

**Ritsumeikan University Graduate School**  
**SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students)**  
**(Academic Excellence Scholarship for 2<sup>nd</sup> Year Students)**  
**Application Guidelines**  
**For AY2019 Spring and Fall Application**

The **SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students)** is designed to foster outstanding graduate students and encourage them to further pursue their studies and research. This scholarship is awarded to graduate students who are enrolled in the 2<sup>nd</sup> year of their graduate school Master's Program, Integrated Doctoral Program (applicable for students who enrolled in Integrated Doctoral Program from their first year) or Professional Graduate Degree Program (Graduate School of Professional Teacher Education Only).

Applications are accepted twice a year (Spring Semester and Fall Semester). Applicants must apply for this scholarship during their enrollment in the third semester. Scholarship recipients will be selected on the basis of their applications via an application screening.

Those who are successfully selected will receive this scholarship during their third and fourth semesters for the period of two semesters.

The type of scholarships, the amount of stipend, screening criteria and number of recipients differ depending on graduate schools.

For details, please refer to the "1.Types of Scholarships/Amount/Scholarship Eligibility". The applicable amount of stipends will be awarded to the recipients of this scholarship each semester for the period of two semesters.

Students applying for the SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students) must follow the application guidelines stated here.

### 1. Types of Scholarships/Amount/Scholarship Eligibility

Graduate Schools	Amount of Stipend (per semester )	Screening Criteria	Number of Recipients(*)
Law, Business Administration, Sociology, International Relations, Policy Science, Language Education and Information Science, Sports and Health Science, Core Ethics and Frontier Sciences, Human Science Professional Teacher Education	I : 100,000 yen II : 50,000 yen	Recipients are selected from  I : Those who have achieved a higher rank in the overall evaluation.  II: Those who have achieved the next higher rank in the overall evaluation, following the I above.	Combining I and II, a maximum of approximately 25% of the enrolled students
Economics	I : 150,000 yen II : 100,000 yen III: 50,000 yen	Recipients are selected from  I : those who have achieved a higher rank in the overall evaluation.  II : Those who have achieved the next higher rank in the overall evaluation, following the I above.  III: Those who have achieved the next higher rank in the overall evaluation, following the II above.	Combining I, II and III, a maximum of approximately 50% of enrolled students
Letters	I : 100,000 yen II : 50,000 yen	Recipients are selected from  I : Those who have achieved a higher rank in the overall evaluation.  II: Those who have achieved the next higher rank in the overall evaluation, following the I above.	Combining I and II, a maximum of approximately 40% of the enrolled students
Science and Engineering	I : 250,000 yen II : 162,500 yen	Recipients are selected from  I : those who have achieved a higher rank in the overall evaluation.  II : Those who have achieved the next higher rank in the overall evaluation, following the I above.	I : approximately 3% of enrolled students  II: approximately 22% of enrolled students

Graduate Schools	Amount of Stipend (per semester )	Screening Criteria	Number of Recipients(*)
Technology Management	I : 150,000 yen II : 100,000 yen III : 50,000 yen	Recipients are selected from those who have achieved a higher rank in the overall evaluation.	Combining I, II and III, a maximum of approximately 50% of enrolled students
Image Arts	I : 150,000 yen II : 100,000 yen III : 50,000 yen	Recipients are selected from  I : those who have achieved a higher rank in the overall evaluation.  II : Those who have achieved the next higher rank in the overall evaluation, following the I above.  III : Those who have achieved the next higher rank in the overall evaluation, following the II above.	Combining I, II and III, approximately 50% of enrolled students
Information Science and Engineering	I : 225,000 yen II : 50,000 yen	Recipients are selected from  I : those who have achieved a higher rank in the overall evaluation.  II : Those who have achieved the next higher rank in the overall evaluation, following the I above.	I: Approximately 25% of enrolled students  II: Approximately 20% of enrolled students
Life Sciences	I : 150,000 yen II : 150,000 yen	Recipients are selected from  I : those who have achieved a higher rank in the overall evaluation.  II : those who wish to study in the Doctoral Degree Program at the Graduate School of life Sciences and have achieved a higher rank in the overall evaluation.	I: Approximately 20% of enrolled students  II: Approximately 5% of enrolled students

## 2. Application Eligibility

Applicants must fulfill either of the following requirements.

