

Ritsumeikan University

KENKYU-SHOREI Scholarships A/B

(Prize Fellowship for the Doctoral Degree Students)

Academic Year 2018 application guidelines

April 2018
Ritsumeikan University Graduate Schools

The purpose of this scholarship is to encourage research activities of graduate students who have achieved excellence in their field of research. The Academic Year 2018 application guidelines for Ritsumeikan University KENKYU-SHOREI Scholarships A/B (Prize Fellowship for the Doctoral Degree Students) are as follows:

1. Application Eligibility

*Regarding these scholarships, doctoral students currently enrolled refers to the following:

- Students enrolled in a doctoral program (1st year, 2nd year and 3rd year students).
- Students enrolled in Year 3 or above in the Integrated Doctoral Program. (3rd year, 4th year and 5th year students)
- Students enrolled in 4-year doctoral program (1st year, 2nd year, 3rd year and 4th year students).
- Here, *currently enrolled* refers to students with a status of either *enrolled* or *study abroad*.

[Any applicant who meets any of the following conditions is not eligible.]

- 1) Students who are enrolled in excess of the standard completion term
- 2) Students who entered the university as government-sponsored international students.
- 3) International students who study at Ritsumeikan University under an agreement with an overseas university and do not pay tuition fees to Ritsumeikan University.
- 4) In addition to 2) and 3) written above, those who are receiving any scholarships that is equivalent to full tuition fees while being enrolled, or those whose tuition fees were paid by any organizations or institutions that distribute scholarships.
- 5) Students who receive Ritsumeikan University Tuition Reduction Scholarship for International Students (Graduate Students Category I).
- 6) Students who receive scholarships that do not allow recipients to receive other scholarships. (For example, the Japanese Government (Monbukagakusho) Scholarship, foreign government-sponsored scholarship, Asian Development Bank - Japan Scholarship Program, and Joint Japan/World Bank Graduate Scholarship Program)
- 7) Students who are taking a leave of absence. As for students who take a leave of absence after being selected as a recipient of this scholarship, the eligibility will be revoked.
- 8) Students who have been selected for a JSPS Research Fellowship, and are currently receiving funding from JSPS.
- 9) Students whose conditions fall under the Article 80 of the Ritsumeikan University Graduate School Regulations.

E.g. Students of doctoral program, integrated doctoral program and 4-year doctoral program who have requested for examination of thesis and exceed the standard completion period for examination of doctoral degrees.

[Important notes regarding application]

- *We will conduct screening upon application and decide either “Selected” (for either of the scholarship type, A or B at each graduate school) or “Not Being Selected.”
- *Applications for A and B will be accepted together; A for outstanding students and B for students corresponding to A.
- * When applying, applicants cannot specify the type of scholarship (A or B) they wish to apply for.
- * Being granted this scholarship will not preclude students from receiving other scholarships outside the university. However, students must check the regulations of other scholarships if they do not restrict recipients from receiving other scholarships, before applying.
- * The Educational/Research Goals set by each graduate school regarding applicants shall mean ones stipulated in each Graduate School Regulations.

2. Number of scholarships awarded The number of scholarships awarded is as follows;

Scholarship A	5% of the total number of doctoral students enrolled in each graduate school as of May 1, 2018.
Scholarship B	15% of the total number of doctoral students enrolled in each graduate school as of May 1, 2018.

3. Stipends

Scholarship A → Amount equivalent to full tuition fees

Scholarship B → Amount equivalent to half of tuition fees

(“Tuition fees” refer to the amount a student is obligated to pay for an applicable semester.)

However, regardless of what is written above, if students who are selected as recipients of this scholarship are also receiving Graduate Students Category II of the Ritsumeikan University Tuition Reduction Scholarship for International Students, the stipends of this scholarship will be as follows;

- 1) The stipends of the Scholarship A will be the amount obtained by subtracting Graduate Students Category II of the Ritsumeikan University Tuition Reduction Scholarship from the amount equivalent to full tuition fees.
- 2) The stipends of the Scholarship B will be half the amount obtained by subtracting Graduate Students Category II of the Ritsumeikan University Tuition Reduction Scholarship from the amount equivalent to full tuition fees.

4. Payment Period

2 semester-period from the first semester subject to scholarship disbursement has begun.

However, after being selected as a recipient, if recipients fall under any of the following conditions, the qualification as a recipient will be revoked in accordance with the regulations of this scholarship.

1. Loss of student registration
2. Leave of absence
3. Receipt of reprimand
4. Fall under the Article 80 of the Ritsumeikan University Graduate School Regulations
5. Other actions deemed inappropriate by the Dean of Academic Affairs for a scholarship recipient

5. Application Procedures

Applicants are required to submit the designated application form within the application period to the administrative office of the campus to which they belong regardless of scholarship type (A/B) *See Section

(3) Where to submit.

(1) Application period

Spring	Monday, June 4 – Friday, June 8, 2018 <by 5:00PM (JST)>
Fall	Thursday, November 1 – Wednesday, November 7, 2018 <by 5:00PM (JST)>

About Fall recruitment

Not all of graduate schools recruit in the fall semester.

<Graduate schools which recruit in the fall semester>

Graduate School of International Relations, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Technology Management, and Graduate School of Policy Science

The term a student can apply for the scholarship differs depending on the time he/she entered the university.

