

Financial Aid for Development of a Learning Community



This program is designed to encourage the development of various extracurricular learning groups both on and off campus. Specifically, it aims to increase the number of student groups engaging in various learning activities, whether within a college, across colleges or in cooperation with external organizations, in a manner appropriate for students of Ritsumeikan University.

Submit all necessary documents during the application period below.

Application period: April 25 (Mon), 2016 – May 19 (Thu), 2016 by 5:00 p.m.

Applications will not be accepted after 5:00 p.m. NO EXCEPTIONS

*** This is the only application period for AY 2016.**

Come to the Office of Student Affairs (see below) before applying.

Kinugasa Office of Student Affairs

Kenshin Hall 2F

College of Law, College of Social
Sciences, College of International
Relations, College of Policy Science,
College of Letters, College of Image Arts
& Sciences

BKC Office of Student Affairs

Central Arc 1F

College of Economics, College of Sport &
Health Science, College of Science &
Engineering, College of Information Science &
Engineering, College of Life Sciences,
College of Pharmaceutical Sciences

OIC Office of Student Affairs

South Wing 1F, Building A

(AS)

College of Business Administration, College
of Policy Science

< Hours: 9:30 a.m. – 5:00 p.m. (excluding Saturday, Sunday & Holidays) >

*** Please note that offices are closed from 11:30 a.m. to 12:30 p.m.**

*** Tuesday: 12:30 p.m. – 5:00 p.m.**

1. Outline of financial aid

(1) Purpose

This funding aims to support student groups engaged in extracurricular group activities of educational value by helping to cover costs in order to promote the growth of independent and active learning.

• Number of groups to be selected: Approximately 40 (The exact number will be determined subject to the budget.)

• Yearly amount: 150,000 yen, 300,000 yen, or 500,000 yen

* Although you can select a yearly amount at the time of application, the actual amount may differ from the amount you selected.

* The selection process and criteria are the same for all amounts. Select the amount appropriate for the content of your application.

• Payment method: The aid money will be transferred in a lump sum to the bank account that your group submitted at the briefing session for recipients within one month after necessary procedures are completed.

• Eligibility for other scholarships:

(1) Recipients of this financial aid are not eligible to receive the Ritsumeikan University Financial Aid for Research and Creative Activities.

(2) If a member of your group receives the Ritsumeikan University +R Incentive Scholarship for Individual Students or the Athlete and Creator Development Scholarship, and your group applied for this financial aid for the same purpose and under the same plan as the member who receives either of the above scholarships, then your group is not granted the Financial Aid for Development of a Learning Community.

- Other conditions: The university may cancel this financial aid and request the recipient to repay the aid money if
 - (1) a recipient group fails to report the expenses incurred from their activities without justifiable reason by the specified date; or
 - (2) a recipient group is found to have made a false statement or otherwise committed fraud.

(2) Application Category

There are three application categories for this financial aid. The content of an application must be tied to one of the followings.

1) Group activities to achieve the educational goals of Ritsumeikan University

This category is applicable to groups of students who engage in extracurricular group activities to deepen their studies at a college of Ritsumeikan University, or who are striving to achieve their goals in various fields of study offered by Ritsumeikan University across different specialties, taking advantage of its strength as a comprehensive university.

< Examples >

- Groups of students pursuing new academic interests, learning from their experience of participating in a student-initiated seminar or seminar conference at a college
- Groups of students engaging in academic activities by deepening their college-based or university-wide studies, or embarking on new project-type activities and learning from such studies
- Groups of students working for the wellbeing of the community or society, leveraging the expertise learned in their college

2) Group activities to facilitate community development on or off campus

This category is applicable to groups of students who play a positive role in problem solving and cultural or community development as members of the community, on or off campus, and as members of society.

< Examples >

- Groups of students participating in activities to solve local problems and facilitate community development as members of the local community, and striving to further deepen and enhance such activities
- Groups of students engaging in activities to contribute to community development on and off campus, leveraging expertise and skills (in information technology, scientific knowledge and techniques, tourism, education, welfare, sports, law, etc.) gained through college-based or university-wide studies, and striving to further deepen and enhance such activities
- Groups of students engaging in activities to enhance the quality of student life on campus

3) Group activities to meet the demands of society in line with the educational philosophy of Ritsumeikan University, “Peace and Democracy”

< Examples >

- Groups of students participating in activities to promote peace and democracy, and striving to further deepen and enhance such activities.
- Groups of students engaging in activities to contribute to the peace of international society and facilitate regional cooperation, as well as widely communicate the achievements of such activities to society.