When applying for scholarship II of Life Sciences, applicants must also meet the criteria of those who wish to study in the Doctoral Degree Program at the Graduate School of life Sciences of Ritsumeikan University along with other criteria.

Spring Application	Students who are enrolled in the third semester of following programs of Ritsumeikan University as of April 1, 2019. 1) Master's Degree Program 2) Integrated Doctoral Program (third-year transfer students not included) 3) Professional Graduate Degree Program (Graduate School of Professional Teacher Education Only)
Fall Application	Students who are enrolled in the third semester of following programs of Ritsumeikan University as of September 26, 2019. 1) Master's Degree Program 2) Integrated Doctoral Program (third-year transfer students not included) *Be sure to check the website and get the information of Graduate Schools which offer Fall Application

**[Any applicant who meets any of the following conditions is NOT eligible for the scholarships.]**

- 1) A student who takes a leave of absence during their third semester. For a student who applies for the scholarship and decides to take a leave of absence, the eligibility will be revoked.
- 2) A student who entered the university as a government-sponsored international students.
- 3) An international student who studies at Ritsumeikan University under an exchange agreement with an overseas university and does not pay tuition fees to Ritsumeikan University.
- 4) Those who do not actually burden any tuition fees by receiving scholarships that are equivalent to full tuition fees while being enrolled, or whose tuition fees are being paid by scholarship organizations or companies which they works for.
- 5) A student who receives the Ritsumeikan University Tuition Reduction Scholarship for International Students (Graduate Students Category I ).
- 6) A student who receives a scholarship that does not allow recipients to receive other scholarships. (For example, the Japanese Government (Monbukagakusho) Scholarship, foreign government-sponsored scholarship, Asian Development Bank - Japan Scholarship Program, and Joint Japan/World Bank Graduate Scholarship Program)

**[Important notes for application]**

- 1) For those who have taken a leave of absence:  
The third semester means the third semester of the period of enrollment, and the leave of absence period is not counted as a apart of the period of enrollment.

- 2) When applying for this scholarship, applicants cannot specify the type of the scholarship in their applications. We will conduct screening upon application and decide either “Selected“ (one of the scholarship types among I, II or III at each graduate school) or “Not Being Selected.“

\*However, those who apply for the scholarships offered by Life Sciences, please choose either I or II.

- 3) For those who are using the joint degree system:

Under the joint degree program between Graduate School of Information Science and Engineering and Graduate School of Technology Management, students who transferred to the second year of either program, and those who transferred from Graduate School of Science and Engineering or Graduate School of Life Sciences to the second year of Technology Management are also eligible to apply for this scholarship. Even if the students were awarded the IKUEI Scholarship (former scholarship system) through the graduate school where the students have completed, this scholarship does not preclude the students from receiving this scholarship as long as the students meet the selection criteria at the graduate school the students transferred to.

\*Being awarded this scholarship will not preclude students from receiving other scholarships outside the university, but before applying, the students must confirm the regulations of other scholarship whether they do not restrict recipients from receiving other scholarships.

### 3. Payment Period

Two semesters of a period corresponding to the third and fourth semesters

### 4 .Application Method

- (1) Period

Spring Application	<u>Monday, April 8, 2019 – Tuesday, April 16, 2019</u> <deadline: 5:00 p.m.>
Fall Application	<u>Monday, October 7, 2019 – Tuesday, October 15, 2019</u> <deadline: 5:00 p.m.>

- (2) Required documents

Scholarship	Required documents
Scholarship I ~ III	Refer to the Appendix 1, see page 8.

- (3) Where to submit

Scholarship	Where to submit
Scholarship I ~ III	Administrative office of the Graduate School your own, Refer to the Appendix 3, see page 11.

## 5. Screening Method and Screening Criteria

Scholarship	Screening Method	Screening Criteria
Scholarship I ~ III	Application screening will be held. An interview will be conducted if necessary. On screening of the Graduate school of Science and Engineering, an interview will be not conducted.	Refer to the Appendix 2, see page 10.

