Post-Master's Researcher/Post-Doctoral Researcher.

大学院 (Graduate School of) _____ 研究科

研修生 ・ 研究生

Post-Master's Researcher / Post-Doctoral Researcher

(該当する課程を○で囲んでください Circle the applicable program.)

本人氏名 (本人直筆) _____ 印

(Name to be written by the student)

(立命館大学大学院)

立命館大学における個人情報の取扱いについて

立命館大学（以下「本学」といいます。）は、個人情報保護に関する法令および「学校法人立命館個人情報保護規程」を遵守し、本学が再入学予定者から取得する個人情報を以下のように取扱います。

＜利用目的＞

学生の個人情報は、以下の目的のために利用します。

- ・学籍管理、履修管理、成績管理、学費情報管理等、学生等の学修支援を行うため
- ・学生生活相談、課外活動支援、奨学金管理、保健衛生管理等、学生等の学生生活支援を行うため
- ・進路指導、就職活動支援、進路就職情報管理等、学生等の進路就職支援を行うため
- ・保護者への成績表送付等、保護者との履修、成績、進路相談を行うため
- ・入学試験業務、入学手続業務執行のため
- ・本学および学校法人立命館が設置する各校の各種案内物送付のため
- ・学内施設・設備の利用管理、保安管理のため
- ・各種証明書発行のため
- ・奨学事業を行う団体、卒業生等で組織する団体、学生等の父母で組織する団体等、学校法人立命館個人情報保護委員会で認められた団体に必要情報を提供するため
- ・出身高等学校への学修状況、学生生活状況等の情報提供を行うため
- ・大学評価（自己点検評価・第三者評価・認証評価等）、各種統計調査のため
- ・教育、研究、F D活動のため
- ・その他、本学の管理・運営に関する業務に必要な事項を処理するため

＜個人情報の管理＞

学生の個人情報は、法令および学校法人立命館個人情報保護規程に則り、漏洩・滅失・毀損等がないよう安全に管理します。

＜個人情報の提供を伴う業務委託＞

本学は、個人情報の取扱を含む業務の一部を個人情報の適切な取扱いに関する契約を締結した上で、外部の事業者へ委託することがあります。

＜個人情報の第三者提供＞

本学は、あらかじめ本人の同意を得ないで、個人情報を学校法人立命館以外の団体（以下「第三者」といいます。）に提供することはありません。

なお、個人情報保護に関する法律第23条2項にもとづき、利用目的の達成に必要な範囲で本法人が承認し、かつ本学ホームページ等を通じてその内容を公開した場合、個人情報を第三者に提供することがあります。ただし、同ホームページ上に掲載している第三者提供の停止手続をとった場合は提供しません。

Management of Personal Information at Ritsumeikan University

This is a translation of the document. (The Japanese document shall be the original.)

Ritsumeikan University (hereinafter, the “University”) handles personal information submitted by individuals to complete enrollment procedures (hereinafter, “Personal Information”) in the following manner, in compliance with the laws and ordinances concerning personal information protection and the “Personal Information Protection Regulations of the Ritsumeikan Trust.”

Purposes of Use

The University shall use the Personal Information of students exclusively for the following purposes.

- To support students in their study at the University, e.g., by managing information concerning student enrollment, class schedules, academic records, and university fees
 - To support students to ensure meaningful campus life, e.g., by offering student-life counseling, supporting extra-curricular activities, and managing scholarships and health programs
 - To support students in their career development after graduation, e.g., by offering career guidance and assistance in job searching and managing career and recruitment information
 - To share information concerning student class schedules and academic records with their parents and to offer counseling for student career development to their parents, e.g., by sending them academic records
 - To implement tasks necessary to carry out entrance examinations and complete enrollment procedures
 - To send brochures and other materials concerning the University and other schools established by the Ritsumeikan Trust
 - To ensure proper use and safety of facilities and equipment within the University
 - To issue written certificates of various types
 - To provide necessary information to entities authorized by the Personal Information Protection Committee of the Ritsumeikan Trust, including, but not limited to, scholarship organizations and groups organized by graduates of the University/parents of students
 - To provide information on the academic performance and campus activities of students to their high schools
 - To conduct university evaluations (self-evaluations, third-party evaluations, certified evaluations and accreditations, etc.) and statistical surveys of various types
 - To conduct educational, research, and faculty development activities
 - To carry out other tasks necessary for the management and operation of the University
- ### Management of Personal Information
- Students’ Personal Information shall be managed safely in a manner to prevent leaks, loss, and destruction, and shall be in compliance with all applicable laws and ordinances and the “Personal Information Protection Regulations of the Ritsumeikan Trust.”

Contracting with an Outside Party for Services that Require Personal Information

The University may contract with outside parties for part of its services that involve the handling of Personal Information under terms and conditions that obligate such outside parties to handle Personal Information in a proper manner.

Disclosure of Personal Information to Third Parties

The University may offer Personal Information to entities other than the Ritsumeikan Trust (hereinafter, the “Third Parties”) to the extent necessary to achieve any of the Purposes of Use and as authorized by the Ritsumeikan Trust, provided that the University publishes the Third Parties and Purposes of Use of Personal Information on its official website, and shall enter into an agreement or memorandum of understanding concerning the handling of Personal Information with these Third Parties in advance. Personal Information shall no longer be offered to any Third Parties upon completion of the procedures to stop offering Personal Information to such Third Parties for such purposes that are published on the official website of the University.

年 月 日

中達 啓示 研究科長殿

研究生辞退届

研究生につきまして、以下の事由により辞退いたします。

氏名	
学生証番号	
辞退する理由	

以 上