2. Eligibility

- 1) To be eligible to apply for this financial aid program, the group should
 - (1) consist of at least three students, each of whom is enrolled in a college at Ritsumeikan University; AND
 - (2) be nominated by a full-time faculty/staff member of Ritsumeikan University.
 - * Associate deans of each college (in charge of student affairs), assistant deans, and faculty/staff members of the Division of Student Affairs are not eligible to make a nomination.
- 2) Applications cannot be accepted in the following cases.
 - (1) The group has in its members a student who is punished by suspension under Article 57 of the Ritsumeikan University Regulations. In this case, the group cannot apply for the financial aid program during the academic year in which the suspension period occurred.
 - (2) The group engages in extracurricular activities as a university registered or certified student organization eligible for Ritsumeikan University Financial Aid to Encourage and Enhance Extracurricular Activities.
 - (3) The group engages in activities opposed to the educational philosophy of Ritsumeikan University (“Peace and

Democracy”) and the university’s agreed principles (“Rejection of Violence” and “Respect for Human Rights”).

(4) Groups who have received financial aid from this program before cannot reapply. However, groups who meet one of the requirements below can reapply.

(i) Groups who have objectives and plans different from their objectives and plans when they previously received financial aid.

(ii) Groups who have more advanced objectives and plans than their previous objectives and plans when they received financial aid.

3. Aid amount, period, and items to be covered

(1) Aid amount

Up to 150,000 yen, 300,000 yen, or 500,000 yen a year can be provided to each group. However, after selection, the actual amount may be different from the amount applied for. Note that the University may ask the student group to return any remaining amount of financial aid if the amount spent according to the expenditure report is significantly lower than the aid amount provided.

(2) Items to be covered by the financial aid

(1) Honoraria (2) Facility charges (3) Travel expenses (4) Accommodation expenses (5) Cost of supplies and equipment (6) Insurance premiums (7) Printing costs (8) Transportation costs (9) Participation fees (10) Others (commission fees, material cost)

* With the following table, please check the items covered by the financial aid.

Items covered by financial aid	Details and Notes
(1) Honoraria	For Reference Honorarium for Ritsumeikan University lecturers (Standards for honoraria for Saturday school lecturers applicable) Full-time faculty: 9,000 yen, part-time faculty/extramural lecturers: 30,000 yen
(2) Facility charges	Facility charges, etc.
(3) Travel expenses	1. Starting point to calculate travel expenses: Nearest station to campus or base of operations <ul style="list-style-type: none"> Kinugasa-based groups: JR Emmachi station BKC-based groups: JR Minami-Kusatsu station OIC-based groups: JR Ibaraki station or Hankyu Minami-ibaraki 2. Basis for transportation calculation <ul style="list-style-type: none"> Amount of public transportation expenses (student discount or group fare discount) Use of buses permitted. For travel by air, the insurance surcharge (500 yen) included in the airfare qualifies for reimbursement. 3. Use of motor vehicles <ul style="list-style-type: none"> Use of a personal vehicle or taxi is prohibited. However, if a group uses a venue in an area with poor public transport infrastructure or transports supplies and equipment, excluding oversized equipment, use may be approved with prior consultation. Use of a rental car is not recommended. However, if a student must use a rental car, the student is required to purchase insurance. *For rental cars, insurance premiums, highway toll fees, and fuel costs qualify for reimbursement. 4. Use of airplanes <ul style="list-style-type: none"> Standard fare is applied for train use from campus to Kansai International Airport. 5. Overseas travel expenses <ul style="list-style-type: none"> For local transport expenses overseas, only transfers between cities qualify for reimbursement. Travel expenses within a city are not covered.
(4) Accommodation expenses	1. Instructor or lecturer: Up to 12,000 yen per night per person (travel expense regulations apply) 2. Students: Up to 7,000 yen per night per person If the amount exceeds the amount mentioned above, please contact the Office of Student Affairs on each campus beforehand. * Cost of meals are not covered.

