

2017年度
学 修 要 覧

2017 Academic Handbook

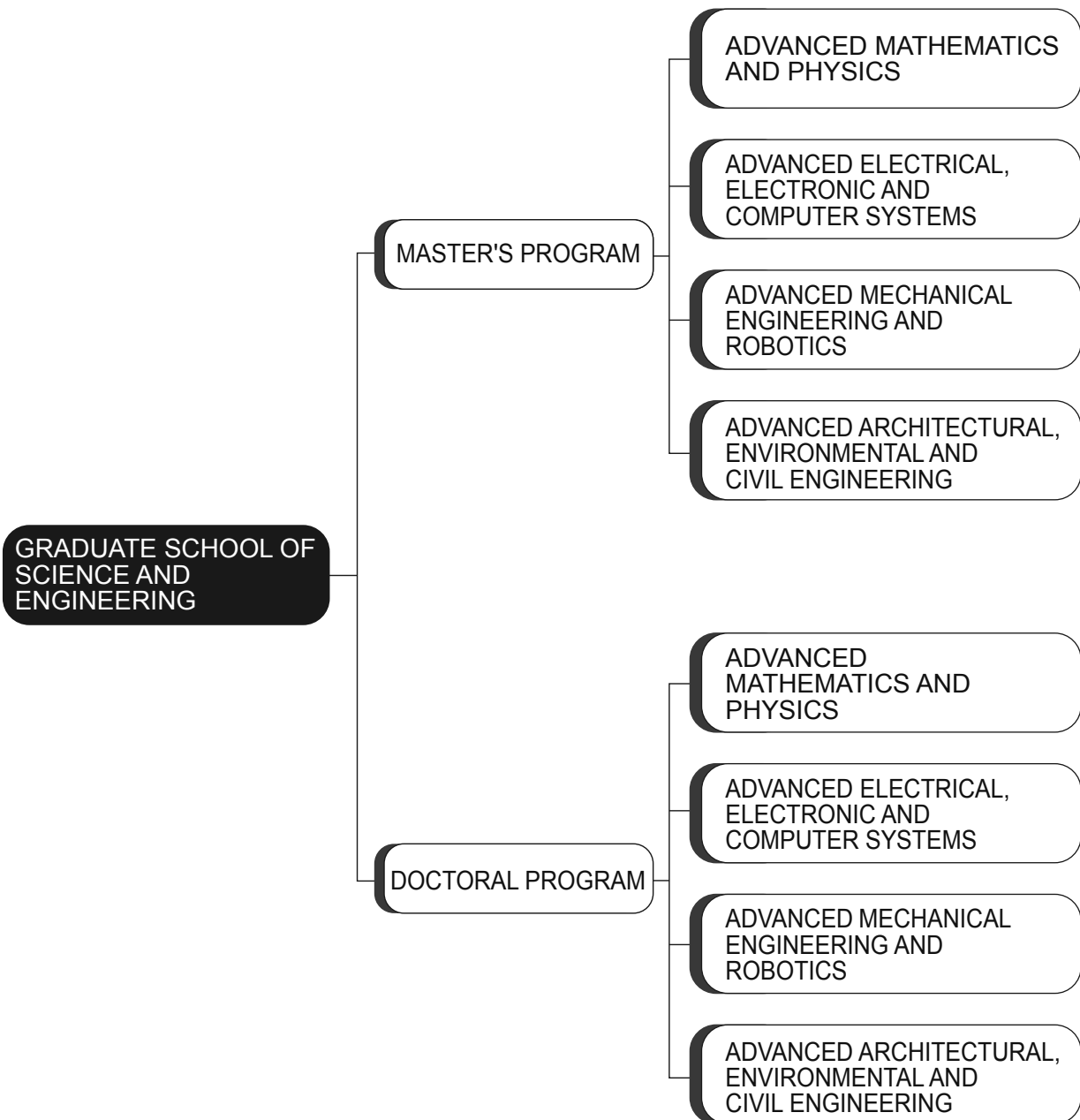
立命館大学大学院 理工学研究科

Ritsumeikan University

Graduate School of Science and Engineering

IV International Program for Science and Engineering (理工学国際プログラム)

Major & Course



Contents

RITSUMEIKAN UNIVERSITY 2017 ACADEMIC CALENDAR	82
Educational Policy	84
① Student Life (学生生活)	87
1.1 Administrative Office, Graduate School of Science and Engineering (GSSE Administrative Office)	87
1.2 International Center	88
1.3 Student Support Room	89
② Student Status (学籍)	90
2.1 Name and Address in Student Registry	90
2.2 Student ID Number	91
2.3 Student ID Card	91
2.4 Standard Period of Study and Maximum Period of Enrollment	92
2.5 Year level (<i>Kaisei</i>)	93
2.6 Prohibition of Dual Enrollment	93
2.7 Leave of Absence	93
2.8 Returning from a Leave of Absence (Reenrollment)	95
2.9 Withdrawal	96
2.10 Removal of Name from School Register	97
2.11 Readmission	97
2.12 Extension of Study Period for Students Who Have Exceeded the Standard Period of Study	99
2.13 Completion Requirements/Date of Completion	99
2.14 Completion of Doctoral Coursework Without Degree	101
2.15 Certificates and Student Discount Certificate	101
③ Taking course at Ritsumeikan University (履修)	102
3.1 Semester (Academic Term)	102
3.2 Credits	102
3.3 Classes	103
3.4 Official Absence approved by University (<i>Koketsu</i>)	104
3.5 Special Consideration for Absence Other Than Official Absence	104
3.6 Cases where students contract the School Health Law-defined Infection Disease	105
3.7 Official Absence due to The School Health Law-defined Infection Disease	107
3.8 Course Registration	107
3.9 Regarding Credit Conferment and Academic Results	108
3.10 Class Operation when Public Transportation is Suspended due to Inclement Weather, or in the Event that a Storm Warning or Severe Weather Warning is Issued	110
3.11 Safety Confirmation in Case of a Large-Scale Disaster	112
④ Tuition and Fees (学費)	113
4.1 Tuition	113
4.2 How to Pay Tuition and Fees/Payments Deadlines	114
4.3 Scholarships and Research Grants for Ritsumeikan University Graduate School Students	114
4.4 Removal from the School Register, Due to Non-Payment of Tuition and Fees	114
4.5 Tuition and Fees for Students whose Duration of Study Has Exceeded the Standard Period of Study	115
4.6 Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study	115
⑤ Other Information for Graduate Students (その他の情報)	116
5.1 Research Ethics Education	116
5.2 Career Development, Employment	116
5.3 Teaching Assistant (TA)	117
5.4 Harassment Prevention	117
5.5 Use of manaba+R	118
5.6 Ri-SEARCH	119
Contact Information for Graduate School Affairs (Biwako-Kusatsu Campus)	120
① Master's Program	123
Research Supervision Plan (研究指導計画書)	128
Course Registration (受講登録)	128
Inter-Graduate School Common Subjects (大学院共通科目)	128
Other Graduate School Course Registration System (他研究科科目受講制度) (<i>Takenkyuka Kamoku Juko Seido</i>)	129
Kansai Four-University Consortium Program (credit transfer system) (関西四大学大学院単位互換制度)	130
Regarding Approval of Credits Earned at Graduate Schools of other and Ritsumeikan University (入学前等单位認定)	132
Graduate Student Exchange Program with Faculty of Science and Faculty of Applied Science in UBC (UBC との大学院生交換プログラム)	132
② Doctoral Program For those who first enrolled in or after AY 2012	135

RITSUMEIKAN UNIVERSITY 2017 ACADEMIC CALENDAR

April, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Orientation
2 Entrance Ceremony	3 Orientation	4 Orientation	5 Orientation	6 ①	7 ①	8
9	10 ①	11 ①	12 ①	13 ②	14 ②	15 ② Regular Classes (Wednesday's Class)
16	17 ②	18 ②	19 ③	20 ③	21 ③	22
23	24 ③	25 ③	26 ④	27 ④	28 ④	29 Makeup classes
30						

•Entrance Ceremony: April 2 Kinugasa,BKC,OIG,Suzaku
 •Spring Orientation Week for New Students: April 1,3~5
 •Regular Classes (Wednesday's Classes): April 15
 •Showa Day (Makeup Classes): April 29

May, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 ④	2 ④	3	4	5	6
7	8 ⑤	9 ⑤	10 ⑤	11 ⑤	12 ⑤	13 ⑤ Regular Classes (Friday's Class)
14	15 ⑥	16 ⑥	17 ⑥	18 ⑥	19 ⑦	20 Makeup classes
21	22 ⑦	23 ⑦	24 ⑦	25 ⑦	26 ⑧	27
28	29 ⑧	30 ⑧	31 ⑧			

•Regular Classes (Friday's Classes): May 13
 •Makeup Classes: May 20

June, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 ⑧	2 ⑨	3 ⑨ Regular Classes (Thursday's Class)
4	5 ⑨	6 ⑨	7 ⑨	8 ⑩	9 ⑩	10
11	12 ⑩	13 ⑩	14 ⑩	15 ⑪	16 ⑪	17 Makeup classes
18	19 ⑪	20 ⑪	21 ⑪	22 ⑫	23 ⑫	24
25	26 ⑫	27 ⑫	28 ⑫	29 ⑬	30 ⑬	

•Regular Classes (Thursday's Classes): Jun 3
 •Makeup Classes: Jun 17

July, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 ⑬	4 ⑬	5 ⑬	6 ⑭	7 ⑭	8
9	10 ⑭	11 ⑭	12 ⑭	13 ⑮	14 ⑮	15 Makeup classes
16	17 ⑮ Classes as usual	18 ⑮	19 ⑮	20 Makeup classes (Backup)	21 Makeup classes (Backup)	22 Makeup classes (Backup)
23	24 Makeup classes (Backup)	25 Makeup classes (Backup)	26 Makeup classes (Backup)	27 Makeup classes (Backup)	28 Makeup classes (Backup)	29 Makeup classes (Backup)
30	31 Makeup classes (Backup)					

•Makeup Classes: Jul 15
 •Marine Day (Classes as usual): Jul 17
 •Makeup Classes: Jul 20

August, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Start of Summer Break	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

•Summer Session 1: Aug 28-Sep 2

September, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Graduation Results Announcement (Masters)	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Orientation	23 Graduation Ceremony (Masters)
24	25 Entrance ceremony	26 ①	27 ①	28 ①	29 ①	30

•Summer Session 2: Sep 4-9
 •Graduation Results Announcement (Masters): Sep 6
 •Fall Orientation for New Students: Sep 22
 •Graduation Ceremony : Sep 23 (Autumnal Equinox Day)
 •Entrance Ceremony, Fall Semester: Sep 25
 •Start of Classes, Fall Semester: Sep 28

October, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ①	3 ②	4 ②	5 ②	6 ②	7 Graduation Ceremony (Doctoral)
8	9 ② Classes as usual	10 ③	11 ③	12 ③	13 ③	14 ③ Regular Classes (Monday's Class)
15	16 ④	17 ④	18 ④	19 ④	20 ④	21
22	23 ⑤	24 ⑤	25 ⑤	26 ⑤	27 ⑤	28 Makeup classes
29	30 ⑥	31 ⑥				

•Graduation Ceremony (Doctoral): Oct 7
 •Sports Day (Classes as usual): Oct 9
 •Regular Classes (Monday's Classes): Oct 14
 •Makeup Classes: Oct 28

November, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ⑥	2 ⑥	3 ⑥ Classes as usual	4
5	6 ⑦	7 ⑦	8 ⑦	9 ⑦	10 ⑦	11
12	13 ⑧	14 ⑧	15 ⑧	16 ⑧	17 ⑧	18 Makeup classes
19	20 ⑨	21 ⑨	22 ⑨	23 ⑨ Classes as usual	24 ⑨	25
26	27 ⑩	28 ⑩	29 ⑩	30 ⑩		

•Culture Day (Classes as usual): Nov 3
 •Makeup Classes: Nov 18
 •Labor Thanksgiving Day: (Classes as usual): Nov 23

December, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 ⑩	2
3	4 ⑪	5 ⑪	6 ⑪	7 ⑪	8 ⑪	9 Makeup classes
10	11 ⑫	12 ⑫	13 ⑫	14 ⑫	15 ⑫	16
17	18 ⑬	19 ⑬	20 ⑬	21 ⑬	22 ⑬	23 Makeup classes
24	25 ⑭	26	27	28	29	30
31						

•Makeup Classes: Dec 9
 •The Emperor's Birthday (Makeup Classes): Dec 23

January, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 ⑭	6
7	8 ⑭	9 ⑭	10 ⑭	11 ⑮	12 ⑮	13
14	15 ⑮	16 ⑮	17 ⑮	18 ⑮	19 Makeup classes (Backup)	20 Makeup classes (Backup)
21	22 Makeup classes (Backup)	23 Makeup classes (Backup)	24 Makeup classes (Backup)	25 Makeup classes (Backup)	26 Makeup classes (Backup)	27 Makeup classes (Backup)
28	29 Makeup classes (Backup)	30 Makeup classes (Backup)	31 Makeup classes (Backup)			

•Makeup Classes: Jan 19

February, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Start of Spring Break	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Graduation Results Announcement (Masters)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Graduation Ceremony (Masters) Kinugasa	21 Graduation Ceremony (Masters) OIG/Suzaku	22 Graduation Ceremony (Masters) BKC	23	24 Graduation Ceremony (Doctoral/Dissertation Doctoral)
25	26	27	28	29	30	31

•Graduation Results Announcement (Masters): Mar 5
 •Graduation Ceremony (Masters): (Kinugasa) Mar 20, (OIG/Suzaku) Mar 21 (Vernal Equinox day), (BKC) Mar 22
 •Graduation Ceremony (Doctoral / Dissertation Doctoral): Mar 24

