

AY 2020 Ritsumeikan University

Financial Aid for Development of a Learning Community (Extracurricular Activities)

Application Guidelines

-Encouraging group learning and engagement with new challenges-

I. About Financial Aid for Development of a Learning Community (Extracurricular Activities)

Is there an activity you would like to try with friends, senior students and junior students you have met through Ritsumeikan University? The Financial Aid for Development of a Learning Community (Extracurricular Activities) is a support system for students like you.

The spread of COVID-19 has demanded new lifestyles,^{*1} which is why we hope that many of you will try engaging with activities that you can do at this time.

^{*1}[Ministry of Health, Labor and Welfare] “‘A New Lifestyle’ Assuming Coexistence with COVID-19” (Japanese only)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html



学生の学びと成長を支援する

奨学金・助成金制度活動報告

Extracurricular Activities Report of the Grant System



*Click here to check the activities of selected groups in previous years!

II. Schedule & Application Documents

Application Period	Monday, July 13 - <u>Friday, July 17, 2020, 17:00 (hard deadline)</u> <u>*Japanese standard time</u> <small>*The application period may change due to the impact of COVID-19. In such a case, students will be notified via manaba+R.</small>
Application Documents (digital files only)	◆Forms That Must be Submitted by All Groups (Form 1) Application (Form 2) List of Group Members (Form 3) Activity Plan (Form 4) Estimate of Expenses (Form 6) Remarks from a permanent Faculty/Staff Member *Please copy and paste what the faculty/staff member wrote. (Form 8) Interview Date Preference Form ◆Forms That Must be Submitted (Filled In) Only by Groups Selected in Previous Years (Form 5) Summary of Activities from Previous Years and Objectives for This Year ◆Forms That Must be Submitted (Filled In) Only by Applicable Groups *Only Groups with Additional Materials (Form 7) Supplementary Activity Report Form (Form 9) List of Equipment and Other Expenses <u>*Only digital files will be accepted this year.</u>

<p>Application Procedures (only digital files accepted)</p>	<p><u>Send the designated forms to the specified address.</u> (Submission of paper documents to the Office of Student Affairs is not required.)</p> <p>Send to: <u>mana-ap@st.ritsumei.ac.jp</u></p> <p>*Please specify the following in the “subject” and “body” of the email. Subject: Application for Financial Aid for Development of a Learning Community: (Your Group’s Name) Body: the name of the group, and the student ID number/ college/ name/ contact information (e.g., cell phone number) of the person sending the email</p> <p><u>« Important Points »</u></p> <ul style="list-style-type: none"> • Please prepare all application documents in Japanese or English. If supporting materials are written in languages other than Japanese and English, submit with a Japanese translation. • You may be asked to show us the emails related to requests to faculty/staff members and their consent for the recommendation required for Form 6 “Remarks from a Full-time Faculty/Staff Member,” as deemed necessary. • <u>After sending the above email, you should receive a reply from the Office of Student Affairs. If you do not receive a reply, please contact the Office as it is possible that the application has not been completed.</u>
<p>Selection Method</p>	<p>Selection of groups will be determined by application screening and online interviews. *Only those who have passed the application screening will be interviewed.</p>
<p>Announcement of Groups Advancing to Interview Screening</p>	<p>Wednesday, September 9, 2020, 13:00 (via manaba+R)</p>
<p>Interview Screening (online interview)</p>	<p>Wednesday, September 16/ Friday, September 18, 2020 *The date and time of the interviews will be announced with the “Announcement of Groups Advancing to Interview Screening”</p>
<p>Selection Announcement</p>	<p>Thursday, October 8, 2020, 13:00 (via manaba+R)</p>
<p>Information Session for Selected Groups (online)</p>	<p>Thursday, October 8, 2020, from 18:00 <u>*By attending this information session, selected applicants will be officially confirmed as financial aid recipients. (participation mandatory)</u> Unless there are special circumstances preventing attendance, such as scheduled regular classes, teaching practicum, nursing training or competition participation, etc., all three executive officers of the group must attend. Please notify the Office of Student Affairs in advance if you are unable to attend. Also, please note that if you do not attend without notifying the Office, selection of your group may be canceled.</p>

Applications for Financial Aid for Development of a Learning Community (Extracurricular Activities) are only accepted once a year. Please direct any inquiries about applications to the offices below.