Spring recruitment	Students who entered the university in April
Fall recruitment	Students who entered the university in September.

* If in case, those who are selected as recipients of KENKYU-SHOREI Scholarship A/B in the AY2017 fall recruitment, are also being selected as Research Fellowships for Young Scientists for AY2018 and become subject to receive KENKYU-SHOREI Scholarship S, they must decline their qualifications as recipients of KENKYU-SHOREI Scholarship A or B in advance, in order to receive KENKYU-SHOREI Scholarship S (overlapping scholarships are not acceptable).

(2) Documents to be submitted

Submit the following application documents. They must be arranged in numerical order.

①	Application Documents Check List
②	Application Form for doctoral scholarships / research grants
③	Research Achievements
④	Ritsumeikan University KENKYU-SHOREI Scholarship A/B Application Form

*Documents①-④ should be stapled together and a total of 2 copies must be submitted; the original copy along with a duplicate.

* Do not change or alter the designated format of this form.

*If in case the documents to be submitted are hand written, the use of the erasable ink pens such as FRIXION is not allowed.

1) How to download and fill in application documents

Documents you need to fill out and print out by using “Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (Ri-SEARCH)”are as follows:

②Application Form for doctoral scholarships / research grants ③Research Achievements

STEP1 : Log on to the Ritsumeikan University Search Engine of Academic Record and Career

History of Young Researchers (Ri-SEARCH) by entering your RAINBOW ID. After entering the required information, print out the Application Form for doctoral scholarships / research grants (A4-sized paper by double-sided print), and put your signature or personal seal.

Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (Ri-SEARCH):

<https://ri-search-web.ritsumei.ac.jp/>

STEP2 : Create “Research Achievements” following the same procedure written in **STEP1**

You can check the way to make the forms through the below manuals.

http://www.ritsumei.ac.jp/ru_gr/g-career/fellow/doctor/article.html/?id=2

Documents you need to download, fill out and print out from the website of “Graduate Student Career Path Support Center” are as follows:

①Application Documents Check List

④Ritsumeikan University KENKYU-SHOREI Scholarship A/B Application Form

STEP1 : “Ritsumeikan University KENKYU-SHOREI Scholarship A/B Application Form” is available to download from the website below. (Application documents are to be created with Microsoft Word).

http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=2

Do not change or alter the designated format of this form. The font size must be 10 point. (A4-sized paper by double-sided print)

STEP2 : Download “Application Documents Check List” from the website above, fill out the information, and staple it at the first page of Application documents. (A4-sized paper by single-sided print)

(3) Where to submit

Application documents should be submitted to one of the following. The following offices are the only ones able to accept application materials. If you have any questions, please contact the Office of Graduate Studies (Kinugasa Campus).

[Kinugasa Campus]

Office of Graduate Studies, Shitokukan 4F Open hours 10:00-11:30, 12:30-17:00

[Biwako-Kusatsu Campus]

Manabi Station, Prism House 1F Open hours 8:45-17:00

[Osaka-Ibaraki Campus]

Manabi Station, AC Office at A-building 1F Open hours 8:45-17:00

To send documents by postal mail:

For those who cannot come to campus on regular basis such as adult graduate students, please submit documents by postal mail to the Office. However, the documents must reach the office within the application period. Please note that we will not notify you whether we received the documents or not. We recommend to send in a way history is recorded.

When sending the application documents by post, make sure that all the required information is filled. Do not forget to put your seal (or signature) where it is necessary. Also, please notify us in advance either by E-mail or by phone that you will be sending your applications by post to the Office of Graduate Studies at Kinugasa campus.

[Mailing Address]

Office of Graduate Studies, Ritsumeikan University 56-1 Toji-in Kita-machi, Kita-ku, Kyoto 603-8577

* Please write “KENKYU-SHOREI Scholarships A/B Application Enclosed” in red ink on the envelope before posting. (The documents must arrive no later than the deadline by simplified registered mail.)

6. Screening

Applicants will be screened by the applicant's graduate school, based on submitted materials. Final selections of recipients will be conducted by the Dean of Academic Affairs.

7. Notification of Results (Subject to change)

(1) Announcement Date

Spring: Scheduled for Tuesday, July 24, 2018

Fall: Scheduled for Tuesday, December 18, 2018

(2) Announcement Methods

The individual results will be sent by manaba+R.

*After placing an application, if you will not be able to check manaba+R because of your trips to abroad etc., you have to let the Office of Graduate Studies (Kinugasa) know about it by E-mail at the time of your application.

8. Payment Method

The scholarship will be transferred to the bank account of each selected recipient every semester for two semester periods after the necessary procedures are completed. **Please be aware that the stipend will not be provided to earmark tuition fees.**

9. Payment Procedure

Recipients will be required to sign the application & pledge statement and submit by the deadlines specified below. Only recipients who have signed and submitted the statement shall be awarded a scholarship.

Spring: Wednesday, August 22, 2018 <by 5:00PM (JST)> closed

Fall: Tuesday, January 15, 2019 <by 5:00PM (JST)>

<Inquiries>

Office of Graduate Studies, Ritsumeikan University

TEL: Kinugasa Campus (075)465-8195

E-Mail: g-schol2@st.ritsumei.ac.jp