RITSUMEIKAN UNIVERSITY 2017 ACADEMIC CALENDAR

Spring Semester

April		
1	Sat	Start of Spring Semester Orientation
2	Sun	Entrance Ceremony
3	Mon	Orientation
4	Tue	Orientation
5	Wed	Orientation
6	Thu	Start of Classes, Spring Semester
15	Sat	Regular Classes (Wednesday's Classes)
29	Sat	Showa Day (Make-up day Classes ①)
May		
3	Wed	Constitution Day (No Classes)
4	Thu	Greenery Day (No Classes)
5	Fri	Children's Day (No Classes)
13	Sat	Regular Classes (Friday's Classes)
19	Fri	University Foundation Day (Classes as usual)
20	Sat	Make-up day Classes ②
June		
3	Sat	Regular Classes (Thursday's Classes)
17	Sat	Make-up day Classes ③
July		
15	Sat	Make-up day Classes ④
17	Mon	Marine Day (Classes as usual)
20	Thu	Make-up day Classes ⑤
31	Mon	End of Classes, Spring Semester
August		
1	Tue	Start of Summer Break and Summer Session
28	Mon	Start of Summer Session 1
September		
2	Sat	End of Summer Session 1
4	Mon	Start of Summer Session 2
6	Wed	Graduation Results Announcement (Masters)
9	Sat	End of Summer Session 2
22	Fri	Fall Orientation for New Students
23	Sat	Graduation Ceremony (Masters) / Autumnal Equinox Day
25	Mon	Entrance Ceremony, Fall Semester End of Summer Break and Summer Session End of Spring Semester

Fall Semester

September		
26	Tue	Start of Fall Semester Start of Classes, Fall Semester
October		
7	Sat	Graduation Ceremony (Doctoral)
9	Mon	Sports Day (Classes as usual)
14	Sat	Regular Classes (Monday's Classes)
28	Sat	Make-up day Classes ①
November		
3	Fri	Culture Day (Classes as usual)
18	Sat	Make-up day Classes ②
23	Thu	Labor Thanksgiving Day (Classes as usual)
December		
9	Sat	Make-up day Classes ③
23	Sat	The Emperor's Birthday (Make-up day Classes ④)
26	Tue	Start of Winter Break
January		
4	Thu	End of Winter Break
5	Fri	Classes Recommence, Fall Semester
8	Mon	Coming-of-Age Day (No Classes)
19	Fri	Make-up day Classes ⑤
31	Wed	End of Classes, Fall Semester
February		
1	Thu	Start of Spring Break
March		
5	Mon	Graduation Results Announcement (Masters)
20	Tue	Graduation Ceremony (Masters) (Kinugasa)
21	Wed	Graduation Ceremony (Masters) (Suzaku · OIC) / Vernal Equinox day
22	Thu	Graduation Ceremony (Masters) (BKC)
24	Sat	Graduation Ceremony (Doctoral / Dissertation Doctoral)
31	Sat	End of Spring Break End of Fall Semester

BKC = Biwako-Kusatsu Campus
OIC = Osaka-Ibaraki Campus

(Note) Holidays/public holidays that fall outside of the semester period are omitted.

※ To make up for a shortage of classes, resulting from an insufficient number of classes will be held on these Saturdays.

※ Reserve Days for make up classes in the event of class cancellations have been set as follows:

Spring semester: July 21(Fri), 22(sat), 24(Mon)-29(sat), 31(Mon)

Fall semester: January 20(Sat), 22(Mon)-27(Sat), January 29(Mon)-31(Wed)

※ The treatment of Reserve Days and Saturdays/Sundays on which classes are not held, differs by Graduate School. For details, please check with the Graduate School concerned.

Educational Policy

In the Graduate School of Science and Engineering, our aim is to train researchers and professionals to possess not only a high level of theory and skills in the specialist fields of science and engineering, but also the ability to make creative discoveries.

■ Master's Program

Educational Objectives

In the Master's Program, in light of our development goal, our educational objectives are to train people to acquire the following capabilities.

1. Individuals with reliable knowledge and research abilities in the natural sciences and specialist areas.
2. Individuals with logical writing skills, presentation abilities, and communications skills.
3. Individuals who are capable of setting out problems and solving them in specialist areas, on the basis of their awareness of their own responsibility as researchers or technicians.

Curriculum Policy

In the Master's Program, the curriculum will be formed as described below, in accord with the educational objectives. The Graduate School will establish Common Subjects, Major Subjects and Research Subjects as subject categories. Educational objectives will be achieved through the systematic completion of these subjects. The definition of each subject type is as follows.

1. Common Subjects: Subjects established to cultivate sound knowledge and research skills in the natural sciences.
2. Major Subjects: Subjects established to cultivate sound knowledge in a specialized field, logical writing skills and communication skills in a foreign language.
3. Research Subjects: Subjects established to cultivate research ability in a specialized field, presentation and communication skills, and the ability to pose and solve problems.

Degree Policy

In the Master's Program, a master's degree will be conferred upon the following persons, in accord with the educational objectives. Furthermore, degree recipients must have obtained credits designated by the Graduate School of Science and Engineering and have passed an evaluation of their academic dissertation based on dissertation evaluation standards for the Master's Program.

1. Those who possess sound knowledge and research abilities in the natural sciences and specialized fields.
2. Those who possess logical writing skills, presentation skills and communication skills as well as communication skills in a foreign language.
3. Those who, in addition to being aware of their responsibility as a researcher/engineer, possess the ability to pose and solve problems in specialized fields.

■ Doctoral Program

Educational Objectives

In the Doctoral Program, in light of our development goal, our educational objectives are to train people to acquire the following capabilities.

1. Individuals who possess specialist knowledge and the ability to engage in creative research in the natural sciences and specialist areas.
2. Individuals with high-level logical writing skills, presentation abilities, and communications skills.
3. Individuals with the ability to set out and solve social problems in society and the leadership qualities required to work toward their resolution, on the basis of their awareness of their own responsibility as researchers or technicians.

Curriculum Policy

In the Doctoral Program, the curriculum will be formed as described below, in accord with the educational objectives. The Graduate School will establish Major Subjects and Research Subjects as subject categories. Educational objectives will be achieved through the systematic completion of these subjects. The definition of each subject type is as follows.

1. Major Subjects: Subjects established to cultivate advanced knowledge and creative research ability in the natural sciences, advanced knowledge in a specialized field, and advanced logical writing skills and a foreign language.
2. Research Subjects: Subjects established to cultivate creative research ability in a specialized field, presentation and communication skills and a foreign language, and the ability to pose and solve problems as well as leadership skills for problem-solving.

Degree Policy

In the Doctoral Program, a doctoral degree will be conferred upon the following persons, in accord with the educational objectives. Furthermore, degree recipients must have obtained credits designated by the Graduate School of Science and Engineering and have passed an evaluation of their academic dissertation based on dissertation evaluation standards for the Doctoral Program.

1. Those who possess advanced knowledge and creative research abilities in the natural sciences and specialized fields.
2. Those who possess advanced logical writing skills, presentation skills and communication skills and a foreign language.
3. Those who, in addition to being aware of their responsibility as a researcher/engineer, possess the ability to pose and solve problems in society as well as leadership skills in problem-solving.

1

Student Life (学生生活)

1.1 Administrative Office, Graduate School of Science and Engineering (GSSE Administrative Office)

▶ Location/ Office Hours

Tel. +81-77-561-2624

Fax. +81-77-561-2629

Location: Core Station, 1st Floor

Hours: Mon.-Fri., 10:00 - 17:00 (closed 11:30 - 12:30)

Note: Closed Mon. morning for office meetings

Note: When classes are not in session, the office is open in the afternoons only (13:00 - 17:00)

▶ Issues dealt with at the GSSE Administrative Office

To provide support, consultations and advice on all academic matters, such as class registration, grades, graduation requirements, and internship opportunities.

▶ Notices from GSSE

Information on class cancellation, make-up classes, classroom change, final or report examinations, guidance sessions, announcement of completion results as well as the schedule for information sessions will be provided and contact with students will be made through CAMPUS WEB. Students are required to check the information frequently. Telephone inquiries are not accepted. Do not make telephone inquiries except in cases of emergency.

In addition, depending on the content, we send out information via Ritsumeikan E-mail accounts and/or our Website where you may download documents necessary for degree applications, etc..



1.2 International Center

▶ Location/ Office Hours

Tel. +81-77-561-3946

Fax. +81-77-561-3956

E-mail: cger-bkc@st.ritsumei.ac.jp

Location: Across Wing, 1st Floor

Hours: Mon.-Fri., 10:00 – 17:00 (closed for lunch 11:30 - 12:30)

Note: Closed Wed. morning for office meetings

Note: When classes are not in session, the office is open in the afternoons only (13:00 - 17:00)

▶ Issues dealt with at the International Center

Student Life	Extension of stay, change of residence status
	Permit for activities not authorized under current status of residence (Work Permit) Please note that you must find a job on your own.
	National Health Insurance application procedures, National Pension Scheme exemption procedures
Scholarships	Scholarship applications for international students, Issues pertaining to financial aid
Exchange Events	Applications for events within the university and in the local community, Information service

▶ Important requests from the International Center

Change in Residence Status Extension of Period of Stay	Any change in Residence Status or Period of Stay must be reported to the International Center
Change of Telephone Number	You must report any change in home or cellular phone number to the International Center and GSSE Administrative Office. We use this information to contact you regarding your visa or scholarship among other important issues.
Change of Address	Report all changes to the International Center and GSSE Administrative Office, as you will be sent important documents related to scholarships and tuition fees, among others. If we do not have your correct address, we cannot mail these documents correctly. You must also update your health insurance and Residence Card at your City or Ward Office within 14 days.
Leaving the Country	Please inform the International Center if you have plans to temporarily exit Japan at any time. In the event of natural disasters or terrorist attacks, this helps the university ensure that all students are safe.
Student Mailing List	The International Center uses the mailing list to provide important information, including information about scholarships, tuition reduction, international exchange events, and part-time jobs. Because mail from the international student mailing list will arrive in your internal (ritsumei.ac.jp) account, please check it regularly to be sure that you do not overlook this important information.

Student Bulletin Boards	Information for students is posted on bulletin boards around the university. Please take it upon yourself to check the bulletin boards located near the International Center as well as the GSSE Administrative Office on a regular basis.
Change to Enrollment Status (Leave of Absence, Reenrollment, Withdrawal)	If you wish to change your enrollment status, please contact the International Center and GSSE Administrative Office, as soon as possible. You must also notify the Immigration Bureau of your change in status within 14 days.

1.3 Student Support Room

English Counseling Available

The Student Support Room (SSR) carries out a variety of courses and group work to help students live the kind of lifestyle that's right for them. For those who can not find a solution to a problem that has been on their mind and need to talk to someone, or need someone to listen, please visit the support room.

Counseling services at the SSR are provided by certified and experienced professional counselors in a strictly confidential setting. The SSR also offers a space for you to come and relax any time during our hours of operation when you feel like resting in a quiet place.

► When can I visit the SSR? *Anytime something troubles you.*

Here is a partial list of common concerns;

- Academic/ Career related issues
- Depressive feelings (loss of motivation, difficulties in concentration, mood swings, etc.)
- Homesickness
- Friendship and relationship issues

You may also use counseling in order to;

- Organize your thoughts for making important decisions
- Deepen self-awareness
- Find your own academic and future goal
- Learn about stress management, time management and/ or academic skills

► How can I make an appointment? *You can either call or go directly to the SSR.*

Appointment Method	BKC Student Support Room
Make an appointment at the Office of Student Affairs	Central Arc 1st Floor (Mon.-Fri.) 10:00-17:00
Make a telephone reservation with the Office of Student Affairs	077-561-2854
Visit the Student Support Room directly	Central Arc 1st Floor

2

Student Status (学籍)

Student registry indicates students' status within Ritsumeikan University. The registry is created when a student enters the university, and the student's name is removed from the registry when a student graduates, withdraws or is dismissed from the university.

2.1 Name and Address in Student Registry

(1) Name on School Register

Names in the student registry are as follows according to nationality.

Nationality	Year enrolled	Name on school register	Remarks
Student with Japanese nationality	—	Name on the family register	Display format to be used in certificates etc. written in English: • a student who entered in or before AY 2012 RITSUMEI (family name) TARO (given name) → TARO RITSUMEI • a student who entered in or after AY 2013 RITSUMEI (family name) TARO (given name) → RITSUMEI Taro
Students with non-Japanese nationality (International students)	a student who entered in or before AY 2012	Name or alias on the alien registration card or passport	—
	a student who entered in or after AY 2013	Name on the certificate of resident registration or passport in Roman characters	Display format to be used in certificates etc. written in English: RITSUMEI (family name) SAIONJI (Middle name) TARO (given name) → RITSUMEI Taro Saionji
Students with non-Japanese nationality (special permanent residents excluding international students)	a student who entered in or before AY 2012	Name or alias on the alien registration card or passport	—
	a student who entered in or after AY 2013	Name or alias on the certificate of resident registration in Roman characters	—

The name on any certificates the University issues will be determined based on the rules stated above. Students may not alter their name and/or use an alias without permission. If a student wishes to use an alias, the student must contact the administrative office of your graduate school. The graduate school may approve the use of an alias upon deliberation at a committee meeting of the student's graduate school.

Note: If an alias is used, the alias will be written on the student registry and diploma along with the student's real name in accordance with the rules stated above. Only the alias will be put on certificates, personal class

schedule, Transcript of Academic Record, etc. The name on student certificates for students with non-Japanese nationality (except for special permanent residents) will be as that written on the passport or on the certificate of items entered in the certificate of residence in Roman characters.

(2) Changes in Personal Information Procedure

Changed items	Procedure	Office to which notification of change should be submitted
Student's current address or telephone number	Submit a "Change of Address Notification."	Manabi Station
Student's permanent address (parent's home address), Tuition invoice mailing address, or Guarantor's address/telephone number		
Guarantor, Billing name for tuition, or Student's name (surname, forename) / Nationality	Submit a "Notification of Change of Guarantor/ Billing name for tuition /Name/Nationality."	