■ Kinugasa Office of Student Affairs (Kenshinkan 2F)	Tel: 075-465-8167
■ BKC Office of Student Affairs (Central Arc 1F)	Tel: 077-561-3920
■ OIC Office of Student Affairs (Building A 1F, AS Office)	Tel: 072-665-2130
Hours: 9:30-17:00 (excl. Sat., Sun. and public holidays) *Closed daily: 11:30-12:30 *Tuesday Hours: 12:30-17:00	

*Students will be notified of any schedule changes through the “Scholarships/Financial Aid Website.” (Japanese only)
<http://www.ritsumei.ac.jp/scholarship/>



III. Overview & Eligibility

1. Overview of the Financial Aid

Objective

This financial aid aims **to stimulate extracurricular activities** by subsidizing a portion of the expenses for voluntary learning activities that **undergraduate students** engage with in groups.

Application Classifications

Applications for this financial aid are divided into separate classifications. Your application must fall under one of the classifications outlined in (1) - (3) below. **Moreover, there is a condition that the activity be feasible even during the COVID-19 pandemic.**

(1) Group activity that aims to promote the formation of communities in or outside the university

These are group activities in which undergraduate students take the initiative to participate in problem solving, cultural development and community-building in order to promote community formation in and outside the university.

<Examples>

- Group activities that try to further strengthen and expand efforts to resolve problems in the local community or participation in community-building.
- Group activities where students, together with their peers, try to use special knowledge and skills learned at the university (e.g., IT, scientific knowledge/skills, tourism, education, welfare, sports, law, etc.) to further strengthen and expand efforts to contribute to community-building in the university or local area.
- Group activities where students, together with their peers, try to improve student life on campus.

(2) Group activities that aim to address the needs of society based on the university's educational philosophy

These are group activities in which undergraduate students take the initiative to address the needs of society in accordance with Ritsumeikan University's educational philosophy, "peace and democracy."

<Examples>

- Group activities where students, together with their peers, try to further strengthen and expand efforts to create peace and develop democracy.
- Group activities where students, together with their peers, are advancing efforts to contribute to peace in the global community or bring communities together and spread the message of these efforts to society.

(3) Group activities to achieve the objectives of the university curriculum

These are group extracurricular activities in which undergraduate students take the initiative to try to deepen learning in their college, or group activities in which students go beyond their academic specializations to achieve objectives in various academic fields that develop the university.

***Activities in regular classes and regular/student-initiated seminars are ineligible.**

<Examples>

- Group activities where undergraduate students, together with their seminar classmates, work toward new learning goals different from the seminar content.
- Group learning activities that further expand learning experiences in colleges or across the university or establish new educational projects.
- Activities where students, together with their peers, make use of their academic specializations to contribute to the local community and society.

No. of Selected Groups

The number of groups selected will be determined within the allocated budget.

Financial Aid Amount/Process

- Aid amounts: **150,000 yen/ 300,000 yen/ 500,000 yen per academic year**

***Please select the amount appropriate for your application from the above.**

***The aid amount will be assessed as part of the selection process, and the amount of aid awarded may differ from the amount specified on the application. In addition, aid is provided for partial coverage of activity expenses; groups are also expected to bear some expenses themselves.**

***Based on application documents, aid up to 1 million yen may be offered for activities deemed to be particularly special by the Dean of Student Affairs.**

- Payment Process: The aid will be paid as a lump sum into a bank account opened in the name of the selected group (no individual accounts) within approximately one month of completion of the required procedures (excl. Office of Student Affairs vacation periods).

***After the activity is complete, selected groups are required to submit an "Activity Results Report" alongside a financial statement (e.g., an expense report, receipts for activity expenses and other related records).**

- Joint Financial Aid: This financial aid cannot be jointly received in the event a student in a group is currently receiving any of the following scholarships or financial aid and the purpose of the activities described in the application documents is the same.
 - “Ritsumeikan University Learning Community Off-Campus Activity Encouragement Scholarship (for regular classes)”
 - “Ritsumeikan University Financial Aid for Intercultural Exchange”
 - “Ritsumeikan University +R Alumni Association Future Human Resources Development Scholarship (support for growth and development)”
 - “Ritsumeikan University Athlete and Creator Development Scholarship”
 - “Ritsumeikan University +R Challenge Scholarship”

*Groups that applied for other scholarships/ financial aid at the time of application should decide their group’s intentions by the required date for each scholarship/ financial aid and report any scholarships/ financial aid that they were selected for. If you withdraw your application for this financial aid, the group must submit a “Withdrawal Form.”