## 6. Notification of Results

Spring Application	The results will be sent from each graduate school on Tuesday, June 11, 2019. The notification method varies by each graduate school. Refer to the Appendix 2, see page 10.
Fall Application	The results will be sent from each graduate school on Tuesday, November 26, 2019. The notification method varies by each graduate school. Refer to the Appendix 2, see page 10.

## 7. Payment Method

The scholarship will be transferred to the bank account of each selected recipient every semester after the necessary procedures are completed. **Please be aware that the stipend will not be provided to cover tuition fees. Tuition fees must be paid by the specified deadline.**

## 8. Payment Procedure

Those who are successfully selected to receive this scholarship must submit the Application & Pledge form before the deadline below. The scholarship will not be disbursed unless you submit the Application & Pledge form.

Spring Application	Friday, June 21, 2019 <deadline: 5:00 p.m.>
Fall Application	Friday, December 6, 2019 <deadline: 5:00 p.m.>

## **9. Hold/Resuming/Cancellation of Payment, Loss of Scholarship Eligibility, Return of Payment**

### **(1) Hold/Resuming of Payment**

If the recipients should fall into a situation stated below, the payment will be withheld. When there is no more reason to hold the payment, the payment will be resumed. The total payment period for this scholarship is two semesters, except for the hold period.

1. Leave of absence
2. When paying the special enrollment fees to be enrolled in the university instead of paying tuition fees.
3. The Dean of Graduate School deems that it is legitimate to hold the scholarship payment

### **(2) Cancellation of Payment, Loss of Scholarship Eligibility, Return of Payment**

If the recipients should fall into a situation stated below, they will lose their scholarship eligibility and the payment will be cancelled. In this case, they may be asked to return the scholarships that were already paid.

1. Loss of student registry
2. Receipt of reprimand according to the Ritsumeikan University Disciplinary Regulations
3. When the recipients of this scholarship decline to receive the stipends of this scholarship.
4. The Dean of Graduate School deems the recipients to be inappropriate for the scholarship.

If the recipients are asked to pay back their scholarships, they would have to pay them back in full within two weeks from the date of notice.

**Appendix 1** Required documents (Related to 4. Application Method)

Graduate School	Required documents
Graduate School of Economics	<p>a. Application form (designated by the Graduate School)</p> <p>b. Summary of research progress (designated by the Graduate School)</p> <p>c. Print-outs of the number of total acquired credits and your GPA at the end of the second semester (the enrolled semesters only) shown on the “Course Registration and Grade Status” screen of CAMPUS WEB.</p> <p>* The application forms can be downloaded on manaba+R.</p>
Graduate School of International Relations	<p>a. Application form (designated by the Graduate School)</p> <p>b. Summary of research progress(designated by the Graduate School)</p> <p>c. Print-outs of the number of total acquired credits and your GPA at the end of the second semester (the enrolled semesters only) shown on the “Course Registration and Grade Status” screen of CAMPUS WEB.</p> <p>Application Guidelines and Application form can be downloaded from manaba+R. (You need to login manaba+R.)</p> <p>[Procedure to download] manaba+R &gt; Graduate School of IR Students Page &gt; Tuition/ Scholarships/ Grants/ Scholarship &gt; Scholarships/ grant systems for graduate students &gt; Ritsumeikan University Graduate School SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students) Submission Forms &amp; Application Guidelines &gt; AY 2018 SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students)</p> <p>[Place of Submission] manaba+R&gt; Graduate School of IR Students Page &gt; click on "Assignments" tab &gt; Ritsumeikan University Graduate School SEISEKI-YUSYUSYA Scholarship (For 2nd Year Students) Place of Submission &gt; upload your form in PDF</p>
Graduate School of Policy Science	<p>a. Application form (designated by the Graduate School)</p> <p>b. Summary of research progress (designated by the Graduate School)</p> <p>c. Print-outs of the number of total acquired credits and your GPA at the end of the second semester (the enrolled semesters only) shown on the “Course Registration and Grade Status” screen of CAMPUS WEB.</p> <p>* The application forms can be downloaded on manaba+R, “Graduate School of Public Policy Students Page“. Please download them on your own.</p>
Graduate School of Science and Engineering	<p>a. Application form (designated by the Graduate School)</p> <p>b. Summary of research progress(designated by the Graduate School)</p> <p>Please copy the form a. and b. on double side of one piece of paper.</p> <p>* The application forms can be downloaded on manaba+R.</p>