2.2 Student ID Number

Students ID numbers are issued to all enrolled students. In principle, the student ID numbers remain the same during their enrollment and after completing their study.

* A student ID number may change when a student returns from a leave of absence or reenrolls in the University.

Structure of student ID number (11 digits)

○	○	●	●	△	△	□	□	□	□	■
---	---	---	---	---	---	---	---	---	---	---

The meanings of the symbols are as follows:

○ ○ : Graduate School; ● ● : Program/Major etc.; △ △ : Year enrolled; □ □ □ □ : Personal number; ■ : Check digit

2.3 Student ID Card

(1) Student ID Card

A student ID card serves as proof of student status at the University.

The student ID card is used to verify the identity of students at Ritsumeikan University. Students must always carry their ID cards on them and are required to present their ID in the following situations:

- when taking final examinations
- when having a Transcript of Academic Record or certificates issued
- when using facilities on campus, such as a library

- when being asked to present their ID by a faculty or administrative staff member of the University

■ If your ID is lost or stolen, report it to the nearest police station and the Manabi Station.

■ Registration Confirmation Label are issued to verify the enrollment of students every year. The label must be stuck on the back of the student ID card. It is valid for one year. A student ID without a valid label is deemed to be invalid.

(2) Changes of Information on Student ID Card, Reissuing and Returning Student ID Card

The following procedures are performed at Manabi Station.

Reason	Procedure
Change Information on Student ID Card	Contact the Manabi Station To have it reissued, bring the following:
Reissue Student ID Card	<ul style="list-style-type: none"> • Reissuance handling fee: 2,000 yen • Photo (30 x 25 mm) of the face in full without headgear (taken within the last three months) → full-color with no frame, a glossy finish, a solid-color background
Return Student ID Card	You have to return your student ID card upon completion of your study, withdrawal, or removal from the student registry or when taking a leave of absence. Make sure to return your student ID card at the commencement ceremony.

2.4 Standard Period of Study and Maximum Period of Enrollment

(1) Standard Period of Study (*Hyojun Shugyo Nengen*)

The number of years required to complete a degree program at the graduate school as below.

Program	Standard period of study
Master's Degree Program	2 years
Doctoral Degree Program	3 years

(2) Maximum Period of Enrollment (*Zaigaku Nengen*)

The maximum period of enrollment refers to the maximum number of years for which a student can be enrolled at the graduate school. Students cannot extend their enrollment beyond this period. The semester during which the student takes a leave of absence and the semester during which the student withdraws from the school or is removed from the school register will not be included in the student's period of enrollment. However, if the date of withdrawal or removal from the school register is the last day of the semester, that semester will be included in the student's period of enrollment.

Program	Maximum period of enrollment
Master's Degree Program	4 years
Doctoral Degree Program	6 years

2.5 Year Level (*Kaisei*)

(1) Student Year Progression

Upon admission, new entrants to the graduate school will be in Year One. Each year, the student's year level is automatically incremented by one, regardless of the number of credits earned. For example, in the case of the master's program, whose standard period of study is two years, if you cannot earn the required number of credits needed to complete the program by the end of Year Two, you can continue the program until Year Four. However, you cannot be enrolled in the program longer than the maximum period of enrollment (four years).

(2) How Taking a Leave of Absence Affects Student Year Progression

- ① Enrollment status before the leave of absence affects student year progression after returning to the University from a leave of absence.
 - Students who were enrolled in the fall semester → Proceed to the next year upon return.
 - Students who did not enroll in the fall semester (were on a leave of absence) → Remain in the same year upon return.
- ② For students who were admitted to RU in September and took a leave of absence:
 - Students who were enrolled in the spring semester → Proceed to the next year upon return.
 - Students who did not enroll in the spring semester (were on a leave of absence) → Remain in the same year upon return.

2.6 Prohibition of Dual Enrollment

Students who are enrolled at Ritsumeikan University are not permitted to enroll at another university. However, double registration may be permitted if it is considered necessary for the purposes of education and it does not interfere with course requirements at both universities. If you wish to take a course at another university, consult the administrative office of your graduate school.

It should be noted that the students who have been approved by their graduate school to take courses at other graduate schools through the Kansai Four-University Consortium Program Credit Transfer System do not need to seek additional approval from Ritsumeikan University.

2.7 Leave of Absence

(1) Leave of Absence System

A student who will be absent from class for two consecutive months or more due to illness or other exceptional circumstances can apply for a leave of absence. A request for a leave of absence will be discussed at a committee meeting of the student's Graduate School. A student considered to be unable to carry on his/her studies at the University due to illness may be ordered to take a

leave of absence.

- 1) The period of leave of absence is not counted in the period of enrollment.
- 2) The period of leave of absence may not exceed two consecutive years. However, an extension of up to one year may be granted to a student who encounters special circumstances.
- 3) The total period of leave of absence must not exceed three years (five years for students in an integrated doctoral program). However, this policy applies to enrolled students, transfer students or readmitted students in AY 2010 or later.
e.g. Students who take a leave of absence in AY 2018 and AY 2019 (two consecutive years) and return from the absence in AY 2020 and take a leave of absence again in AY 2021 (one year) cannot take a leave of absence any more.
- 4) Students are exempt from paying tuition fees during the leave of absence period. However, they must pay enrollment fees during that period.

(2) Leave of Absence Application Procedure

1) Documents to submit

Students wishing to take a leave of absence must submit to the administrative office of your graduate school a designated “Request for Leave of Absence” form (with guarantor’s signature) and one of the documents listed below that verifies the reason why a leave of absence for more than two consecutive months is necessary.

Reason for leave of absence	Document to submit along with Request for Leave of Absence
Illness	Medical certificate from a primary doctor
Family reasons	Statement of the reason
Financial reasons	Statement of the reason
Work-related reasons	Certificate issued by the student’s company/organization
Traveling overseas (study abroad at personal expense, overseas internship or volunteer work, other overseas learning or research activity)	Certificate of acceptance issued by the accepting institution or organization
Conscription	Certificate of Acceptance issued by military
Other	Document proving that the student needs to interrupt study for more than two consecutive months

2) Application period and Semester of Leave of Absence

Application periods are indicated below. Students may request a leave of absence for a single semester (spring or fall) or for the whole academic year. If your request for a leave of absence is approved after the semester or the academic year has begun, the beginning date of your leave of absence shall be the date on which approval was given. However, the period from the beginning date of the semester or academic year to the date of approval shall be included in the leave of absence period.

Leave of Absence Period	Application deadline
Spring semester, or the whole academic year	May 31
Fall semester	November 30

(3) Continuous Enrollment Fee during a Leave of Absence (*Zaiseikiryo*)

The continuous enrollment fee during a leave of absence shall be 5,000 yen per semester (additional fees may be required). The continuous enrollment fee must be paid within two weeks of the date of approval of a leave of absence.

(4) Procedure to Follow before the End of the Leave of Absence

“Instructions Regarding the Procedure to Follow before the End of the Leave of Absence” will be mailed to students on leave of absence and their guarantors before their approved leave of absence expires (late July for the Spring semester, and late January for the Fall semester). If a student receives the Instructions, he/she must submit an appropriate request form in accordance with the Instructions. Failure to complete the procedure by the ending date of the leave of absence will result in removal from the school register. The date of removal shall be the ending date of the approved leave of absence.

Ending date of leave of absence	Procedure
End of Spring semester	Submit an appropriate request form (Request for Reenrollment, Request for Leave of Absence, or Request for Withdrawal from the university) between August 1 and August 31
End of Fall semester	Submit an appropriate request form (Request for Reenrollment, Request for Leave of Absence, or Request for Withdrawal from the university) between February 1 and the end of February

2.8 Returning from a Leave of Absence (Reenrollment)

Students wishing to return to the program after a leave of absence must submit a designated “Request for Reenrollment” form (with their guarantor’s signature) to the administrative office of your graduate school.

* A student who takes a leave of absence due to illness must submit a primary doctor’s medical certificate and be examined by a doctor at the Ritsumeikan Medical Service Center.

* Returning students will be charged tuition and fees for the year level in which they return.

[Application period]

Desired return semester	Application period
Spring semester	From February 1 to the end of February of the preceding academic year
Fall semester	From August 1 to August 31 of the academic year in which return is sought

[Application period for international students who need to newly acquire Status of Residence]

Desired return semester	Application period
Spring semester	From December 1 to the end of December of the preceding academic year
Fall semester	From June 1 to June 30 of the academic year in which return is sought

[Student ID Number and Applying Curriculum when a student return from a leave of absence]

1) The case that students who enrolled in before AY2012 return from leave of absence:

The student ID number and curriculum will change for year level which they will apply for the academic year they return.

Therefore, it is possible that a curriculum after they return from a leave of absence is different from the one before they take a leave of absence. In this case, credits you have earned before your leave of absence will be evaluated in accordance with the curriculum after returning from a leave of absence. As a result, it is possible that some credits will not be approved.

2) The case that students who enrolled in or after AY2013 return from leave of absence:

The student ID number and curriculum remain the same from the ones before a leave of absence.

Therefore, in the case students who enrolled in before AY2012 take a leave of absence and when they return from a leave of absence the student ID number and curriculum will apply for after AY2013, and the student ID number and curriculum will not change even though they take a leave of absence and return from it again. The credits they have earned before a leave of absence will also remain.

However, some courses will not be offered because each courses of curriculum after AY2013 will be offered under regular study period.

2.9 Withdrawal

(1) Withdrawal Policies and Procedure

Students wishing to withdraw from the graduate school must submit a designated “Request for Withdrawal from the university” form (with guarantor’s signature) to the administrative office of your graduate school to obtain permission.

(2) Date of Withdrawal

The date of a student’s withdrawal will be determined by the President of the University after deliberation at the Graduate School Committee. The student is required to be enrolled at the University on the last day of the semester in order to receive course grades for that semester. (If the date of withdrawal is September 25 or March 31, the credits the student earned and the enrollment during the relevant semester will be approved.) Therefore, if a student, who has already paid the university fees for the semester, wishes to have their grades for the semester approved, the student must express this when applying for withdrawal. It can take from two weeks to one month to approve a withdrawal owing to the scheduling of faculty meetings. (The

date of withdrawal is the date approved at the faculty meeting. It is not the date the student applied for the withdrawal.)

2.10 Removal of Name from School Register

The student's name will be removed from the school register and his/her student status will be forfeited in the following circumstances.

Circumstances	Date of removal of name
When the student fails to pay the required tuition and fees, Special Registration Fees* or continuous enrollment fee	Spring semester: August 31 Fall semester: the last day of February
When the student's duration of study exceeds the maximum period of enrollment	Last day of the maximum period of enrollment
When the student does not return to school even though his/her total absence period exceeds three years This rule shall apply to all newly admitted, transfer and readmitted students in AY 2010 or later.	Ending date of approved leave of absence
When the student fails to complete the prescribed procedure by the ending date of approved leave of absence	Ending date of approved leave of absence

*The Special Registration Fees apply to those who are described under "Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study" in "Tuition and Fees" and to those who are pursuing degrees at other graduate schools under the Student Exchange Programs provided by Ritsumeikan University and are required to pay the tuition to the other graduate school.

2.11 Readmission

(1) Eligibility

Students who have withdrawn or whose names have been removed from the school register may apply for readmission to the graduate school. Students seeking readmission must file an application within two years from the day following the last day of the semester in which withdrawal or removal occurred. Each application will be reviewed for approval or denial. Note that students who were removed from the register for exceeding the maximum period of study and those who were dismissed for disciplinary reasons are not eligible to apply for readmission.

A special exception for readmission for Ph.D. (by coursework and dissertation)-seeking students is described in a later section.

Note: The readmission system is not intended to ensure that students who have withdrawn from the University or have been removed from the student registry can study at the University again.

(2) Application Procedure

Students seeking readmission must submit a "Request for Readmission" form (with their guaran-

tor's signature) during the application period given below. For details to apply, refer to "Procedures for Readmission to Graduate School" 「再入学手続要項」 of Ritsumeikan University Graduate School available at the administrative office of your graduate school.

[Application Period]

Desired readmission semester	Application period
Spring semester	From February 1 to the end of February of the preceding academic year
Fall semester	From August 1 to August 31 of the academic year in which readmission is sought

e.g. In case a student is removed from the student registry on Aug. 31, 2013 due to failure to pay tuition fees

The last day of the semester in which the student was removed from the student registry is Sept. 25, 2013.

Therefore the student must apply for readmission (in AY 2015) within two years from the date by August 2015.

[Application Period for International Students who need to newly acquire "Foreign Exchange" Residency Status]

As it takes time to receive a resident status, international students applying for the new status must submit the form during the periods below:

Desired readmission semester	Application period
Spring semester	From December 1st to the end of December of the preceding academic year
Fall semester	From June 1st to June 30th of the academic year in which readmission is sought

(3) Procedures for Readmission

Students who have received a letter of acceptance for readmission must submit the necessary documents as well as pay the indicated fees by the prescribed date. Readmitted students will follow the new curriculum for the year level in which they are readmitted. As previously earned credits will be evaluated in accordance with the new curriculum, some of the credits may not be approved.

<Special exception for readmission of Ph.D. (course)-seeking students>

In addition to eligible applicants as described in (1) "Eligibility" above, individuals who entered a doctoral program or a 5-year integrated doctoral program in AY 2009 or before and those who transferred into the third year of the 5-year integrated doctoral program in AY 2011 or before may also be eligible to apply for readmission, provided that the following conditions are met:

- ① The student left the doctoral program or the 5-year integrated doctoral program after having attended the program for longer than the standard period of study and having earned the required number of credits, but without receiving a doctoral degree; Readmission under this exception will be granted only once
- ② Application is made within two years and six months from the day following the last day of the standard period of study.
- ③ Procedure for readmission is same as above (2)

2.12 Extension of Study Period for Students Who Have Exceeded the Standard Period of Study

A student who wishes to extend the study period beyond the standard period of study should submit the required documents, including a master's or doctoral thesis progress report, to administrative office of his/her graduate school. The detailed procedure will be communicated by the respective graduate school office; the student must follow the prescribed procedure within the stated time limit.

