

AY 2019 Post-Master's Research Student / Doctoral Research Student Application Guidelines

I. System Outline

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

The Post-Master's Research Student / Doctoral Research Student System is a system that permits those who completed graduate schools or completed graduate programs without degree to use university's facilities in order to continue their research. Post-Master's Research Students and Doctoral Research Students cannot register for classes or receive research instructions from the faculty.

2. Qualification

[Important information regarding residence status for international students]

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

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

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

- i. Obtained, or are expected to obtain a master's degree at a graduate school of Ritsumeikan University.
- ii. Obtained, or are expected to obtain a professional graduate degree at a graduate school of Ritsumeikan University.

(2) Application Qualifications for Doctoral Research Students

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

- i. Obtained, or are expected to obtain a doctoral degree at a graduate school of Ritsumeikan University.
- ii. Completed program requirements for either a doctoral program, an integrated doctoral degree program or a 4-year doctoral program and withdrew from the university after being enrolled for more than the standard term for completion (this is called "Completion of doctoral coursework without degree").

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

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

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

| |
|---|
| <u>Graduate Schools with both Post-Master's Research Student and Doctoral Research Student Systems</u> School of Law, Graduate School of Economics, Graduate School of Business Administration, Graduate School of Sociology, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Letters, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Technology Management, and Graduate School of Sport and Health Science <u>Graduate Schools with Post-Master's Research Student System only</u> Graduate School of Image Arts, Graduate School of Science for Human Services, Graduate School of Language Education & Information Science, Graduate School of Management, and Graduate School of Professional Teacher Education <u>Graduate Schools with Doctoral Research Student System only</u> Graduate School of Pharmacy |
|---|

4. Enrollment Period

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

5. The privilege of Post-Master's Research Students / Doctoral Research Students

- (1) Post-Master's Research Students and Doctoral Research Students are able to use the libraries, areas which ICT environment is provided such as Multimedia rooms, and facilities for graduate students,* only for the period which their enrollment is permitted.

Please contact the Office of Graduate Studies for details.

* Facilities for graduate students differ depending on the campus or the graduate school.

Kinugasa Campus: Shared space in Kyuronkan (Research Commons)

BKC: None

OIC: Shared space on the 7th and 8th floors of building A (Research Commons)

Suzaku Campus: None

- (2) Post-Master's Research Students cannot use the common research room (Study Carrels) for graduate students. Doctoral Research Students may be able to use the common research rooms (Study Carrels) under the conditions which were specified by the relevant graduate school. (Please consult with the graduate students association of each graduate school for details.)
- (3) Post-Master's Research Students and Doctoral Research Students can continue to use their RAINBOW user ID and e-mail address, which they were using while they were enrolled as graduate students.
- (4) Loan conditions of the library for Post-Master's Research Students and Doctoral Research Students are "100 materials in 100 days" (The last day of the loan period is the last day of student's enrollment). For details, please see "Borrowing, Returning" page of the Ritsumeikan University Library website. The library database is also available for use. However, the authorization status to access the database may change from your previous status. Please contact the library directly to find out whether you can access the particular database or not.

<http://www.ritsumei.ac.jp/library/eng/>

6. Taking Courses

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

II. Application Procedures

1. Application Schedule and Method

(1) Application Period

- 1) Applying for spring semester enrollment/ the whole academic year: **(Wed) Mar 6 2019 - (Wed) Mar 13, 2019**
- 2) Applying for fall semester enrollment: **(Thu) Sep 5, 2019 - (Thu) Sep 12, 2019**

(2) Location/Hours for Application Submission

Location: Administrative Office of each Graduate School

NOTE: Those who are going to apply to the Graduate School of Policy Science and the Graduate School of Business Administration, submit the application to the Manabi Station at OIC. In case you submit your application by post, the application must be postmarked on or before the deadline date.

