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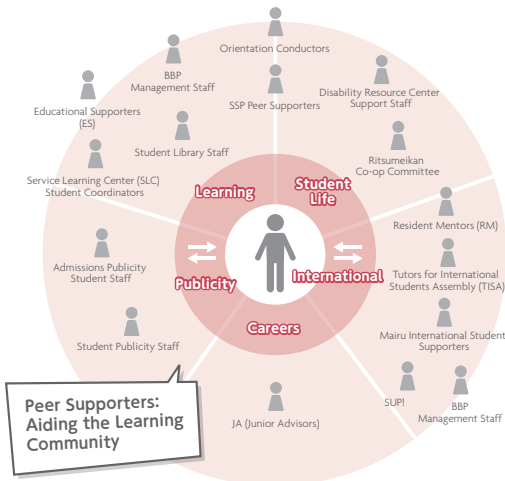


- Point** Gain easy access to senior student role models
- Point** Teach others to enhance your own personal growth
- Point** Hone your leadership and communication skills

## Students making their mark in many fields: Peer support in a learning community

At Ritsumeikan University, there are many systems of peer support in which students support and learn from one another independently. Around 40 organizations and 4,000 students are involved in peer support activities. A way for students to assist other students, peer support is an opportunity for meeting, learning and growth among students from diverse national and regional backgrounds and value outlooks.

Peer support has a long history at Ritsumeikan University, beginning with the "Orientation Conductor" activities to support new enrollees and discussed at the Plenary Council of the University as early as 1991. Today it is one of the university's distinguishing features.



### • Orientation Conductors

Provide living support for newly-enrolling students.

### • SSP Peer Supporters

Support the operation of the SSP, which supports students' independence and growth.

### • BBP Management Staff

Provide support for international exchange, language learning and study abroad, organize events and activities, and offer guidance on how to use Beyond Borders Plaza.

### • Educational Supporters (ES)

Offer back-up in class operations and learning for junior colleagues (undergraduate and graduate students).

### • Student Library Staff

Work in the library as well as offering guidance and advice on the use of library facilities.

### • Service Learning Center (SLC) Student Coordinators

Raise awareness of, promote, and disseminate information on volunteer activities.

### • Admissions Publicity Student Staff

Plan and operate open campus and other events for prospective students.

### • Student Publicity Staff

Participate in the planning and editing of Ritsumeikan publicity materials from a student perspective.

### • JA (Junior Advisors)

Support students in job-hunting based on one's own experience in securing job offers.

### • SUP!

Support language co-learning and interaction among international and domestic students.

### • Mairu International Student Supporters

Provide information on study abroad destinations and advice on class content based on one's own study abroad experience.

### • Tutors for International Students Assembly (TISA)

Provide a variety of support to help international students with their life and studies in Japan.

### • Resident Mentors (RM)

Support international students through communal life in international dormitories.

### • Ritsumeikan Co-op Committee

Plan and operate store campaigns and events enabling Co-op members to lead a better student life.

### • Disability Resource Center Support Staff

Provide in-class support for students with disabilities, and plan and implement training programs and awareness-raising events related to disability support.

\*The Peer Supporter Community shown above is an example only.

# Student Success Program (SSP)

Learning  
Programs



**Point** Support is available for each individual student to gain autonomy as a learner and achieve maximum growth through all aspects of their student life, both curricular and extra-curricular.

## Have you ever thought about things like this in your life at university?



For example...

- I want to do more in both my classes and club activities! How can I balance the two effectively?
- I don't know the best way to study at university or haven't mastered it yet.
- I want to know more about my own characteristics and tendencies!
- I want to do things more efficiently.
- I'm looking for ways to manage my schedule and tasks.



## SSP

Student Success Program

The SSP might have the answers you're looking for.

Use the assistance and resources suited to your needs, and find your own way to enjoy campus life!