(5) Cost of supplies and equipment	When making any purchases, clarify the purpose of use for the item, how its usage is to be managed and how it is to be stored after the activity is complete. <ul style="list-style-type: none"> • For book purchases, first check with the library about whether they have the book. If they have the book, borrow it from the library. If you must purchase a book the library already has, clearly state the reason for this. • Items costing more than 300,000 yen should be rented where possible. * Expenses of consumable office supplies (pens, papers, notebooks, files, etc.) and other consumable supplies are not covered.
(6) Insurance premiums	Insurance premiums, etc.
(7) Printing costs	Printing costs, etc.
(8) Transportation costs	Transportation costs, etc.
(9) Participation fees	The necessary number of participants shall be determined by the group through discussions.
(10) Others	Commission fees, Material costs (It may not become a target by examination.)

< Expenses NOT covered by financial aid >

The following items are not covered by this financial aid:

- Items that are not mentioned above
- Food, beverages, entertainment and social expenses
- Expenses of consumable office supplies
- Expenses, including transportation and accommodation expenses, incurred by students other than undergraduate students of Ritsumeikan University (excluding honoraria)

If you have any questions, you must consult with the Office of Student Affairs in advance.

(3) Period of group activities covered by financial aid

Activities from April 1, 2016 through March 31, 2017 are covered by financial aid.

- * It should be noted that you should schedule your group activities so that you will be able to determine all the expenses incurred from the activities covered by financial aid by March 10, 2017.

4. Selection

(1) Selection criteria

- 1) Understanding the purpose of this financial aid
- 2) Past achievements of the group
- 3) Clarity of the goal(s) set by the group
- 4) Feasibility of the activity plan prepared by the group

(2) Selection method

- 1) After documents are checked based on the above criteria, groups to be called for an interview are determined.
- 2) After the interview, the recipients are determined.
 - ※ The interview must be attended by either a representative, vice representative, or student in charge of financial affairs, or all of them. In the interview, students are required to give a presentation to introduce their group and activities. If preferred, the nominator can also be present at the interview. When you submit the application, you are asked for an available time and date for the interview. Please determine the time and date with the group members before submitting the application.
 - ※ A representative from each group must be present at the interview except in special circumstances, such as attending a regular class, undertaking a teaching practicum, and participating in a care-giving program or a competition. If a representative cannot be available for the interview, consult with the person in charge in advance.

< Interview Dates > June 11 (Sat), 2016 ~ June 12 (Sun), 2016

(3) Announcement of application results

- 1) Announcement of the interview results
 - Date and time: June 7 (Tue), 2016 at 1:00 p.m.
 - Announcement method: CAMPUS WEB

2) Announcement of the final results

Date and time: June 21 (Tue), 2016 at 1:00 p.m.

Announcement method: CAMPUS WEB

3) Briefing session for recipients

Date and time: June 22 (Wed), 2016 at 6:00 p.m.

The venue will be announced during announcement of the final results.

* You must attend the briefing session to be officially accepted as a recipient of financial aid. Please be present at the session except in special circumstances, such as attending a regular class, undertaking a teaching practicum, and participating in a care-giving program or a competition. If you cannot make yourself available for the briefing session, consult with the person in charge in advance. If you are absent from the briefing session without notice, you will lose eligibility to receive financial aid.

5. Obligations of recipient groups

If selected as a recipient of this financial aid, your group members should behave in a manner that is exemplary to other students and positively make your achievements known to other students.

You are also obliged to

- (1) attend a briefing session for recipients;
- (2) submit a written report on the activities of your group;
- (3) submit an expenditure report and repay the balance of aid money the university requests; and
- (4) make the achievements of your group known to the public when requested by the university.

6. Timetable

Any date changes will be posted on the scholarship website.

Application period	April 25 (Mon), 2016 ~ May 19 (Thu), 2016 at 5:00 p.m. < NO EXCEPTIONS >
Announcement of document screening results	June 7 (Tue), 2016 at 1:00 p.m.
Interview	June 11 (Sat), 2016 – June 12 (Sun)
Announcement of final results	June 21 (Tue), 2016 at 1:00 p.m.
Briefing session for recipients	June 22 (Wed), 2016 at 6:00 p.m.

7. Request to the faculty or administrative staff member who has nominated the group

Please provide support and guidance on the group's application and their activities after being selected. Double check and sign important documents (e.g., monthly activity report, short-term intensive training session/tour notification, and seminar house/Epoch Ritsumei 21 use request form.)

8. Documents to be submitted

- (1) Application form (Form 1) (2) Activity Plan (Form 2) (3) Estimate of expenses (Form 3)
- (4) Nomination form completed by a full-time faculty/staff member (Form 4)
- (5) Other supporting documents (Form 5) (6) List of members (Form 6)