- Others: (1) The university does not permit overseas travel for extracurricular activities purposes to countries/regions rated Level 2 or above according to the “Overseas Travel Safety Information” on the Ministry of Foreign Affairs Overseas Safety website. For details, please refer to the following. Also, due to the current spread of COVID-19, overseas travel may not be approved by the university.
OAY 2020 Extracurricular Activities Handbook (Japanese only) <http://www.ritsumeikai.ac.jp/file.jsp?id=363324>



(2) Even if you are selected for this financial aid, depending on the spread of COVID-19, **we may request that the activity be cancelled or voluntarily restrained based on Ritsumeikan University’s Business Continuity Plan (BCP).** In this case, those activities will not be eligible for the financial aid.

2. Eligibility

(1) Groups eligible to apply for this financial aid must satisfy ① - ③ below.

① Must be comprised of at least three students enrolled in regular undergraduate degree programs in Ritsumeikan University colleges

*Non-regular students, graduate students, and other university students cannot be included in the above three students.

It is possible for non-regular students, graduate students and people from outside of Ritsumeikan to be members of the group, but they will be excluded from receiving any of the financial aid.

② Groups must have a **recommendation from a permanent faculty/staff member (with no fixed term of appointment)** from the university

*Please select a faculty/staff member able to provide guidance and advice regarding daily activities as your adviser. In addition, please also ask for guidance and advice this year about activities during the COVID-19 pandemic.

*Faculty/staff members involved in the screening process, such as the Assistant Dean of Student Affairs, executive officers of the Division of Student Affairs, and staff responsible for administration of this financial aid in the Division of Student Affairs, etc., cannot act as advisers.

③ Groups must be able to prevent the spread of the COVID-19 with activities that are possible even during the current pandemic.

(2) Groups that have already received this financial aid in the past cannot apply again. **However, a group may reapply if they satisfy ① and ② as follows.**

① If a group has a different objective and activity plan from when they received this financial aid in the past.

② If the group has a more sophisticated objective and activity plan than from when they received this financial aid in the past.

*However, this year's decisions will be made after considering the impact of COVID-19 on activities.

(3) The following groups cannot apply:

① Groups that are eligible to apply for “Priority Strengthening Grants,” “Project Grants” and “Framework Grants” (e.g., groups affiliated with the Student Union, college project groups and other groups recognized by the Dean of Student Affairs) *For details, refer to each respective application guidelines.

② Regular class groups (regular seminars, voluntary seminars or groups performing research activities linked to regular classes)

*In addition to ① and ② above, groups that are receiving financial support from the university (e.g., those affiliated with university departments, institutions, or organizations, or are receiving support from these sources) may also be ineligible. These groups should consult with the Office of Student Affairs in advance.

IV. Selection Criteria & Process

Selection Criteria

- (1) Understands the purpose of this financial aid
- (2) Clearly defined objective
- (3) Clearly defined and feasible activity plan
 - *There is a requirement that the activity be feasible even during the COVID-19 pandemic. In addition, selection will be made in consideration of the content of alternative measures should the initial plan become difficult to implement due to the impact of COVID-19.
 - *As concreteness and feasibility of the activity plan will be determined based on content of the Estimate of Expenses, please ensure that you present clear justifications for your estimate. If you have documents such as estimates, please attach them to the application documents.
- (4) Concreteness and appropriateness of the budget
- (5) Activities undertaken to date (record of past activities) (only for groups that have been selected in past years)
 - *Please be aware this year's decisions will be made after considering the impact of COVID-19 on planned activities.
- (6) Differences from/ expansions of activities from previous years; strategies for addressing issues identified in the course of previous activities and feasibility thereof (only for groups that have been selected in past years)

Selection Process

Selection will be decided by document screening and interview screening (online interview).

*Only groups that have passed the document screening process will be eligible for interview screening.

V. Financial Aid Period and Expenses

Financial Aid Period

April 1, 2020 - March 31, 2021

*However, only projects for which the financial reports can be concluded by March 5, 2021 are eligible. In addition, activities during the extracurricular activity voluntary restraint period determined by the university due to COVID-19, except those approved by the university like online activities, are ineligible.