2.13 Completion Requirements/Date of Completion

- Web site for Current Students in GSSE regarding Degree Applications

<http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html>

(1) Completion Requirements

<Master's degree program>

To complete a master's degree program, students are required to attend the program in the normal minimum period of study for their degree, take regular courses and earn the credits for the required courses by their Graduate School. They are also obliged to receive guidance for research and obtain approval for the proposal of their master's thesis or the results of their research on a specific issue and pass a final examination in accordance with the objectives of their degree programs.

<Doctoral degree program >

To complete a doctoral degree program, students are required to attend the doctoral program for at least five years (including the period of attendance in the master's program, i.e., two years, for students who completed the master's program), satisfy all course requirements specified by each graduate school, and pass the doctoral dissertation assessment and final examinations. However, in the case of students who are recognized as having achieved outstanding research results, pursuant to the rule of your graduate school, the required period of attendance may be reduced to three years (including the period of attendance in the master's program, i.e., two years, for

students who have completed the master's program).

The following is about conferral of Doctoral Degree.

Those students must apply for Conferral of Doctoral Degree before the following deadlines based on their preferred date of completion.

Preferred Date of Completion	Application Deadline for Conferral
March 31 st	Designated deadline of the graduate school before December 31 st of the academic year
September 25	Designated deadline of the graduate school before June 30 th of the academic year

Students who apply for conferral between the following day of these application deadlines and the end of the semester shall maintain enrollment in the following semester at which time conferral of course doctoral degrees shall be evaluated. The date of completion in this case shall be the last day of the semester following the semester in which the application for conferral of course doctoral degree was submitted. If the following semester overruns the standard required years for completion, tuition fees shall be in accordance with "Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study" of section "Tuition and Fees".

(2) Date of Completion

Program	Date
Master's degree program	Autumnal Equinox Day or March 20
Doctoral program	September 25 or March 31

2.14 Completion of Doctoral Coursework Without Degree

Completion of doctoral coursework without degree indicates that a student who was enrolled in a doctoral program for more than standard required periods and meets the course requirements specified by the Ritsumeikan University Graduate School Regulations has withdrawn from school without a doctoral degree.

	Completion Date for Doctoral Coursework Without Degree
Spring Semester	September 25
Fall Semester	March 31

2.15 Certificates and Student Discount Certificate

- (1) **Certificates for currently enrolled students and student discount certificates can be issued at automated certificate-issuing machines. Check CAMPUS WEB → Link for service hours and locations of the automated certificate-issuing machines.**

The Manabi Station will issue certificates (e.g. Certificate of Leave of Absence, Certificate of Withdrawal, and Certificate of Attendance) for students taking a leave of absence, withdrawing from the University, being removed from the student registry, or graduating from the University. It may take a few days to issue a certificate depending on the certificate.

The request for the certificate can be made either by “1. Sending a request by mail,” or “2. Apply in person at the office which handles the issuance.” Please refer to the URL below for details.

Information on certificate request : http://alumni.ritsumeijp/english/procedures/applying_certificates/

Note: Some certificates require you to pay a handling fee for issuance; this fee should be paid to the office in certificate stamps.

(2) Certificate Stamps

Certificate stamps necessary for the payment of Extension Center course registration fees, certificate exam fees, certificate issuance handling fees, shuttle bus tickets, etc., are sold at automated certificate-issuing machines and at the Co-op store on each campus.

Note: The certificate stamps sold at a Co-op store are certificate handling fees, motorcycle registration fees, non-degree student screening fees, auditing student screening fees, shuttle bus tickets, and sets of shuttle bus tickets.

3

Taking course at Ritsumeikan University (履修)

3.1 Semester (Academic Term)

The term “semester” refers to a subdivision of the academic year. At Ritsumeikan University, the academic year is divided into two semesters: each lasting 15 weeks (i.e., 30 weeks per year). Some graduate schools, however, operate on the quarter systems, which divides the academic year into four.

For details, refer to the course schedule of administrative office of your graduate school.

Spring semester	April 1 ~ September 25
Fall semester	September 26 ~ March 31

3.2 Credits

(1) Credit System

The University’s curriculum is based on the credit system under defined requirements of graduate school. Under the credit system, students accumulate credits required for graduation by attending the classes of their registered courses and passing all required examinations in each school year.

(2) Credits

A credit is a unit that represents the amount of time required for completion of a given course. A one-credit contains total 45 hours of learning, consisting of 15 hours of lecture in the classroom and 30 hours of self-studying for preparation and review of the course outside the classroom. Students should understand that in order to earn credits, it is essential to carry out preparation and review of the classes, not only to attending the class.

(3) Classes and Credits

At Ritsumeikan University, classes are held once a week for 90 minutes, and one 90-minute class session is counted as two hours under our system. Accordingly, in the case of a two-credit course, students are expected to attend a 90-minute class per week for 15 weeks in one semester (i.e., a total of 30 hours of classroom work per semester), and spend the same amount of time for both preparation and review (i.e., a total of 60 hours for out-of-class work).

* Number of hours spent on class attendance, preparation and review may vary depending on the way the course operated in lab/research-oriented courses, etc.

(4) Earning Credits

Students must fulfill both of the following conditions to earn credits.

The method of evaluation is described in the syllabus of each class.

- ① Register for a course(s) offered in each academic year.
- ② Attend the course(s) you registered for, receive evaluation for all learnings including preparation and review of the course (report examination, and continuous assessment etc.), and pass the course.

3.3 Classes

Classes are usually scheduled Monday through Friday. However, there are occasional classes on Saturdays, Sundays, and/or public holidays for summer intensive courses and other regular courses to make up for irregularities in the calendar schedule.

(1) Courses offered

Year-round	Classes are held throughout the year.
Spring semester	Classes are held from April through late September.
Fall semester	Classes are held from late September through late March.
Summer (intensive) term	Classes are held over a number of consecutive days during a specified period over the summer break. *Course registration takes place in the spring semester, but the course will be counted as a fall semester course and grades will be given out in the fall semester.
Spring (intensive) term	Classes are held more than twice a week in the spring semester.
Fall (intensive) term	Classes are held more than twice a week in the fall semester.

(2) Class Hours

<Biwako-Kusatsu Campus>

Period	Session Times
1st	9 : 00 ~ 9 : 45
2nd	9 : 45 ~ 10 : 30
3rd	10 : 40 ~ 11 : 25
4th	11 : 25 ~ 12 : 10
5th	13 : 00 ~ 13 : 45
6th	13 : 45 ~ 14 : 30
7th	14 : 40 ~ 15 : 25
8th	15 : 25 ~ 16 : 10
9th	16 : 20 ~ 17 : 05
10th	17 : 05 ~ 17 : 50
11th / 12th	18 : 00 ~ 19 : 30
13th / 14th	19 : 40 ~ 21 : 10

(3) Cancelled and makeup classes

Classes may be cancelled due to the instructor's illness or for other reasons. Cancelled classes will be made up, in principle.

*Check notices about class cancellation or makeup classes in Course Message on CAMPUS WEB.

*Refer to the “Study Support Handbook” or “CAMPUS WEB User Manual” posted on the website to use CAMPUS WEB.

3.4 Official Absence approved by University (*Koketsu*)

(1) Applicable cases for official absence

- ① Absence to attend practical training of a certification course offered in the regular curriculum
 - ・ Teaching Practicum
 - ・ Nursing or Other Hands-on training
 - ・ On-site Social Work Practicum
 - ・ Japanese Teaching Practicum
 - ・ Museum Practicum
- ② Absence to carry out ones duty as a juror under the Act Concerning Participation of Lay Assessors in Criminal Trials (Lay Assessor Act)
- ③ Absence for any special cases according to above cases

(2) Measures to be taken in the case of an official absence

In order to avoid for students to have disadvantages due to official absence, we treat official absence as below.

- ① Not count the class as an absence (do not include the class in the number of required days of attendance)
- ② Take measures as described below
 - * Provide the student with any materials distributed during class
 - * Indicate the material covered during class and explain the key points
 - * Provide guidance for self study
 - * Provide other guidance and/or assistance regarding the class, including an alternatives for the tests or reports given during the class

(3) Application Procedure for Official Absence

- ① Submit the certificate or such documents from hosted public institutions stating their accepted period for training to the Manabi Station.
- ② After the Manabi Station confirm the period of absence, a designated “Official absence report” with a signature and/or a seal from the dean of the graduate school will be issued.
- ③ Give above “Official absence report” directly to the instructor in charge.

3.5 Special Consideration for Absence Other Than Official Absence

Other than official absence, students will be given special consideration by university in case they need to be absent due to the death in family member (In-laws or relatives within the second degree of

relationship) or being involved in disaster, although these absence are treated as an absence.

In such cases, students present the documents verifying the reason for absence (medical certificate, official certificate of death, or disaster victim certificate; photocopy is acceptable) directly to the instructor in charge.

Instructor in charge will take measures, where possible as described below.

- * Provide the student with any materials distributed during class
- * Indicate the material covered during class and explain the key points
- * Provide guidance for self study
- * Provide other guidance and/or assistance regarding the class, including an alternatives for the tests or reports given during the class

3.6 Cases where students contract the School Health Law-defined Infection Disease

(1) Suspension from Classes

As specified by the "School Health and Safety Act", the "Ordinance for Enforcement of the School Health and Safety Act in Japan", "The Ritsumeikan Trust School Health and Safety Management Regulations" and "Ritsumeikan University Regulations on Curricular Classes", if a student is diagnosed by a medical doctor as having an infectious disease, the President of Ritsumeikan University shall suspend the student. In the case of suspension from classes, the student must not come to the university until the period for suspension from classes has elapsed.

(2) Special Measures in the Case of Suspension from Classes

Cases where the student was not able to attend classes due to suspension from classes do not constitute as official absences. However, the student will be able to receive academic guidance and support concerning classes if he or she takes the following procedures. The student should take these procedures as necessary.

1. After recovery, the student shall request a "Certificate of Recovery from Infectious Disease" to be issued from the medical institution and submit it to the Ritsumeikan Medical Service Center.
2. The Center shall issue a "Certificate of Recovery from Infectious Disease" (copy).
3. The student shall submit a copy of the "Certificate of Recovery from Infectious Disease" to the Manabi Station and file a request for a "Certificate of Isolation Period from School due to Infectious Disease."
4. The Manabi Station shall confirm the student's courses, class schedule, and instructors, have the seal of the Dean affixed, and issue the "Certificate of Isolation Period from School due to Infectious Disease."

5. The student shall hand the approved "Certificate of Isolation Period from School due to Infectious Disease" to the course instructor directly.
6. The instructor will provide students who were suspended with, where possible, the items listed below to allow the student to smoothly learn content covered in the classes the student was not able to attend due to suspension from classes:

*Handouts used in classes

*Information on what was covered in classes as well as the key points in classes

*Instructions on self-study content

*Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed

(3) Special Measures in the Case of Suspension from Final Examination

In cases where the student was not able to take final examinations due to suspension from classes, the student will be able to apply for make-up examinations in accordance with "Ritsumeikan University Final Examination Regulations." When applying for make-up examinations, the following certificates are required.

*If a student contracts an infectious disease during offered courses and does not recover until final examinations, the student shall submit a "Certificate of Recovery from Infectious Disease" (copy) as proof when applying for the make-up examination.

*If a student contracts an infectious disease during final examinations, the student shall submit a doctor's note including the date of final examinations as a proof when applying for the make-up examination. ("Certificate of Recovery from Infectious Disease" (copy) does not need to be submitted.).

※ Should a student contract one of the infectious diseases listed below, it is necessary that measures be taken to prevent its spread. Therefore, infected students are obligated to report their infected status, as specified in the "School Health and Safety Act" to the administrative office of their college or graduate school at the point their diagnosis is confirmed. The infectious diseases requiring disclosure listed below have been determined pursuant to the Ministry of Health, Labour and Welfare's rules concerning "Notifiable Infectious Diseases."

- ① Type 1 Infectious Diseases: Ebola hemorrhagic fever, plague, Crimean-Congo hemorrhagic fever, Marburg virus disease, smallpox, Lassa fever, South American hemorrhagic fever, Polio, diphtheria, SARS (Severe Acute Respiratory Syndrome), avian influenza, new strains of influenza etc.
- ② Other Infectious Diseases: measles, rubella, tuberculosis, bacterial meningitis, cholera, shigellosis (bacillary dysentery), EHEC (Enterohemorrhagic Escherichia coli), typhoid fever, salmonella

3.7 Official Absence due to The School Health Law-defined Infection Disease

If a student is diagnosed with one of the infectious diseases as specified by the School Health Law and is suspended from classes, the cases do not constitute as official absences as stated above. However, in the interest of preserving the health and safety of students, faculty and other staff, and in order to prevent the spread of disease, it may be determined that an infected student shall take official absence. In such a case, the student will be informed of the subsequent procedures.

[Webpage on Treatment of Students with Infectious Diseases]

Ritsumeikan University Website → Student Life and Career Support → Treatment of Students with Infectious Diseases

3.8 Course Registration

(1) Regarding Course Registration

Students must register for the courses they intend to take (or are required to take) to earn credits. As a first step, select courses to register after confirming course content on the Online Syllabus. Students cannot attend classes, receive grades or earn credits for courses they have not registered for. Once the courses are passed, it is not allowed to cancel it or register for the same course again regardless of the grade student received.

Course registration is completed via CAMPUS WEB. RAINBOW ID (*1) and password are required to log in to CAMPUS WEB. Students must complete their registration during a designated period of time. Make sure that all course information – course code, semester, day of the week, period, etc. – is correctly entered.