Hours: Same as the opening hours of each Administrative Office

(3) Documents to Be Submitted

Please submit the documents below during the application period. i, ii, and iii are required for all students. iv is required for those who do not have Japanese nationality.

- i. Application for Post-Master's Research Student / Doctoral Research Student (designated form): one copy
- ii. One photo for Application for Post-Master's Research Student / Doctoral Research Student and another photo for ID card of Post-Master's Research Student / ID card of Doctoral Research Student (The photos should be taken in the last three months. They must be; printed in color, without a hat, facing forward, plain background, glossy finish, no frame, 3 cm long x 2.4 cm wide). One photo is required for each application. The total of two photos must be submitted.
- iii. Consent form for Use of Personal Information
- iv. (Only for those who do not have Japanese nationality) Documents proving that the applicant possesses valid residence status in Japan throughout the entire requested period. Submit a copy of either one of the following: Residence card [front and reverse side] or Special Permanent Resident Certificate [front and reverse side]

2. Notification of result and Registration Procedures

(1) Notification of Result

- 1) Spring semester: **(Tue) Mar 19, 2019**
- 2) Fall semester: **(Tue) Sep 17, 2019**

* Whether your application is accepted or rejected will be decided by a document screening or an interview to be conducted by each Graduate School. Applicants will be notified of the results by post.

(2) Deadline for Registration

- 1) Spring semester: **(Tue) Apr 2, 2019**

2) Fall semester: **(Tue) Oct 1, 2019**

(3) Registration Procedures

- Please pay the full annual fee by the deadline above using a money transfer form included with the permission notification which will be sent by post. (You must make the payment at a financial institution during its business hours. Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the deadline date or earlier date.) The Post-Master's Research Student / Doctoral Research Student System fee is the annual fee. It is a fixed amount regardless of the duration whether it is for an entire year, spring semester only or fall semester only. If you fail to pay the fee by the designated deadline, your permit will be cancelled.

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

- We do not accept installment payments for the payment of Post-Master's Research Student / Doctoral Research Student System fee. Please prepare the designated amount and make a payment using a money transfer form included with the permission notification which will be sent by post.
- There will be no refunds given for any reason once payment has been made.
- On the completion of designated procedures, successful applicants will be registered as Post-Master's Research Students or Doctoral Research Students, and issued an ID card indicating this status.

3. Other Important Notes

- (1) In case, Post-Master's Research Students or Doctoral Research Students whose enrollment status are valid through the academic year, wish to enter or re-enter one of our graduate schools from fall semester, they must submit a Request of Withdrawal from Post-Master's or Doctoral Research Student System by Friday, Sep 13, 2019. Accordingly, the period which their enrollment status is valid would change from the whole academic year to the spring semester only. However, once payment of the annual fee has been made, there will be no refunds given for any reason.
- (2) In case, Post-Master's Research Students or Doctoral Research Students whose enrollment status are valid through the spring semester, wish to continue their research during the fall semester as well, they must submit an application before the fall semester starts. Accordingly, the period which their enrollment status are valid would change from the spring semester to the whole academic year. As for the Post-Master's or Doctoral Research Student System Fee, there is no additional charge since the fee covers for the whole academic year.
- (3) The enrollment status as Post-Master's Research Students or Doctoral Research Students is valid through each academic year only. If you wish to continue your research for the following academic year as well, you must apply again by the designated deadline.
- (4) Post-Master's Research Students and Doctoral Research Students must comply with regulations of Ritsumeikan University. If their actions or behaviors violate our regulations, or are improper as Post-Master's Research Students or Doctoral Research Students, their status as Post-Master's Research Students or Doctoral Research Students will be deprived and the permission to continue their research or use the graduate facilities will be withdrawn.
- (5) "Certificate of Non-degree Student" can be issued if necessary. However, the Commuter Pass Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student commuter pass cannot be issued.