Support Programs in the SSP			
Group	SSP Seminar	Seminars to develop study and living skills, offered all year round	<ul style="list-style-type: none"><li>• Time management</li><li>• How to make a to-do list</li><li>• Getting over a slump</li><li>• Preparing for final exams etc.</li></ul>
Peer assisted session	Consultation Hour with Student Supporters	SSP Peer Supporters are available for consultation on study methods and other aspects of student life	<ul style="list-style-type: none"><li>• Consultation on study methods</li><li>• Seminar follow-up</li></ul>
One-on-one	Individual Support	SSP Coordinators analyze each issue and offer support through individual consultations	<ul style="list-style-type: none"><li>• Self-check sheet</li><li>• Ongoing support</li></ul>
	Study Habits Assessment	Assessment sheet analysis of your current position. Find out more about your strengths and weaknesses and use them when planning your studies.	<ul style="list-style-type: none"><li>• Analysis of study style</li><li>• Identifying your challenges</li></ul>
Targeted	Leadership Training	Seminars on leadership, management, and other topics relevant to extracurricular activities in clubs and circles	<ul style="list-style-type: none"><li>• Accounting</li><li>• Organizational management</li><li>• Career development etc.</li></ul>

Identify your strengths and weaknesses, and develop the skills you need



If you want to know more, contact the Student Support Coordinators in the Office of Student Affairs



Consultation  
process

- 1 Ask for an appointment with SSP coordinators by telephone, email, or personally visiting the office.
- 2 A Coordinator on your campus will listen carefully to your needs.
- 3 In the discussion with the Coordinator, you will identify your strengths and weaknesses by acquiring appropriate skills and techniques.

**Student Success Program (SSP), Office of Student Affairs** Opening hours: Monday to Friday 9:30-17:00 \*Same hours as Student Office

Kinugasa: 2nd Floor, Kenshinkan

TEL. 075-465-8174

BKC: 1st Floor, Central Arc

TEL. 077-561-3951

OIC: Building A (within AS Office)

TEL. 072-665-2130

E-mail [ssp1@st.ritsumei.ac.jp](mailto:ssp1@st.ritsumei.ac.jp)

URL <http://www.ritsumei.ac.jp/ssp/english/>

Check out the SSP website!



# Extracurricular Activities

- Point** Around 70% of students participate in 400 different extracurricular and self-directed activity groups (as of December, 2019)
- Point** Improve yourself as a person through teamwork and a combination of studies and athletics
- Point** Access a range of subsidies and facilities/equipment loan schemes

## Get involved in extracurricular activities

There are around 400 different extracurricular and self-directed activity groups at Ritsumeikan University, and around 70% of students are involved in them.

Not only can these activities expand your own potential through collaboration with fellow students, but they also have the benefit of honing your skills of communication and presentation, and helping you grow as a person.

Extracurricular and self-motivated activity groups affiliated with the Student Union are categorized into Official Organizations, Clubs, and Voluntary Associations, in accordance with university-wide rules on self-organizing associations and the rules of the headquarters for academic, cultural, and athletic student associations. Apart from these groups, there are also Circles (Registered Student Groups).

There are many different types of groups apart from those affiliated with the Student Government Board, too. These include undergraduate project groups, undergraduate self-motivated seminars, and groups awarded Financial Aid for Development of a Learning Community and the like.

## Types of extra-curricular and self-directed activities

### Clubs/Circles

(outline)

#### Student Government Board

This is a student organization to which all Ritsumeikan University students belong, based on the principle of self-government by all members of the Ritsumeikan community. Around 400 different extracurricular and self-directed activity groups are affiliated with the Student Government Board.

#### Self-Governing Bodies/ Central Organs

Central Standing Committee, Central Secretariat, College Student Councils, Academic Headquarters, Arts & Culture Headquarters, Athletic Association Headquarters, etc.

#### Project Organs

Groups that support and operate university-wide events and activities. Cheer Team, Ritsumeikan Broadcasting Club (RBC), Newspaper.

#### Academic Associations

##### Official Organizations

##### Clubs

##### Voluntary Associations

#### Arts & Culture Associations

##### Official Organizations

##### Clubs

##### Voluntary Associations

#### Athletic Associations

##### Official Organizations

##### Clubs

**Around 200 groups**

#### Registered Student Groups

Engaged in activities across a broad range of fields including sports and arts/culture. Registrations are accepted twice a year. Screenings are also conducted for advancement to Voluntary Association status.

**Around 200 groups**

#### College Project Groups

Groups engaged in organized, ongoing project activities that utilize learning within their respective Colleges.

#### Self-Motivated Seminars

Groups engaged in self-motivated group study activities to deepen learning within their respective Colleges. Support is provided for printing costs and classroom hire. Applications are accepted at the College administrative office.

#### Groups Awarded Subsidies

Groups selected to receive subsidies that support self-directed student activities, such as the Ritsumeikan University Learning Community Group Support Grant.