(*1) RAINBOW is university information network system. User ID and password will be assigned to each student at the time of admission. When students use the computer network in university, RAINBOW ID and password are required.

(2) Course Registration schedule

< Students admitted in September >*For detailed schedules, check the information from the graduate school.

September Enrollees (Master's Program)

Semester	Term	Registration type
1 st semester	September	Course registration for 1st semester
	October	Course withdrawal (if necessary)
2 nd semester	April	Course registration for 2nd & 3rd semester
	April	Course withdrawal (if necessary)
3 rd semester	September	Course change (if necessary) *change = add/withdrawal
	October	Course withdrawal (if necessary)
4 th semester	April	Course registration for 4th semester
	April	Course withdrawal (if necessary)

(3) Online Syllabus

The online syllabus provides details of each course, including “Course Outline and Method”, “Student Attainment Objectives” and “Grade Evaluation Method”. Make sure to check the course content before registering and attending a class.

*Refer to 『Study Support Handbook』 for details.

Online syllabus : CAMPUS WEB → SUPPORT TOOLS → Syllabus

3.9 Regarding Credit Conferment and Academic Results

(1) Grading

Grades are based on the Grading Criteria and Method of Evaluation described on the syllabus. Students may not retake or delete a course previously passed, regardless of the grade received.

〈Grades (Graduate School)〉

A ⁺	The desired goals for the course have been virtually 100% completed and particularly high results have been achieved. (Over 90 points-100 points)
A	One or two problems, but the desired goals of the course have been more than sufficiently met. (80 points-89 points)
B	The desired goals of the course have been appropriately reached, but some shortcomings stand out. (70 points-79 points)
C	Considerable shortcomings are present, but the course goals have been reached at a minimum level. (60 points-69 points)
F	More research, examination etc., needs to take place to receive credit. (Below 60 points)

① Credits shall be given for a grade of A⁺, A, B, and C.

② **The F grade indicates failure.** This will be only shown on your grade report for the academic year/semester of the course. It does not appear on your grade report of a following year or

Transcript of Academic Record.

- ③ Courses that are not appropriate for graded presentation are simply recorded as 'P' for Pass or 'F' for Fail.
- ④ The credits a student earned at other institutions, the study abroad program and/or credit transfer system can be displayed as N (Nintei-accredited) grade. Please contact the administrative office of your graduate school.

[GPA]

The GPA (Grade Point Average) is calculated using the formula shown below.

GPA is used as criteria to qualify for various on-campus programs and selections, which will be stated in the grade report. (but will not be included in the Transcript of Academic Record)

[Ritsumeikan University Computation Method]

$$\frac{(5 \times \text{no. of [A}^+ \text{] credits}) + (4 \times \text{no. of [A] credits}) + (3 \times \text{no. of [B] credits}) + (2 \times \text{no. of [C] credits})}{\text{Total no. of credits for A}^+, \text{A, B, C, and F}}$$

*Courses of [N] or [P] grades are not included in the GPA calculation.

*Free elective subjects are not included in the GPA calculation.

(2) Credit Approval Period

The credit approval period varies depending on the semester that a course is held. In order to receive the credits, a student must be “enrolled” or “studying abroad” during the Credit Approval Period listed below. (If a student is on a “leave of absence” credits will not be granted.)

[Periods for students admitted in September]

Period of Class	Timing of Credit Conferment
Fall Semester	The end of Fall Semester
Summer Intensive Course	The end of Fall Semester
Spring semester	The end of Spring Semester
Full Year	The end of Fall Semester

(3) Notification of Grades

The grade is notified at the end of each semester. Student can check the status of their credits earned and use it when planning for the next semester/academic year.

(4) Grade Confirmation System

Based on the “grade confirmation system”, students may make inquiries regarding their grades if they find any of the following problems on the transcript after the grades are issued.

- ① Registered for the course but did not receive a grade.

- ② Did not register for the course but received a grade.
- ③ Failed to meet the grading criteria described on the syllabus but received a valid grade (A⁺, A, B, C and P).
- ④ Registered for the course, met the grading criteria described on the syllabus, but received an F grade.

[Application procedure]

Submit the application form to the Manabi Station during three working days including the day of grade notification (except Saturday, Sunday and public holidays).

- Application may not be accepted if students are considered not to meet a requirement for the application.
- The main purpose of grade confirmation system is for students to confirm the grades evaluation, not to respond the opposition from students.

3.10 Class Operation when Public Transportation is Suspended due to Inclement Weather, or in the Event that a Storm Warning or Severe Weather Warning is Issued

In the event that a storm warning or emergency weather warning is issued, or in the event that public transport is disrupted due to inclement weather, classes shall be conducted as set forth in the table below.

Operations that are not included in the Ritsumeikan University Regulations on Curricular Classes shall be determined by the President.

Biwako-Kusatsu Campus

Classes will be cancelled	<div>1. A storm warning or emergency weather warning is issued for the Kusatsu City or the South Ohmi district. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled.</div> <div>2. JR West services between Kyoto and Maibara are suspended. If services have not resumed by 15:00, all classes on that day shall be cancelled.</div> <div>3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period.</div>																	
Resumption of classes	<div>1. In the following cases, classes shall resume according to the table below.</div> <div><div><div>(1) The storm warning or emergency weather warning is cancelled</div><div>(2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume.</div></div><table><tr><th rowspan="2">Time</th><th colspan="2">Class Period</th></tr><tr><td>College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science</td><td>College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy</td></tr><tr><td>By 6:30</td><td>1st period</td><td>1st period</td></tr><tr><td>By 10:00</td><td>3rd period</td><td>5th period</td></tr><tr><td>By 12:00</td><td>4th period</td><td>7th period</td></tr><tr><td>By 15:00</td><td>6th period</td><td>11th period</td></tr></table></div> <div>2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</div>	Time	Class Period		College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy	By 6:30	1st period	1st period	By 10:00	3rd period	5th period	By 12:00	4th period	7th period	By 15:00	6th period	11th period
Time	Class Period																	
	College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy																
By 6:30	1st period	1st period																
By 10:00	3rd period	5th period																
By 12:00	4th period	7th period																
By 15:00	6th period	11th period																

Guidelines for Distance Learning Classes of Graduate Schools

In the event of disruption to public transport services, or that a storm warning or emergency weather warning is issued, distance learning classes shall be conducted as below:

- If classes are cancelled at the campus wherefrom the distance learning class is broadcasted (where the professor is located) due to typhoon or other emergency events, the distance learning class will be cancelled on all campuses.
- If classes are cancelled at a campus where a distance learning class is taken (where students are watching a broadcast of the class) due to typhoon or other emergency events, only the class held on this campus will be cancelled and the transmission of the broadcast to this campus will be suspended. The class on other campuses will be held as usual.

3.11 Safety Confirmation in Case of a Large-Scale Disaster

The University will send a safety confirmation e-mail to all students' Ritsumeikan E-mail accounts to confirm the safety of students in case of a large-scale disaster. If you receive a safety confirmation e-mail, please access to the URL included in the e-mail and answer the questions.

Students are encouraged to auto-forward the E-mails received in their Ritsumeikan E-mail accounts to their mobile phone email address after being admitted to the university.

For how to Configure Automatic Forwarding,

Please access Ritsumeikan website and see the office 365 manuals.

*The safety confirmation system uses the [Study Support System manaba+R].

If students log into manaba+R, they should see < [Ritsumeikan University] Safety Confirmation > listed under the Courses section.

4 Tuition and Fees (学費)

4.1 Tuition

Tuition and fees must be paid according to the following table.

< Tuition for students who enrolled in AY 2017 >

1) Master's Degree Programs (Unit: yen)

Course	Fee	1st year	2nd year
Advanced Mathematics and Physics, Mathematics Course	Spring semester tuition	537,500	537,500
	Fall semester tuition	537,500	537,500
All other Majors and Courses excluding Mathematics Course	Spring semester tuition	575,000	575,000
	Fall semester tuition	575,000	575,000

*1 In and after the third year, the tuition is the same as second year's tuition.

2) Doctoral Degree Programs (Unit: yen)

Fee	1st year	2nd year	3rd year
Spring semester tuition	250,000	250,000	250,000
Fall semester tuition	250,000	250,000	250,000

< Tuition for students who enrolled in or before AY 2016 >

1) Master's Degree Programs (Unit: yen)

Course	Fee	1st year	2nd year
Advanced Mathematics and Physics, Mathematics Course	Spring semester tuition	537,500	537,500
	Fall semester tuition	537,500	537,500
All other Majors and Courses excluding Mathematics Course	Spring semester tuition	575,000	575,000
	Fall semester tuition	575,000	575,000

*1 In and after the third year, the tuition is the same as second year tuition.

2) Doctoral Degree Programs (Unit: yen)

Fee	1st year	2nd year	3rd year
Spring semester tuition	250,000	250,000	250,000
Fall semester tuition	250,000	250,000	250,000

4.2 How to Pay Tuition and Fees/Payments Deadlines

1) We will mail you a notice of required tuition payments along with a tuition payment form.

Contents mailed	Scheduled mailing date
<ul style="list-style-type: none"> • Notice of required tuition payments • Spring semester tuition payment form • Annual tuition payment form 	Early April
<ul style="list-style-type: none"> • Notice of your tuition payments • Fall semester tuition payment form 	Early October(*)

* If you pay the annual tuition fee in spring semester, we will not send you additional mail in October.

2) The address used to mail the documents is the address registered as the tuition billing address.

* If you would like to change the billing address information, please contact Manabi Station at your home campus.

3) Please use the University's tuition payment form enclosed with the notice of required tuition payments and complete your payment at a financial institution.

Payment deadlines are listed below.

Tuition payment type	Payment Deadline *
Spring semester or annual tuition	May 31 st
Fall semester tuition	November 30 th

*If a payment deadline falls on a bank holiday, the due date will be extended to the next business day.

4.3 Scholarships and Research Grants for Ritsumeikan University Graduate School Students

We introduce scholarships and grants for Graduate Students on pages below.

For Students in the Master's Degree Program	Graduate Student Career Path Support Center
For Students in the Doctoral Degree Program	http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/
For International Students	http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/master/index.html/

4.4 Removal from the School Register, Due to Non-Payment of Tuition and Fees

Failure to make timely payments of tuition and fees will result in removal of the student's name from the school register. Students should make a payment plan well in advance to ensure that they can pay the required amount by the specified deadline.

4.5 Tuition Fees for Students whose Duration of Study Has Exceeded the Standard Period of Study

Students whose duration of study has exceeded the standard period of study will be charged a half of the amount of the annual tuition fees in effect for that academic year. Note that the tuition fees shall be 100,000 yen per semester for students who have attended a doctoral program, integrated doctoral program or 4-year doctoral program for longer than the standard period of study and completed all degree requirements stipulated in the Graduate School Regulations, except for the dissertation.

4.6 Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study

Students who applied for a doctoral degree but exceeded the standard period of study due to evaluation of their dissertations and therefore continue to stay enrolled are required to pay a special enrollment fee (25,000 yen per semester) instead of paying tuition.

This fee only shall be applied to the following students:

- 1) Students who enrolled in a doctoral program, integrated doctoral program or 4-year doctoral program in AY 2010 or later and students who transfer into the third year of a 5-year integrated doctoral program in AY 2012 or later.
- 2) Students of non-Japanese nationality who enrolled in or transferred to a doctoral program in or before AY2009 who wish to stay enrolled in order to extend their status of residence while their dissertation is evaluated.

5

Other Information for Graduate Students (その他の情報)

5.1 Research Ethics Education

As graduate students, in order to ensure that you are able to conduct research freely in a manner consistent with academic integrity, you should have a good understanding of research ethics, including the code of conduct required for researchers, as well as knowledge of the proper methods for presenting research results. It is very important for you to have fundamental knowledge of research ethics, increased awareness of the necessity and significance of learning research ethics, and the ability to recognize research ethics as your own issue to work on. By doing so, you can avoid being unwittingly involved in ethical misconduct.

Ritsumeikan University has been educating students on research ethics through guidance by research supervisors, regular courses of studies, and extracurricular seminars, while reminding students of risks related to research misconduct, such as falsification and plagiarism, at orientations for new students. Building on such experience, the university conducts research ethics education for all graduate students.

For details of the research ethics education, please refer to the Graduate Student Career Path support Center website on research ethics education. You are required to proactively participate in these programs with an awareness of how important research ethics education is for your research activities.

【Website on Research Ethics Education】

http://www.ritsumei.ac.jp/ru_gr/g-career/eng/stepup/ethics.html/

5.2 Career Development, Employment

- The office of each graduate school provides support services and programs to assist students in securing regarding careers in which they can maximize their specialized knowledge and skills acquired through graduate studies. At the Office of Career Center on each campus, specialized advisors are available to provide advice and support on career-related issues.

Career Center Webpage(Japanese only): <http://www.ritsumei.ac.jp/career/>

- Graduate Student Career Path Support Centers in Kinugasa and Biwako-Kusatsu Campuses are proactive in planning courses and seminars which support Graduate students for their career path and also provides useful information for their career path.

Graduate Student Career Path Support Centers Web page: http://www.ritsumei.ac.jp/ru_gr/g-career/

5.3 Teaching Assistant (TA)

Ritsumeikan University employs teaching assistants (TAs) who assist in teaching undergraduate and graduate students. Our University has introduced the TA system with the aim of not only improving the quality of education at the University, but also providing its graduate students with the opportunity to develop their teaching abilities through their experience in assisting faculty in teaching classes, thereby providing improved career development opportunities for students seeking academic research and teaching careers.

TA Guidelines: http://www.ritsumei.ac.jp/ru_gr/g-ta/ta/ (Japanese only)

5.4 Harassment Prevention

(1) Ritsumeikan University's Approach to Harassment Prevention

Ritsumeikan University places a priority on the creation of a safe and comfortable community in which all students and staff are respected and able to concentrate freely on research and education for students' learning and growth as well as for fulfilling the university's social mission. The university's Harassment Prevention Regulations (hereinafter referred to as "regulations") and Harassment Prevention Guidelines (hereinafter referred to as "guidelines") clarify our emphasis on respect for human rights and "zero tolerance for harassment in any form" perpetrated by Ritsumeikan students or staff.