Administrative Offices of Schools, Ritsumeikan University

Office hour: From 10:00 to 11:30 and from 12:30 to 17:00, Monday through Friday. *

| School | Administrative Office of School | Tel & Fax number | Campus & Address |
|---|---|--------------------------------------|---|
| Graduate School of Law | Administrative Office, College of Law | TEL 075-465-8175 FAX 075-465-8176 | Kinugasa Campus 56-1,Toji-in Kitamachi, Kita-ku, KYOTO 603-8577 |
| Graduate School of Sociology | Administrative Office, College of Social Sciences | TEL 075-465-8184 FAX 075-465-8196 | |
| Graduate School of International Relations | Administrative Office, College of International Relations | TEL 075-465-1211 FAX 075-465-1214 | |
| Graduate School of Letters | Administrative Office, College of Letters | TEL 075-465-8187 FAX 075-465-8188 | |
| Graduate School of Image Arts | Administrative Office, College of Image Arts and Sciences | TEL 075-465-1990 FAX 075-465-8193 | |
| Graduate School of Science for Human Services | Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus | TEL 075-465-8375 FAX 075-465-8364 | |
| Graduate School of Language Education and Information Science | | TEL 075-465-8363 FAX 075-465-8364 | |
| Graduate School of Core Ethics and Frontier Sciences | | TEL 075-465-8348 FAX 075-465-8364 | |
| Graduate School of Economics | Administrative Office, College of Economics | TEL 077-561-3940 FAX 077-561-3947 | Biwako-Kusatsu Campus (BKC) 1-1-1 Noji-higashi, Kusatsu, SHIGA 525-8577 |
| Graduate School of Sport and Health Science | Administrative Office, College of Sport and Health Science | TEL 077-561-3760 FAX 077-561-3761 | |
| Graduate School of Science and Engineering | Administrative Office, College of Science and Engineering | TEL 077-561-2624 FAX 077-561-2629 | |
| Graduate School of Information Science and Engineering | Administrative Office, College of Information Science and Engineering | TEL 077-561-5202 FAX 077-561-5203 | |
| Graduate School of Life Sciences | Administrative Office, College of Life Sciences | TEL 077-561-5021 FAX 077-561-3729 | |
| Graduate School of Pharmacy | Administrative Office, College of Pharmaceutical Sciences | TEL 077-561-2563 FAX 077-561-2564 | |
| Graduate School of Business Administration | Administrative Office, College of Business Administration | TEL 072-665-2090 FAX 072-665-2099 | Osaka Ibaraki Campus (OIC) 2-150 Iwakura-cho, Ibaraki-shi, OSAKA 567-8570 |
| Graduate School of Policy Science | Administrative Office, College of Policy Science | TEL 072-665-2080 FAX 072-665-2089 | |
| Graduate School of Technology Management | Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus | TEL 072-665-2100 FAX 072-665-2109 | |
| Graduate School of Management | | TEL 072-665-2101 FAX 072-665-2109 | |
| OIC Manabi station | | TEL 072-665-2050 FAX 072-665-2209 | |
| Graduate School of Professional Teacher Education | Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus | TEL 075-813-8270 FAX 075-813-8271 | Suzaku Campus 1Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO 604-8520 |
| Office of Graduate Studies *For inquires on this system itself, or facilities for graduates students | | TEL 075-465-8195 FAX 075-465-8198 | Kinugasa Campus |

* Several Administrative Offices have different Office hour, please refer to each Administrative Office.

Closed on Saturday, Sunday, and holidays.

All university offices are closed during the summer and winter vacations.