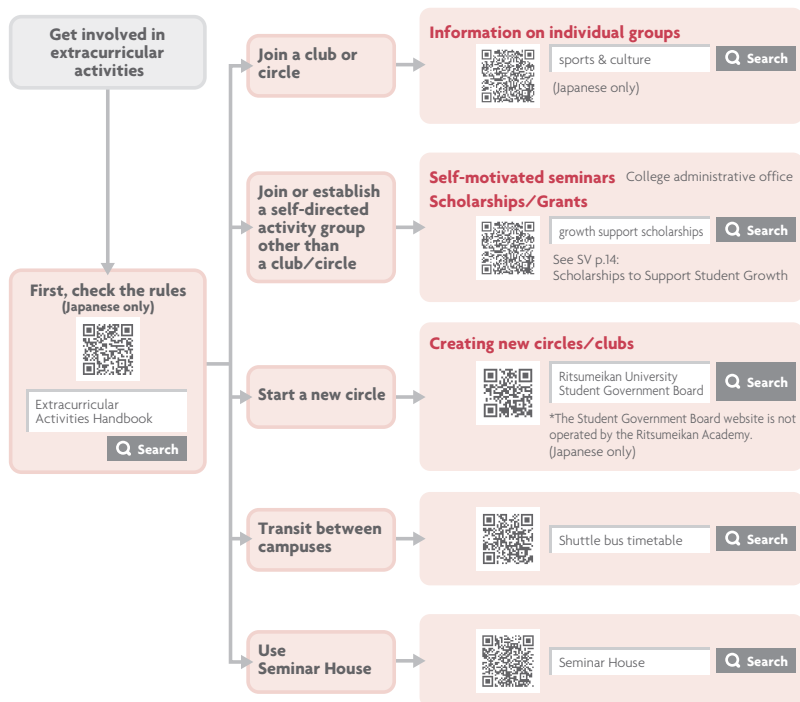
#### Peer Supporters (see p.2 (SV))

Student groups engaged in peer support activities organized by departments of the university.

## Guide to Extracurricular Activities

Extracurricular and self-motivated activities are conducted autonomously based on students' own initiative, but the university provides various types of assistance to promote greater dynamism in these activities and help ensure that they are operated safely and democratically with the support and confidence of all members of the Ritsumeikan community.

When engaging in activities, please be sure: (1) to comply with the rules that have been agreed on university-wide; (2) to practice mutual understanding and respect across organizations and among the membership of each organization, and resolve differences of opinion according to democratic rules within the organization; (3) to cultivate understanding and support for your organizations among university students, faculty and staff, as well as parents, alumni, and local residents; (4) not to tolerate violence under any circumstances.



### Office of Student Affairs

Kinugasa: 2nd Floor, Kenshinkan  
TEL. 075-465-8167

BKC: 1st Floor, Central Arc  
TEL. 077-561-3917

OIC: Building A (within AS Office)  
TEL. 072-665-2130

# Using the Library



- Point** The library has around 3.28 million books and around 60,000 journals
- Point** Use the library website to order materials from other campuses and reserve those on loan
- Point** Each branch of the library has IT facilities and Wi-Fi access

## Make the most of the library on your campus

Details on how to use the library can be found in the LIBRARY GUIDE and library website. The library also holds workshops and guidance sessions where you can improve your library skills such as searching for materials. Reference services are available if you can't find what you're looking for.

	Main Areas Covered		
	Humanities	Social Sciences	Natural Sciences
Hirai Kaichiro Memorial Library*1	○	○	
Media Center			○
Media Library		○	
OIC Library		○	

The following facilities have research materials and are mainly designed for faculty members and graduate students.

	Main Areas Covered			
	Humanities	Social Sciences	Natural Sciences	Other
Shugakukan Research Library*2		○		Foreign languages, micro materials
Arts & Humanities Library*2	○			Traditional Japanese bound books, Chinese classics
Suzaku Research Library*2		○		

\*1: Houses the Saionji, Hakyuoso, Suekawa, Shirakawa and Kato Shuichi Collections.

\*2: These collections can also be used by undergraduate students in accordance with specific rules.



One-point advice

The libraries at Kinugasa, BKC, and OIC have Peer Learning Rooms (commonly known as "Piara"), a new type of library space where you can study while engaging in discussion with other students.

## Ritsumeikan University Library

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



## Check these out too!

### Kyoto Museum for World Peace, Ritsumeikan University

\*Entry is free for Ritsumeikan University students (when you show your student ID). Make full use of this museum!