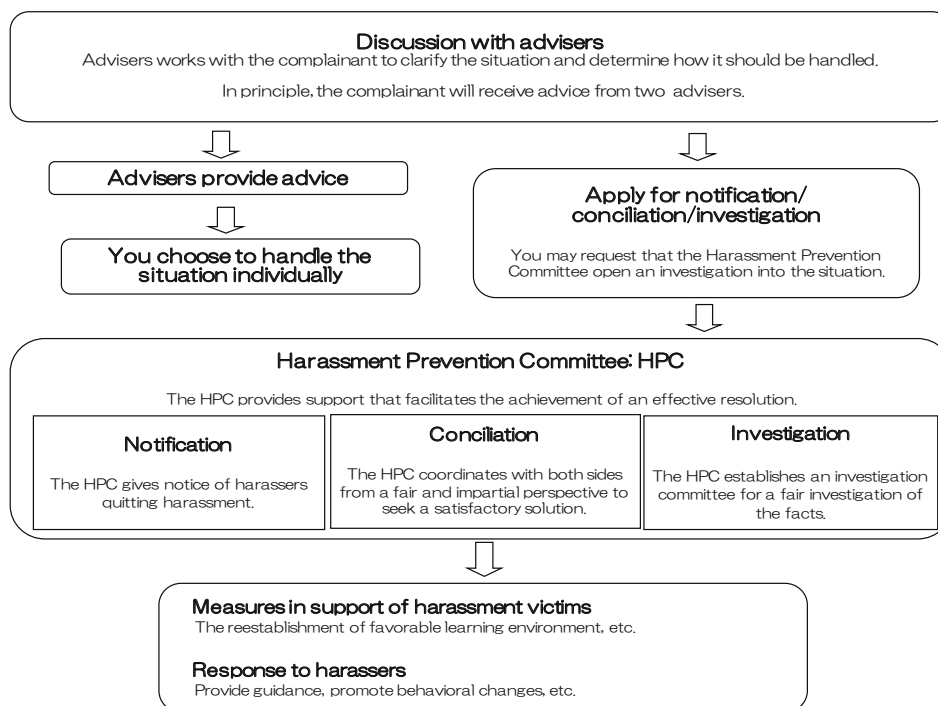
(2) Harassment Advisers

Harassment advisers (hereinafter referred to as advisers) are available at colleges/graduate schools and offices on each campus. Applications for advising can be made by telephone or e-mail; you can select the most convenient method for you.

If you are in need of help, please feel free to contact the advisers. They provide advising and compassionate support that responds to your needs. If your friends or acquaintances have harassment concerns, inform them that an advising is available.

Advisers have a duty of confidentiality to preserve client's privacy. Advisers will not inform anyone of what you discuss during advising sessions, without your consent, so you can go and talk to them without any worries.

(3) Flow of Advising



(4) Harassment Prevention Committee Website

Latest information regarding harassment advisers (name, department, contact details) is available at the web page indicated below:

Harassment Prevention Committee

<http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/>

5.5 Use of manaba+R

Ritsumeikan University has introduced a system known as manaba+R, a web-based tool which supports in- and out-of-class learning. manaba+R has wide-ranging functions for courses; each course has an electronic bulletin board, resume post, download function, and a quiz tool. As the system is used differently depending on the course, students should follow the instructions given by the instructor.

*Refer to 『Study Support Handbook』 for details.

5.6 Ri-SEARCH

Ri-SEARCH is a system which enables doctoral students and postdoctorals to publicize their research activities and achievements aiming:

- A) to support career paths of the users
- B) to disclose research information of the users
- C) to collect data of the users which would help the University to support the graduate students in future

The system consists of two websites. One is for doctoral students and postdoctorals to register their research achievements or desirable career. The other is for government officials and education officials to look for potential candidates for their institutions and research projects.

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

To browse: <http://ri-search.ritsumei.ac.jp>

➤ Eligibility

- Doctoral students at Ritsumeikan University
- Those who have graduated or completed the program without degree within 5 years

➤ Features of the system

The system can be useful for the followings among storing and publishing information.

- Bilingual service

Concerning the international students of Ritsumeikan and those who access the website from overseas, the input items and published information are both shown in Japanese and English.

- Application forms for scholarships and grants

For graduate students at Ritsumeikan, application forms for scholarships and grants can be downloaded from the website.

You can access all the websites indicated above from the LINKS of CAMPUS WEB.

Contact Information for Graduate School Affairs (Biwako-Kusatsu Campus)

For the business hours of each office, refer to the web site.

Item	Responsible office / Note
Student status Course registration ・ Non-Degree Students ・ Auditing Students ・ Post-Master's Research students, Doctoral Research Students ・ Teaching Certificate ・ Kansai Four-University Consortium Program Entrance examination ・ Distribution of entrance examination guidelines ・ Inquiries about entrance examination guidelines Master's/doctoral degrees ・ Master's/doctoral thesis ・ Degree conferral ceremony Scholarships and supports system of Ritsumeikan ・ IKUEI Scholarship ・ Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students) ・ Scholarships offered by each graduate school ・ Subsidy for educational material costs ・ Teaching assistants (TA) Inquiries about payment of tuition and fees Other general inquiries	Administrative Office of your Graduate School ※ Depending on the nature of the matter, you are advised to consult with your supervisor.
Application for certificates	Manabi Station (Prism House, 1F)
Facilities of graduate schools Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS) Career Development and Skill up Support Programs	Office of Graduate Studies (Ad-Seminario, 1F)
Consultation/application for Ritsumeikan University's study abroad programs Application for International Students as below: ・ Scholarships ・ Alien registration/status of residence ・ National Health Insurance ・ Student Loan system ・ Engage in activities outside visa status ・ Consultation about life in Japan in general ・ Application for International Exchange Event	International Center at BKC (Across Wing, 1F)
Research Assistant (RA) ASTER Scholarship (ASTER: Society for the Advancement of Science and Engineering at Ritsumeikan)	・ Humanities and Social Sciences: Research Office (BKC) (Across Wing, 5F) ・ Sciences and Engineering: Research Office (BKC) (Research Center for Disaster Mitigation system, 3F)

Item	Responsible office / Note
Library use (reading, loan, and photocopying of books/magazines) Reference services Application for workshops	Office of Library Services: Media Center, Media Library(Across Wing, 2F)
RAINBOW use, consultation and application for RAINBOW Information equipment (PC, etc.) use, network use and consultation	Rainbow Service Counter: (Office of Information Infrastructure (BKC) (Across Wing, 2F)
Academic and career counseling, job seeker registration, notification of decision on career choice	Office of Career Center (Prism House, 2F)
Certified Public Accountant Course, Public Servant Course	Office of Extension Programs (Prism House, 2F)
Application for foreign language courses/overseas training	Center for Language Acquisition (CLA) (Office of Language Education Planning and Development BKC: Across Wing, 1F)
Counseling and application for scholarships listed below: • Japan Student Service Organization (JASSO) Scholarship • Scholarships funded by private foundations • Ritsumeikan University Graduate School Scholarship Loan (Emergency Loan) Application for use of classrooms Counseling/application for financial support for student life Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research Federation of Graduate Students Associations (<i>Insei Kyogikai Rengokai</i>)	Office of Student Affairs (Central Arc, 1F)
Consultation regarding student life	BKC Student Support Room (Office of Student Affairs: Central Arc, 1F)
Injury/illness Issuance of medical examination certificates	Medical Service Center (West Wing, 1F) * Be sure to bring your health insurance card when receiving medical treatment. * A medical certificate will be issued only to those who have received a regular medical examination.
Card reader registration (via designated form)	Creotech Office (Core Station, 1F)
Motorcycle registration Application for use of campus facilities at night/on holiday (via designated form) Lost and found Rental umbrellas	Office of Campus Management and Security (Core Station, 1F)
Garbage disposal	Administrative Office of your Graduate School or Gakkei Jimushitsu

1 Master's Program

▶ Completion Requirements

In the Master's Program, students must have gained 30 credits and handed in a Master's thesis under the supervision of their academic supervisor in order to be eligible for graduation. Students are required to enroll in Common Subjects, Major Subjects and Research Subjects, and are to meet the following conditions:

- 1) Not less than **4 credits** from Common Subjects must be acquired.
- 2) Not less than **10 credits** from Major Subjects must be acquired.
- 3) **16 credits** from Research Subjects must be acquired.

▶ Degree Application

Application guidelines and downloadable application documents for Degree Application are available on our GSSE Website at: <http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html/>

The applications for Master's thesis are accepted twice a year. The application deadlines are: February 15 (completion in March) and end of July (completion in September). However if the due date falls on Saturday, Sunday, or public holiday, it will shift to the weekday just before those days.

The date and the venue for the defense of Master's thesis will be announced before submission starts.

[Common Subjects and Research Subjects]

Common Subjects and Research Subjects (Those who first enrolled in or after AY 2016)			
Category	Title		Credit
Common Subjects	Presentation in Science and Engineering	科学技術表現	2
	International Technical Cooperation*	国際技術協力特論	2
	Advanced Intellectual Property	知的所有権特論	2
	Advanced Technology Management	技術経営特論	2
	Field Work	国内実習	2
	Study Abroad	海外実習	2
	Special Topics (Common Subjects)	特殊講義（共通）	2
	Technical Japanese 1	科学技術日本語 1	2
	Technical Japanese 2	科学技術日本語 2	2
	Applied Technical Japanese 1	応用科学技術日本語 1	2
	Applied Technical Japanese 2	応用科学技術日本語 2	2
Research Subjects	Individual Research 1	理工学特殊研究 1	4
	Individual Research 2	理工学特殊研究 2	4
	Individual Research 3	理工学特殊研究 3	4
	Individual Research 4	理工学特殊研究 4	4

* Make sure to register within 2018 for those who are going to take this class due to class closure in 2019.

Common Subjects and Research Subjects (Those who first enrolled in AY 2014-2015)				
Category		Title		Credit
Common Subjects	-	Presentation in Science and Engineering	科学技術表現	2
		International Technical Cooperation*1	国際技術協力特論	2
		Advanced Intellectual Property	知的所有権特論	2
		Advanced Technology Management	技術経営特論	2
		Field Work	国内実習	2
		Study Abroad	海外実習	2
		Special Topics (Common Subjects)	特殊講義（共通）	2
	Free Subjects*2	Technical Japanese 1	科学技術日本語 1	2
		Technical Japanese 2	科学技術日本語 2	2
		Applied Technical Japanese 1	応用科学技術日本語 1	2
		Applied Technical Japanese 2	応用科学技術日本語 2	2
Research Subjects		Individual Research 1	理工学特殊研究 1	4
		Individual Research 2	理工学特殊研究 2	4
		Individual Research 3	理工学特殊研究 3	4
		Individual Research 4	理工学特殊研究 4	4

* 1 Make sure to register within 2018 for those who are going to take this class due to class closure in 2019.

* 2 Credits obtained from Free Subjects will NOT be counted for completion requirements.

[Major Subjects]

Master's Program in Advanced Mathematics and Physics (Mathematics Course) (基礎理工学専攻・数理科学コース)

Major Subjects 【Those who enrolled in or after AY 2016】			
Title		Credits	
Advanced Topics in Mathematical Writing	数学表現法特論	2	
Advanced Topics in Mathematical Science 5	数理科学特論 5	2	Opened in even-numbered years
Advanced Topics in Mathematical Science 6	数理科学特論 6	2	Opened in odd-numbered years
Advanced Topics in Mathematical Science 7	数理科学特論 7	2	Opened in even-numbered years
Advanced Topics in Mathematical Science 8	数理科学特論 8	2	Opened in odd-numbered years
Special Lectures	特殊講義	2	

Master's Program in Advanced Electrical, Electronic and Computer Systems (電子システム専攻)

Major Subjects 【Those who enrolled in or after AY 2016】		
Title		Credits
Advanced Mathematics	応用数学特論	2
Advanced Topics in LSI Circuit Design	LSI 回路設計特論	2
Advanced Topics in LSI Design Technology	LSI 設計技術特論	2
Advanced Topics in Circuit Theory	回路特論	2
Advanced Topics in Image Input/Output Devices	画像デバイス特論	2
Advanced Topics in Computer Architecture	計算機構成特論	2
Special Lecture on Measurement Theory	計測特論	2
Advanced Topics in Photonic and Electronic Devices	光電子デバイス特論	2
Advanced Topics in Control Engineering	制御工学特論	2
Advanced Topics in Power System	パワーシステム特論	2
Advanced Topics in Quantum Electronics	量子エレクトロニクス特論	2
Special Lectures	特殊講義	2

Major Subjects 【Those who enrolled in AY 2012-2015】		
Title		Credits
Advanced Topics in Power Conversion	エネルギー変換特論	2
Advanced Topics in LSI Circuit Design	LSI 回路設計特論	2
Advanced Topics in LSI Design Technology	LSI 設計技術特論	2
Advanced Topics in Circuit Theory	回路特論	2
Advanced Topics in Computer Architecture	計算機構成特論	2
Special Lecture on Measurement Theory	計測特論	2
Advanced Engineering Mathematics 1	電気系応用数学特論 1	2
Advanced Theory of Electromagnetic Fields (※)	電磁界特論 (※)	2
Special Lectures	特殊講義	2

(※) This class has been closed in 2016.