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

AY 2019 Ritsumeikan University, Graduate School

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

<Office use only>

| | | | | | | | | | | | | | | |
|--|---|---|--|---|--|--|-----------------------------|--|--|--|---------------|------------|--|--|
| Photo | 3cm × 2.4cm | I hereby apply for <input type="checkbox"/> Post-Master's Research Student/ <input type="checkbox"/> Doctoral Research Student in the Graduate School of ○○○○○○○○○○○○. | | | | | | | | | | | | |
| | | Date | | YYYY/MM/DD | | | | | | | | | | |
| ※Fill in the form or check that apply. | | | | | | | | | | | | | | |
| Name | (印 or Signature if applicable) | | | | | | | | | | Date of birth | YYYY/MM/DD | | |
| Current affiliation (graduate school or employment company..) | | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | Student ID No. in the graduate school | | | | | | | | | | |
| Your current contact information (Payment invoice will be sent to this address) | 〒 | | | | | | | | | | | | | |
| Mobile or home phone number : | | | | E-mail : Completion of doctoral coursework without degree Position | | | | | | | | | | |
| The latest Academic background | Ritsumeikan University Graduate School Major 【 <input type="checkbox"/> Obtained degree/ <input type="checkbox"/> Completed doctoral coursework without degree】 (Completed on YYYY/MM/DD) | | | | | | | | | | | | | |
| Work place contact information | Name : 〒 Address : | | | | | | Position : Tel : | | | | | | | |
| Guarantor name and information | Name : 〒 Address : | | | | | | Relationship : Tel : | | | | | | | |
| Research student background | Period for <input type="checkbox"/> Post Master's Research Student/ <input type="checkbox"/> Doctoral Research Student : YYYY/MM/DD ~ YYYY/MM/DD Total _____ Year | | | | | | | | | | | | | |
| Research theme and summary | | | | | | | | | | | | | | |
| Reason for applying | | | | | | | | | | | | | | |
| Supervisor during graduate school | | | | | | | | | | | | | | |
| Period of Research student | 【 <input type="checkbox"/> Spring semester only · <input type="checkbox"/> Fall semester only · <input type="checkbox"/> 1 year 】 | | | | | | | | | | | | | |

<Office use only>

※Do not bend or fold.

年 月 日
Date _____

誓約書 兼 個人情報の取扱いに関する同意書
Pledge Statement & Consent to Use of Personal Information

研究科長 殿
Dean of the Graduate School of _____

私は、立命館大学大学院研修生または研究生に出願するにあたり、立命館大学大学院学則ならびに大学の諸規則を遵守することを誓約いたします。

また、立命館大学が「立命館大学における個人情報の取扱いについて」を遵守することを前提に、私の個人情報を使用することに同意します。

Upon my application to the Ritsumeikan University Graduate School as a Post-Master's Researcher / Post-Doctoral Researcher, I hereby pledge that I will abide by the Ritsumeikan University Graduate School Regulations and all other rules of the university.

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

大学院 (Graduate School of) _____ **研究科**

研修生 ・ 研究生
Post-Master's Researcher / Post-Doctoral Researcher

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

本人氏名 (本人直筆) _____

(Name in print to be written by the student)

※立命館大学大学院学則および研修生規程・研究生規程は、本学ホームページから確認してください。

*See the website of Ritsumeikan University for Post-Master's Researcher Regulations/Post-Doctoral Researcher Regulations.

(URL) <http://www.ritsumei.ac.jp/infostudents/rule/> (Japanese text only)

(アクセス方法) 立命館大学トップページ>在学生の方>諸規定>立命館大学院学則

*As for the Ritsumeikan University Graduate School Regulations, see the website below.

(URL) <http://www.ritsumei.ac.jp/pathways-future/eng/regulations/>

(立命館大学大学院)

立命館大学における個人情報の取扱いについて

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

＜利用目的＞

学生の個人情報は、以下の目的のために利用します。

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

＜個人情報の管理＞

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

＜個人情報の提供を伴う業務委託＞

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

＜個人情報の第三者提供＞

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

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

Management of Personal Information at Ritsumeikan University

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

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

Purposes of Use

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

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

Contracting with an Outside Party for Services that Require Personal Information

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

Disclosure of Personal Information to Third Parties

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