Financial Aid Expenses

- (1) Fees for services (2) Facility usage costs (3) Transportation costs (4) Accommodation costs (5) Equipment costs (6) Insurance premiums (7) Printing costs (8) Freight charges (9) Participation costs (10) Other costs recognized as necessary by the Dean of Student Affairs

*Below are expenses covered by and conditions of this financial aid. In the event there are any questions, or necessary additional purchases due to unavoidable circumstances following selection, etc., please be sure to consult with the Office of Student Affairs in advance in cases when actions carried out differ from the activity content determined at the time of selection.

*Receipts and other records relating to activity costs are required for the financial aid. Please be aware that receipts, etc. that are not issued to the group (e.g., recipient is an individual's name, name is not written, or merely *Uesama* (上様, customer), etc.) are not eligible for this financial aid.

* Even if the expense is not included among the following, if the Dean of Student Affairs deems it necessary, the expense may be eligible for this financial aid. Please save all receipts/ details of expenses incurred during activities.

Financial Aid Expenses	Contents/ Important Notes
(1) Fees for Services	Full-time faculty/staff members: 10,000 JPY Part-time faculty/staff members, people from outside the school: 30,000 JPY *Lecturers cannot be undergraduate students, graduate students or non-regular students of Ritsumeikan University, or students of other universities. Since fees for services are taxable, the university will process taxes and <u>transfer money directly to the lecturer's designated account</u> only for the payment of these fees for carrying out the financial aid. <u>Please be sure to consult with the Office of Student Affairs in advance</u>
(2) Facility Usage Costs	Charges for the use of facilities, fees for admission to public facilities for survey and research purposes, etc.

<p>(3) Transportation Costs</p>	<p>★As a general rule, public transportation will be used, and the financial aid amount will be calculated based on the most economical and reasonable routes and methods.</p> <p>*Please apply for the student discount or group discount.</p> <p>*If the distance traveled (no transfers) for one part is 100 km or more, non-reserved seat limited express fare will be subsidized.</p> <p>*In principle, the nearest station to campus applied to will be the starting point. However, if a route can be proved to be reasonable, we may subsidize it according to the amount on the receipt.</p> <p>*Transportation costs between a member's place of residence and the campus applied to are not covered.</p> <p>*In principle, students will act together as a group from the starting station described above to the project site. For groups whose members are spread out over multiple campuses; the starting point will be the station closest to the campus applied to even if there are students traveling that are not affiliated with that campus.</p> <p>*Expenses for transportation between campuses for meetings will be assessed based on the necessity and frequency of the meetings.</p> <p>① Use of motor vehicles</p> <ul style="list-style-type: none"> • In principle, the use of your own motor vehicle is prohibited. Though the use of taxis or rental cars is prohibited in principle, it may be permitted in the event it is necessary to transport equipment (excl. large equipment), or you are using a venue not easily accessible by public transport. In such cases, please consult with the Office of Student Affairs in advance. In the event that use of a rental car is permitted, the cost of the vehicle, insurance fees (insurance purchase is required), toll charges and gasoline costs will be covered by the financial aid. (Parking fees are not eligible.) Highway tolls, like public transportation, are calculated from the toll gate nearest to campus to the destination. <p>② Use of airlines</p> <ul style="list-style-type: none"> • Flight insurance special charges that are included in the fare are eligible. LCC baggage charges, seat upgrade costs, meal charges, etc., that are considered to have been additionally selected as options are not eligible. <p>③ Transportation costs overseas</p> <ul style="list-style-type: none"> • In principle, local transportation costs incurred overseas, calculations will be based on the use of public transport. However, the use of other means of transportation may be permitted in view of ensuring safety. In such cases, please consult with the Office of Student Affairs in advance.
<p>(4) Accommodation Costs</p>	<p>① Mentors/lecturers from outside the university (excl. university RU faculty/staff members): Up to 12,000 yen (incl. tax) per person per night</p> <p>② Students: Up to 7,000 yen (incl. tax) per person per night</p> <p>*Both exclude meal costs.</p> <p>*When traveling using package tours, groups are required to attach a breakdown of meal costs, accommodation costs and transportation costs.</p>
<p>(5) Equipment Costs</p>	<p><u>We recommend that groups use rental equipment for any equipment required for their activity. In principle, the purchase of equipment will not be permitted.</u></p> <p><u>*However, when purchasing equipment is necessary due to difficulty with rentals, etc., those costs may be eligible for this financial aid. Groups are required to attach Form 9 to their Estimate of Expenses at the time of application to explain “the equipment’s necessity, how it will be managed daily, and how it will be stored upon conclusion of the activity.”</u></p> <p>*The purchase of books available from the university library will not eligible for this financial aid. Before purchasing books, please check that the applicable books are not available from the university library.</p>
<p>(6) Insurance Premiums</p>	<p>Cost of insurance for those participating in the activity (incl. insurance premiums for members of the public participating in events)</p> <p>*Group members shall join the “Disaster Liability Insurance for Students Pursuing Education and Research (Gakkenbai)” through the university. Undergraduate student members who apply for it by the end of October are eligible.</p>