Master's Program in Advanced Mechanical Engineering and Robotics
(機械システム専攻)

Major Subjects 【Those who enrolled in or after AY 2012】		
Title		Credits
Analytical Mechanics	解析力学特論	2
Advanced Theory of Solid Mechanics	固体力学特論	2
Advanced Topics in Materials Science	材料科学特論	2
Advanced Course of Thermal Engineering	熱工学特論	2
Advanced Bioengineering	バイオエンジニアリング特論	2
Micromachining	マイクロ加工学特論	2
Advanced Course of Micro Electro Mechanical System	マイクロマシン特論	2
Advanced Topics in Robot Control	ロボット制御特論	2
Advanced Topics in Robot Mechanism	ロボットメカニズム特論	2
Special Lectures	特殊講義	2

Master's Program in Advanced Architectural, Environmental and Civil Engineering
(環境都市専攻)

Major Subjects 【Those who enrolled in or after AY 2016】		
Title		Credits
Applied Vector Analysis	応用ベクトル解析特論	2
Environmental Engineering and Technology	環境技術特論	2
Environmental Systems	環境システム特論	2
Environmental Management and Policy	環境政策特論	2
Advanced Course in Architectural Environment	建築環境工学特論	2
Advanced Course in Transportation Systems	交通システム特論	2
Advanced Hydraulics	水理学特論	2
Advanced Topics in Urban Design	都市デザイン特論	2
Protection of Cultural Heritage from Disasters	文化財防災学特論	2
Special Lectures	特殊講義	2

Major Subjects 【Those who enrolled in AY 2012-2015】		
Title		Credits
Applied Vector Analysis	応用ベクトル解析特論	2
Environmental Engineering and Technology	環境技術特論	2
Environmental Systems	環境システム特論	2
Environmental Management and Policy	環境政策特論	2
Advanced Course in Architectural Environment	建築環境工学特論	2
Advanced Hydraulics	水理学特論	2
Advanced Topics in Urban Design	都市デザイン特論	2
Protection of Cultural Heritage from Disasters	文化財防災学特論	2
Special Lectures	特殊講義	2

Research Supervision Plan (研究指導計画書)

Regarding the research supervision in master's and doctoral programs, the contents, the plans, etc. are supposed to be informed the students beforehand. The supervisor should have interviews with their students individually who belong to either master's program or doctoral program to draw up their research plans. The formulated research plan should be informed the student by the supervisor. After both the supervisor and the student agree on it, the supervisor proceeds with the research supervision according to it.

The plan for the student in master's program is drawn up and confirmed in anticipation of the completion of master's program after enrollment. The one for the student in doctoral program is revised and confirmed annually, at the beginning of each academic year.

Course Registration (受講登録)

For the schedule and the method of Course Registration, please refer to the "Course Registration Guide" on the gsse web site.

Inter-Graduate School Common Subjects (大学院共通科目) (*Daigakuin Kyotsu Kamoku*)

(1) Inter-Graduate School Common Subjects

As the inter-graduate school common subjects that helps enhance graduate students' basic level of research skills, courses on basic research skills and courses related to each student's major field (research ethics, statistics, presentation skills, improving basic English skills etc.) are offered. These courses are offered in order to acquire comprehensive point of view and multi-faceted vision on specialized field of studies. For details, please refer to the information on the inter-graduate school common subjects form the Graduate Students Career Path Support Center website and take the necessary procedures, if registering.

【Website on the inter-graduate school common subjects】

http://www.ritsumei.ac.jp/ru_gr/g-career/stepup/common.html/ (Japanese only)

(2) Registration

① Registration / Submission period

Course registration can be made on Campus Web.

<Spring semester> Register on Campus Web during the regular registration period

<Fall semester> Late September

② Documents to submit

A “Request form for Enrollment in Courses Offered at Other Graduate Schools” (prescribed form; your supervisor’s comments are required), if the course you wish to register is categorized as a course offered at other graduate school. No need to submit the request form, if the course is offered at your graduate school.

③ Where to obtain and submit forms (required only if the courses are categorized as other graduate school’s courses)

Administrative office of your graduate school

④ Limit of Credit Approval

Up to 10 credits acquired in other graduate schools and external graduate schools, including those from foreign graduate schools, are eligible for approval. Credits will be counted as Common Subject, when successful.

Other Graduate School Course Registration System (他研究科科目受講制度) (Takenkyuka Kamoku Juko Seido)

(1) Regarding Other Graduate School Course Registration System

This system allows Ritsumeikan graduate students to take courses offered by graduate schools which they do not belong to. To take a course offered by another graduate school, you are required to submit a “Request form for Enrollment in Courses Offered at Other Graduate Schools” to the administrative office of your graduate school and then register via CAMPUS WEB for your desired course.

(2) Registration

① Registration/Submission period

<Spring semester> During the regular course registration period (Lottery-based course registration period for lottery-based courses.)

<Fall semester> Late September (Details will be announced separately.)

② Documents to submit

A “Request form for Enrollment in Courses Offered at Other Graduate Schools” (prescribed form; your academic advisors comments may be required)

③ Where to obtain and submit a request form

Administrative office of your graduate school

④ Limit of Credit Approval

Up to 10 credits acquired in other graduate schools and external graduate schools, including those from foreign graduate schools, are eligible for approval. Credits will be counted as Com-

mon Subject, when successful.

(3) Notes

- ◇ Each graduate school may designate courses that do not accept students of other graduate schools. Therefore, prior to submitting a request, you should check whether the course you wish to take is open to students of other graduate schools, by referring to the course schedule of the relevant graduate school. The course schedules of other graduate schools are available at the administrative office of your graduate school. For the syllabus of each course, check the Online Syllabus.
- ◇ You are not allowed to attend a course for which you have not submitted a request form.

Kansai Four-University Consortium Program (credit transfer system) (関西四大学大学院単位互換制度)

(1) Regarding Kansai Four-University Consortium Program

The inter-graduate school credit transfer system among four universities in Kansai is a credit transfer system established and operated based on an agreement made among four universities in the Kansai area: Ritsumeikan University, Doshisha University, Kansai University and Kwansei Gakuin University.

① Eligible applicants

- ◇ Regular students who are enrolled in a master's program, doctoral program (including integrated doctoral programs) or professional degree program at each university.

② Courses available and number of credits transferrable

- ◇ The courses available under this system are limited to those for which each graduate school decides to accept graduate students from other partner universities and that are approved in advance by the graduate school to which the student belongs.
- ◇ Up to 10 credits obtained from another university's graduate school and other graduate schools of the university are eligible for approval.
- ◇ Credits will NOT be counted for completion requirements if successful.

③ Course Method / Grading / Granting of Credits

- ◇ Course Method / Grading / Granting of Credits will be determined by the graduate school of the host university.
- ◇ N (Approved) grade will be granted when the courses taken at graduate schools of other universities are transferred to our graduate school's credits.

④ Course fee, etc.

No selection and course fees are charged. However, costs for seminars, practical training, etc., may be charged.

⑤ Use of facilities / Credit-Transfer Student Card

- ◇ The use of facilities and equipment required to study a course shall be as determined by the

host graduate school.

◇ The Credit-Transfer Student Card will be issued by the host university.

(2) Registration Procedure

① Application period

Early April

* The application period indicated above applies to all graduate schools. Note that applications outside this period will not be accepted.

② Documents to submit

1. Application Form for Credit-Transfer Students (*Kansai Yon-Daigaku Daigakuin Tan'i Gokan Rishusei Gansho*) (prescribed form; comments from supervisor are required)
2. Two photos (2.5cmW × 3.0cmD × color photographs)

③ How to obtain and where to submit the application form

* How to obtain: Download the application form from the website below.

http://www.ritsumeikai.ac.jp/ru_gr/g-career/stepup/kansai.html/ (Japanese only)

* where to submit: the administrative office of your graduate school

④ Selection

The accepting graduate school shall select and admit students as necessary. Notices of selection results shall be administered by the graduate school to which the student belongs.

⑤ Notes

1. Prior approval from the instructor of the course you intend to take must be obtained, in principle. However, if you cannot contact the instructor of the course at the host graduate school prior to the start day of the course for whatever reason, you are required, in addition to submitting an application form, to attend the first class of the course and obtain the approval of the instructor.
2. The course materials (timetable, course syllabus, etc.) of each graduate school of other universities are available at administrative office of your graduate school.
3. Ritsumeikan University students are not allowed to register for Spring Intensive Courses and Winter Intensive Courses offered at the other three partner universities.

(3) Regarding the Use of Libraries of the Four Kansai Universities

Based on the Four Kansai Universities Library Agreement, graduate students registered at Ritsumeikan are eligible to use the libraries of the other three partner universities (Kansai University, Kwansei Gakuin University and Doshisha University) as well. Any inquiries concerning available documents or facilities and the use of the library shall be made at the reception counter of each library. You may borrow up to three books at a time, and the loan period is two weeks.

(4) Other

If you have any questions regarding this program, refer to other information offered and contact the administrative office of your graduate school.

Regarding Approval of Credits Earned at Graduate Schools of other and Ritsumeikan University (入学前等单位認定)

① Regarding Approval of Credits Earned Prior to Admission

<Application deadline: September 26, 2017 17:00>

A maximum of 12 credits earned at the Graduate School before admission (including credits earned as a credited auditor) may be counted toward completion of the requirements for the degree program (excluding in the case of transfer admission).

In addition to the above, of credits earned prior to admission, up to 10 credits (including credits acquired as a credited auditor) acquired at graduate schools of other universities (including other graduate schools of Ritsumeikan University and graduate schools in foreign countries) may also be transferred (excluding in the case of transfer admission). If you wish to apply for transfer of credits, consult your graduate school office prior to filing an application.

② Regarding Approval of Credits Earned at Other Graduate Schools after Admission

A maximum of 10 credits earned at other graduate schools of Ritsumeikan University or other universities (including foreign universities) may be counted as part of the credits required for completion.

For details regarding the transfer of credits earned at other graduate schools after admission, contact your graduate school office.

Graduate Student Exchange Program with Faculty of Science and Faculty of Applied Science in UBC (UBC との大学院生交換プログラム)

Based on the agreement between College of Science and Engineering in RU and Faculty of Science, Faculty of Applied Science in UBC, RU students conduct research for 6 months to 1 year in UBC, and Graduate School of Science and Engineering in RU evaluates the result of research and grants credits.

Prior to application, consulting with supervisor in RU is required in order to find the receiving faculty whose research field matches to the research theme of RU student and also organize the receiving period.

Application;

Application information for 2018 shall be announced in CAMPUS WEB in December.

Credit Conferment:

Credits shall be granted as the course of “Individual Research”, “Study Abroad” based on the term, time and the evaluation of research activity. Since credit approval shall be in fall semester, students are required to be enrolled in fall semester.

Others:

Tuition fee and other school expenses for UBC shall be counterbalanced with the tuition fee paid for RU. However, expenses of travel, accommodation, food costs and insurance fee etc. shall be borne by students.

2 Doctoral Program For those who first enrolled in or after AY2012

► Completion Requirements

In the Doctoral Program, students must have gained 8 credits from Research Subjects and handed in a Doctoral dissertation under the supervision of their academic supervisor in order to be eligible for graduation. Students must register for Research Subjects every semester.

► Doctoral Degree

(1) Doctoral Degree

Advanced Mathematics and Physics	Doctor (Science) or Doctor (Engineering)
Advanced Electrical, Electronic and Computer Systems.....	Doctor (Engineering)
Advanced Mechanical Engineering and Robotics	Doctor (Engineering)
Advanced Architectural Environmental and Civil Engineering	Doctor (Engineering)

(2) Criteria of Doctoral Degree Conferment

Conferment of doctoral degree shall be determined comprehensively if submitted dissertation possesses originality, academic or practical applicable value and high-level of completion, and also applicant possesses technical research ability which is required for researcher of applicant's major field or high-grade professional, abundant scholarship for those foundation and high morality on academic research.

(3) Criteria of Doctoral Degree Application

◆ Applicants who wish to complete after satisfying the standard period of study

Those who satisfy the following conditions ① and ②, may apply for Doctoral Degree of Graduate School of Science and Engineering

◆ Applicants who wish to complete without satisfying the standard period of study

Doctoral Degree of Graduate School of Science and Engineering shall be applied if doctoral thesis review committee approved the research achievement on the doctoral degree application meets the article 2 of Condition 1 stated on "Regulations regarding conferment of doctoral degree at Graduate School of Science and Engineering", furthermore applicant satisfies the following conditions ① and ②.

- ① Applicant obtained the approval of chief examiner and consent of doctoral thesis review committee for doctoral degree application in advance.
- ② 2 or more academic theses written as the first author (primary contributor) have been decided to publish on academic periodic publication such as academic journal or association magazine. However, one of them can be replaced by the thesis with review written as the first author, in English. Only 1 thesis can be accepted if it is full of originality and academic applicable value.

(4) Notes

A. Coauthored Paper in Doctoral Dissertation

Coauthored Paper in Doctoral Dissertation shall meet following requirements.

- ① Applicant must obtain "Written Acceptance of Coauthor" of all coauthors.
- ② Acceptance mentioned above is required to submit to administrative office with other application documents by the date of application deadline, in principle.

B. Preparation of application documents

Schedule, Guidelines and Format of application documents for Doctoral Degree Application are listed on Web site for current students at Graduate School of Science and Engineer-

ing. It will be updated in accordance with the period of application, check the following URL and download by your own.

<Application Periods> Degree Conferment in Spring Semester: March, June / Degree Conferment in Fall Semester: September, December

● Web site for Current Students in GSSE regarding Degree Applications

<http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html/>

(5) Procedures for Posting the Full Text of a Doctoral Dissertations on the Internet

Regulations concerning academic degrees (established by the Ministry of Education, Culture, Sports, Science and Technology) were partially revised in March 2013. Consequently, all students conferred doctorates in or after April 2013 are now required to post the full text of their dissertations on the Internet.

All students who received doctorates from Ritsumeikan University in or after April 2013 are required to post their doctoral dissertations on the Internet through the Institutional Repository R-3 within a year of the date that they were conferred their degree.