<p>Graduate School of Information Science and Engineering</p>	<p>a. Application form (designated by the Graduate School)  b. Research progress(input Smart Enquête)  *Your professor's comments, signature and seal are required on the Application form.  * The application forms can be downloaded on manaba+R.  <a href="http://www.ritsumei.ac.jp/ct/">http://www.ritsumei.ac.jp/ct/</a></p>
<p>Graduate School of Life Sciences</p>	<p>a. Application form (designated by the Graduate School)  b. Summary of research progress (designated by the Graduate School)  * The application forms can be downloaded on manaba+R.</p>

**Appendix 2** Screening Criteria and Notification Results  
(Related to 5.Screening Method and Screening Criteria)

Graduate School	Screening Criteria (SEISEKI-YUSYUSYA Scholarship I ~ III)
Graduate School of Economics	<p>Applicants will be evaluated comprehensively based on their academic records (the number of registered credits and GPA) and research progress.</p> <p>&lt; Notification of Results &gt; Results will be notified through manaba+R.</p>
Graduate School of International Relations	<p>Applicants will be evaluated comprehensively based on their academic records (the number of registered credits and GPA) and research progress.</p> <p>Other factors considered are:</p> <p>(1) <u>Grade for M1 thesis (Students who could not submit a thesis due to an internship or study abroad program will be exempted.)</u></p> <p>(2) <u>Participation in an internship or study abroad program</u></p> <p>(3) Students enrolled in the Japanese-based program will be evaluated on the number of English-taught specialized courses taken and their grades for the courses.</p> <p>(4) Students enrolled in the English-based program will be evaluated on the number of Japanese-taught specialized courses taken and their grades for the courses.</p> <p>&lt; Notification of Results &gt; Results will be notified through manaba+R.</p>
Graduate School of Policy Science	<p>Applicants will be evaluated comprehensively based on their academic records (the number of registered credits and GPA) and research progress.</p> <p>Their research proposal will also be considered as well as the research project report. Applicants are encouraged to have a minimum GPA of 3.4.</p> <p>&lt; Notification of Results &gt; Results will be notified through manaba+R.</p>
Graduate School of Science and Engineering	<p>Applicants will be evaluated comprehensively based on their academic records (the number of registered credits, GPA, etc.) at their college and graduate school and research progress.</p> <p>&lt; Notification of Results &gt; Results will be notified through manaba+R.</p>
Graduate School of Information Science and Engineering	<p>Applicants will be evaluated comprehensively based on their academic records (the number of registered credits, GPA, etc.) at their graduate school, research progress and research result.</p> <p>(1) An academic paper which was posted in the peer-reviewed academic magazine (English/Japanese)</p> <p>(2) An academic paper which was posted in the peer-reviewed proceedings of an International Conference.</p> <p>(An abstract of an academic paper can be acceptable if it was posted in the conference proceedings).</p> <p>(3) Others (academic papers submitted to domestic conferences, research</p>

Graduate School	Screening Criteria (SEISEKI-YUSYUSYA Scholarship I ~ III)
	societies, national conventions, poster presentations etc.) (4) Award or winning of contest < Notification of Results > Results will be notified through manaba+R.
Graduate School of Life Sciences	Applicants will be evaluated comprehensively based on their academic records (the number of credits earned and GPA) and research progress. < Notification of Results > Results will be notified through manaba+R

Administrative Offices of Schools, Ritsumeikan University

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 Tojiin 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	
Graduate School of Image Arts	Administrative Office, College of Image Arts	TEL 075-465-1990	
Graduate School of Language Education and Information	Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus	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 Professional Teacher Education	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL 075-813-8269 FAX 075-813-8271	Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO
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, 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 Human Science	Administrative Office, College of Comprehensive Psychology	TEL 072-665-2190 FAX 072-665-2169	
Office of Graduate Studies	Kinugasa Campus	TEL 075-465-8195	

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

(Closed on Saturday, Sunday, holidays and the summer and the winter vacations.)

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