(7) Printing Costs	Costs incurred during the selected academic year are eligible (advertising flyers, handouts, annual activity reports, etc.).
(8) Freight Charges	Charges for the delivery of large equipment and other items *Delivery charges for postal and home delivery services are not eligible for this financial aid.
(9) Participation Costs	Costs of participating in academic conferences, seminars, etc., are eligible. *Costs of participating in receptions, parties, etc., are not covered.
(10) Other	Other expenses for activities/events recognized as necessary for implementation by the Dean of Student affairs will be eligible for this financial aid. <u>*In principle, the purchase of consumables is not covered.</u> (e.g., group business cards, pens, paper, notebooks, folders, etc.) <u>*In the event that it is necessary to purchase items other than those specified in (1) - (9) above, groups are required to attach Form 9 to their Estimate of Expenses at the time of application to explain “the equipment’s necessity, how it will be managed daily, and how it will be stored upon conclusion of the activity.”</u> Financial aid may be provided for such purchases following screening.

Expenses Not Covered by This Financial Aid

- (1) Meal costs, social expenses (e.g., gifts, cost of attending receptions, etc.)
- (2) Individual expenses of faculty/staff members (excl. fees for lecturer services)
- (3) Individual expenses of people other than RU undergraduate students (e.g., graduate students and students from other universities, etc.) (excl. fees for lecturer services)
- (4) Individual expenses of students added after the members eligible for the financial aid have been confirmed (excl. fees for lecturer services)
- (5) Gifts, participation prizes, etc., provided to or consumed by event participants and related parties
- (6) Reserved seat limited express fare on public transport, difference in cost for fares not subject to student/group discounts, boarding fares for higher classed tickets for boats and ferries
- (7) Cost of items selected as optional extras or provided separately, and those that could be considered optional extras (e.g., baggage charges on low cost carrier airlines, seat upgrade costs, meal costs, etc.)
- (8) Miscellaneous fees (e.g., shipping fees, transfer processing fees, etc.)
- (9) Costs for communication and shipping including postal and courier services
- (10) Costs of printing leaflets for the following year’s activities, member recruitment flyers for the following year, etc.
- (11) Expenses that are subsidized through financial aid or support other than this financial aid.

VI. Rights & Obligations of Selected Groups

1. Rights of Selected Groups

- (1) Use of university classrooms/equipment
- (2) Advertisement related to their activity around the university (As the scope of permitted advertisement depends on the campus, please check beforehand.)

2. Obligations of Selected Groups

Selected groups will be required to make efforts to set an example to other students and proactively present the results of their activity to the student body. In addition, they will also have the obligations below. They may also be required to submit documentation and attend interviews if considered necessary by the university.

- (1) Attend the information session for successful applicants (on October 8)
- (2) Apply for disbursement of funds / finalize members covered by the aid (by the end of October)
- (3) Attend a reporting session/ information session on budget settlement (scheduled for around December)
- (4) Submit an Activity Results Report and poster (by the tentative deadline around mid-February 2021)
- (5) Financial report (submit an expense report and receipts and return any remaining money upon request by the university) (by the deadline on March

5, 2021)

(6) Attend the Activity Results Presentation and present results upon request by the university (in mid-March 2021)

(7) Report any changes in group executive officers and student status of members covered by the aid (as required)

3. Financial Report

Please submit an expense report, receipts for activity expenses, and other records to the Office of Student Affairs to carry out the financial reporting process. In addition, if there is a remaining balance, you will need to return any remaining money to the university.

◆ Deadline for submission to the Office of Student Affairs <by 17:00 on Friday, March 5, 2021 >

4. Cancellation of Financial Aid

Financial aid may be canceled for any groups for which any of the following cases are applicable. In the event of cancellation, groups must return any financial aid monies.

(1) When a student member is suspended or withdrawn from the University due to disciplinary action

(2) When fraudulent information such as false statements on application documents are found

(3) When a selected group's obligations are not fulfilled without valid reasons