If the University acknowledges that a student cannot post his/her doctoral dissertation on the Internet due to an unavoidable reason such as a reason related to copyright protection or personal information protection, the student is required to post a summary of the doctoral dissertation instead of its full text on the Internet.

The following text covers general procedures and precautions relating to the posting of the full text of a doctoral dissertation on the Internet. Doctorate recipients are responsible for performing all procedures by themselves. Details will be provided in an information session regarding the posting of the full text of a doctoral dissertation on the Internet to be held twice a year by the Division of Academic Affairs. Students are required to attend the sessions.

Posting the Full Text of a Doctoral Dissertation on the Internet (Preparation)

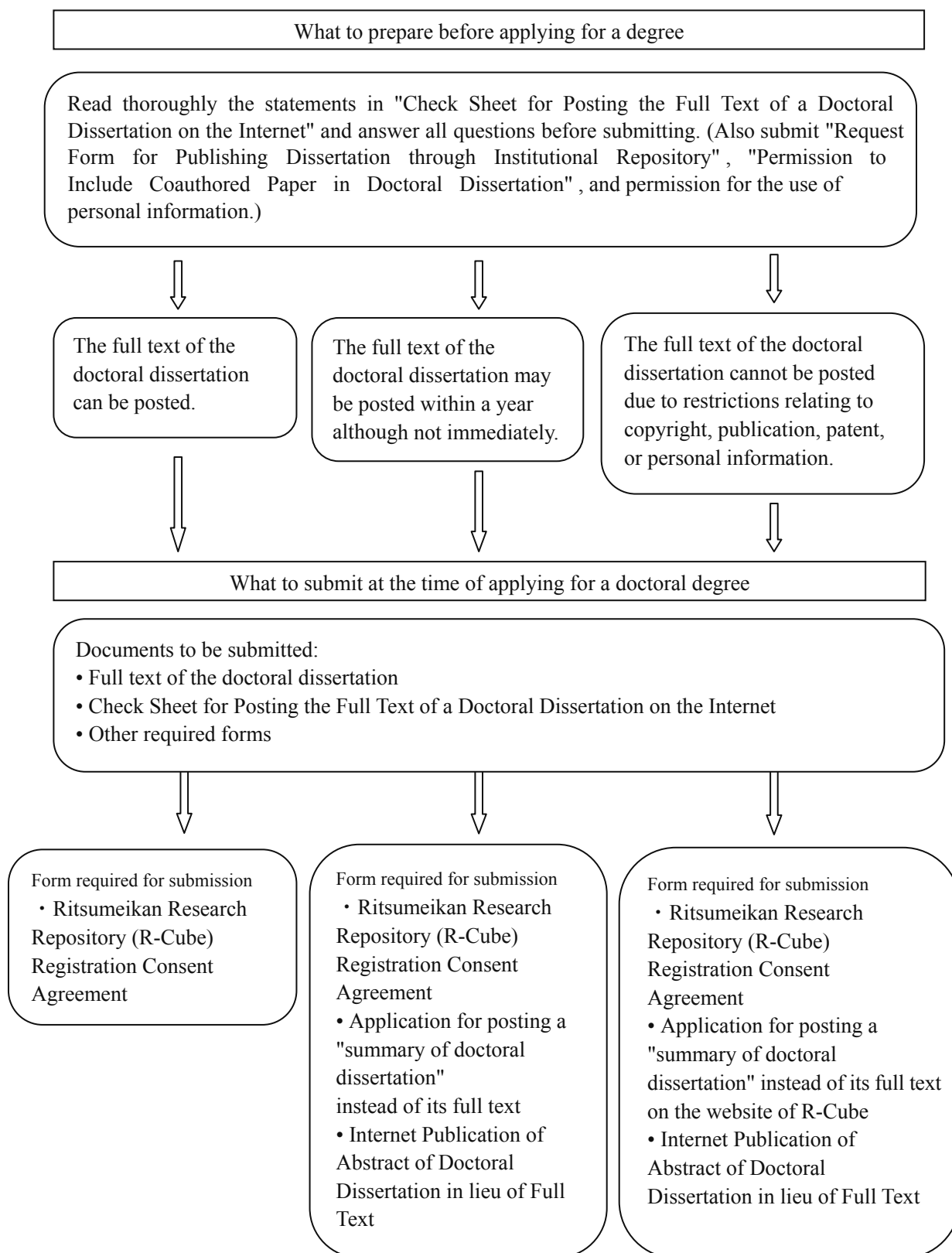
Doctoral students should consider the following when writing their sub-dissertation or the research results that will eventually constitute their doctoral dissertations (peer-reviewed articles in academic journals).

- 1 If the copyright on your work is held by a third party such as an academic society to which you contributed your dissertation, you need to obtain permission from the copyright holder.
- 2 If you include information from interviews or questionnaires in your doctoral dissertation, ensure that you handle all personal information appropriately.
- 3 Students in the fields of science and engineering, who engage in research involving patents etc., held by companies, are required to check all precautions regarding the posting of doctoral dissertations on the Internet.
- 4 You are strongly urged to attend information sessions regarding copyright.

Movie and Materials regarding posting doctoral dissertation on the Internet

Outline of procedures and checkpoints on posting on the Internet is on the page for current students on the Web site of Graduate School of Science and Engineering

<http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html/>



Students applying for the conferral of a doctoral degree are required to submit “Check Sheet for Posting the Full Text of a Doctoral Dissertation on the Internet” at the time of application. Students will need to confirm whether or not they will be able to post the full text of their doctoral dissertations on the Internet after the conferral of the doctoral degree and they should seek to obtain permission for the use of any copyrighted materials, patents, confidential information, personal information, etc.

In order to post a doctoral dissertation at the Institutional Repository R-3, consent from the student who was conferred the doctoral degree is required. Students who are conferred a doctoral degree must submit a “Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement”.

If the University acknowledges that a student cannot post his/her doctoral dissertation on the Internet due to an unavoidable reason such as a reason related to copyright protection or personal information protection, the student shall be required to post an abstract of the doctoral dissertation instead of its full text on the internet.

The student must promptly submit an “Application for posting a “summary of doctoral dissertation” instead of its full text after applying for the conferral of a doctoral degree.

(6) Prevention of Plagiarism

Since 2015, in Ritsumeikan University, the prevention of plagiarism is being held through the software "iThenticate" for every doctoral dissertation to avoid plagiarism before you apply for doctoral degree. The analysis result is notified chief examiner and applied for further dissertation guidance.

Those who apply for doctoral degree are required to submit the data of whole sentences of your doctoral dissertation in PDF file by 10 days to 7 days prior to the first degree screening committee.

Additionally, all students should thoroughly read “Research Ethics Educational Booklet” which the University handed out to gain a better understanding of research ethics.

Doctoral Program
Those who first enrolled in or after AY2012

Doctoral Program in Advanced Mathematics and Physics Mathematics Course (基礎理工学専攻 数理科学コース)			
Category	Title		Credits
Major Subjects	Special Lecture in Mathematical Science 1 (※) (Students who enrolled in 2012-2015)	数理科学特別講義 1	2
	Special Lecture in Mathematical Science 2 (※) (Students who enrolled in 2012-2015)	数理科学特別講義 2	2
	Research Presentation in English	英語研究発表演習	1
	Field Work (Students who enrolled in or before 2014)	国内実習	2
	Study Abroad (Students who enrolled in or before 2014)	海外実習	2
	Engineering Practicum Internship 1 (Students who enrolled in or after 2015)	学外実習 1	2
	Engineering Practicum Internship 2 (Students who enrolled in or after 2015)	学外実習 2	2
Research Subjects	Individual Research 1	理工学特別研究 1	4
	Individual Research 2	理工学特別研究 2	4
	Individual Research 3	理工学特別研究 3	4
	Individual Research 4	理工学特別研究 4	4
	Individual Research 5	理工学特別研究 5	4
	Individual Research 6	理工学特別研究 6	4

※ These classes have been closed in 2015

Doctoral Program in Advanced Mathematics and Physics Physics Course (基礎理工学専攻 物理科学コース)			
Category	Title		Credits
Major Subjects	Special Lecture in Geophysics (※) (Students who enrolled in 2012-2015)	地球物理学特別講義	2
	Special Lecture in Physics (※) (Students who enrolled in 2012-2015)	物理学特別講義	2
	Research Presentation in English	英語研究発表演習	1
	Field Work (Students who enrolled in or before 2014)	国内実習	2
	Study Abroad (Students who enrolled in or before 2014)	海外実習	2
	Engineering Practicum Internship 1 (Students who enrolled in or after 2015)	学外実習 1	2
	Engineering Practicum Internship 2 (Students who enrolled in or after 2015)	学外実習 2	2
Research Subjects	Individual Research 1	理工学特別研究 1	4
	Individual Research 2	理工学特別研究 2	4
	Individual Research 3	理工学特別研究 3	4
	Individual Research 4	理工学特別研究 4	4
	Individual Research 5	理工学特別研究 5	4
	Individual Research 6	理工学特別研究 6	4

※ These classes have been closed in 2015

Doctoral Program
Those who first enrolled in or after AY2012

Doctoral Program in Advanced Electrical, Electronic and Computer Systems (電子システム専攻)			
Category	Title		Credits
Major Subjects	Special Lecture in Electrical and Electronic Engineering(※) (Students who enrolled in 2012-2015)	電気電子工学特別講義	2
	Special Lecture in Electronic and Computer Engineering(※) (Students who enrolled in 2012-2015)	電子情報工学特別講義	2
	Research Presentation in English	英語研究発表演習	1
	Field Work (Students who enrolled in or before 2014)	国内実習	2
	Study Abroad (Students who enrolled in or before 2014)	海外実習	2
	Engineering Practicum Internship 1 (Students who enrolled in or after 2015)	学外実習 1	2
	Engineering Practicum Internship 2 (Students who enrolled in or after 2015)	学外実習 2	2
Research Subjects	Individual Research 1	理工学特別研究 1	4
	Individual Research 2	理工学特別研究 2	4
	Individual Research 3	理工学特別研究 3	4
	Individual Research 4	理工学特別研究 4	4
	Individual Research 5	理工学特別研究 5	4
	Individual Research 6	理工学特別研究 6	4

※ These classes have been closed in 2015

Doctoral Program in Advanced Mechanical Engineering and Robotics (機械システム専攻)			
Category	Title		Credits
Major Subjects	Special Lecture in Mechanical Engineering (※) (Students who enrolled in 2012-2015)	機械工学特別講義	2
	Special Lecture in Mechanical Systems (※) (Students who enrolled in 2012-2015)	機械システム特別講義	2
	Research Presentation in English	英語研究発表演習	1
	Field Work (Students who enrolled in or before 2014)	国内実習	2
	Study Abroad (Students who enrolled in or before 2014)	海外実習	2
	Engineering Practicum Internship 1 (Students who enrolled in or after 2015)	学外実習 1	2
	Engineering Practicum Internship 2 (Students who enrolled in or after 2015)	学外実習 2	2
Research Subjects	Individual Research 1	理工学特別研究 1	4
	Individual Research 2	理工学特別研究 2	4
	Individual Research 3	理工学特別研究 3	4
	Individual Research 4	理工学特別研究 4	4
	Individual Research 5	理工学特別研究 5	4
	Individual Research 6	理工学特別研究 6	4

※ These classes have been closed in 2015.

Doctoral Program
Those who first enrolled in or after AY2012

Doctoral Program in Advanced Architectural, Environmental and Civil Engineering (環境都市専攻)			
Category	Title		Credits
Major Subjects	Special Lecture in Environmental and Urban Engineering 1(※) (Students who enrolled in 2012-2015)	環境都市工学特別講義 1	2
	Special Lecture in Environmental and Urban Engineering 2(※) (Students who enrolled in 2012-2015)	環境都市工学特別講義 2	2
	Research Presentation in English	英語研究発表演習	1
	Field Work (Students who enrolled in or before 2014)	国内実習	2
	Study Abroad (Students who enrolled in or before 2014)	海外実習	2
	Engineering Practicum Internship 1 (Students who enrolled in or after 2015)	学外実習 1	2
	Engineering Practicum Internship 2 (Students who enrolled in or after 2015)	学外実習 2	2
Research Subjects	Individual Research 1	理工学特別研究 1	4
	Individual Research 2	理工学特別研究 2	4
	Individual Research 3	理工学特別研究 3	4
	Individual Research 4	理工学特別研究 4	4
	Individual Research 5	理工学特別研究 5	4
	Individual Research 6	理工学特別研究 6	4

※ These classes have been closed in 2015

Research Supervision Plan (研究指導計画書)

Regarding the research supervision in master's and doctoral programs, the contents, the plans, etc. are supposed to be informed the students beforehand. The supervisor should have interviews with their students individually who belong to either master's program or doctoral program to draw up their research plans. The formulated research plan should be informed the student by the supervisor. After both the supervisor and the student agree on it, the supervisor proceeds with the research supervision according to it.

The plan for the student in master's program is drawn up and confirmed in anticipation of the completion of master's program after enrollment. The one for the student in doctoral program is revised and confirmed annually, at the beginning of each academic year.

Course Registration (受講登録)

For the schedule and the method of Course Registration, please refer to the “Course Registration Guide” on the gsse web site.

Graduate Student Exchange Program with Faculty of Science and Faculty of Applied Science in UBC (UBC との大学院生交換プログラム)

Based on the agreement between College of Science and Engineering in RU and Faculty of Science, Faculty of Applied Science in UBC, RU students conduct research for 6 months to 1 year in UBC, and Graduate School of Science and Engineering in RU evaluates the result of research and grants credits.

Prior to application, consulting with supervisor in RU is required in order to find the receiving faculty whose research field matches to the research theme of RU student and also organize the receiving period.

Application;

Application information for 2018 shall be announced in CAMPUS WEB in December.

Credit Conferment:

Credits shall be granted as the course of “Engineering Practicum Internship I” based on the term, time and the evaluation of research activity. Since credit approval shall be in fall semester, students are required to be enrolled in fall semester.