**URL** <http://www.ritsumei.ac.jp/mng/er/wp-museum/english/index.html>



### Museum/Art Gallery Campus Members

**URL** <https://www.ritsumei-fubo.com/activities/members/>



### Kyoto City Culture Partners Program

**URL** <https://www.ritsumei-fubo.com/activities/members/>



# What Will You Learn at University?

## Ritsumeikan University's Liberal Arts Education



Develop "the intellectual capacity to live in freedom." Engage with others, forge a pathway to the future.  
What subjects you take is up to you. Let your own interests and preferences guide your choices.

Learn about the knowledge systems and advanced insights that humans have created

Group A

**Liberal Arts Foundation Subjects**

Learn how to communicate across cultures using English and other foreign languages

Group B

**International Liberal Arts Subjects**

Engage with local people and businesses as you learn both within and beyond the university

Group C

**Self-development subjects in wider society**

Career Education Subjects

Service Learning Subjects

Group D

**Sports and Health Subjects**

Take classes and practical sessions to learn more about different sports and health care

**Ritsumeikan Subjects**

RITSUMEIKAN

Gain an understanding of what it means to study at Ritsumeikan University, learn how to build the foundations for growth as a citizen

Group E

**Interdisciplinary Integrated Subjects**

Students take the initiative in learning across different colleges and year levels in seminars and practical formats



First of all

- ① Check the Liberal Arts subject listings in the Academic Handbook (some subjects are for first-year students only).
- ② Access manaba+R and read through the syllabus for the subject titles that interest you (you can search by keywords too)
- ③ Once you decide which subjects to take, check the class schedule for the course registration process, then go ahead and register.

Check these websites!

Liberal Arts Education Center

URL <http://www.ritsumei.ac.jp/liberalarts/>



Career Education Center

URL <http://www.ritsumei.ac.jp/cec/>



Service Learning Center

URL <http://www.ritsumei.ac.jp/slc/>



# Looking for a chance to engage with other cultures and languages

Learning Programs



## Want to do more foreign language study? Interact with international students? Study abroad?

Beyond Borders Plaza (BBP) is a global commons centered on international exchange and language learning, where students learn with and from one another across all kinds of borders, including nationality, culture, and language. BBP is both a place for day-to-day interaction and a venue for a range of activities tailored to the goals and needs of different students, whether they wish to do more foreign language study, prepare for study abroad, or organize their own events for international exchange and language learning.

For more information on BBP, see the BBP website:

URL <http://www.ritsumeai.ac.jp/bbp/>



### What can you do at BBP ?

#### Reading Space

Freely access texts for foreign language learning (Japanese and other languages), books and other materials on study abroad, reference sources for language proficiency tests, and even books on travel and culture.

#### Japanese Language Advice

A Japanese language teacher will be available to answer your questions about your Japanese study and Japanese grammar.

#### Study Abroad Programs

BBP hosts study abroad information sessions and events. It also offers individual consultations, so feel free to ask for advice.



#### Foreign Language Communication Room

This is a place where you can encounter and learn foreign languages through everyday conversation with foreign language teachers, discussion games, and other activities. You are free to join in whenever you have time between classes.

#### SUP! Language Exchange Program

Register the languages "you want to learn" and "you can teach," and be matched with another student for one-to-one learning and teaching.

\*There are registration periods in both spring and fall semesters.

#### Workshops and Events

BBP holds a range of events and thematic workshops throughout the year. If you find a topic that interests you, come along! You can also plan and implement your own events.

#### ◆BBP Mileage

This is a points system runs on the LINE smartphone app, in which you earn points by participating in eligible BBP programs. Use it to look back through your own history of using BBP.

Make use of BBP's wide range of learning resources and get into the habit of ongoing self-study!

\*Rewards are offered based on the number of points earned.

#### ◆BBP Management Staff

The Management Staff stationed at BBP are there to help you. They can show you how to use BBP, tell you about events, and provide all kinds of support for you in using BBP.

\*BBP Management Staff are recruited in two rounds each year. We look forward to applications from students interested in contributing to BBP's operation. See the BBP website for details.

BBP

[K1C] Beyond Borders Plaza (1F,2F)  
[BK1C] Central Arc 2F  
[O1C] Bld. A (1F: BBP in AN Office, iCommons 4F: SALL)

Open [K1C] 10:40~17:50  
[BK1C] 7:00~22:00  
[O1C] 9:00~17:00

### If you're considering study abroad

Moreover, you should try to develop a clear sense of purpose in regard to study abroad, and make a solid plan for how to pursue your study abroad goals over the next four years from a variety of angles, including your undergraduate studies, extracurricular activities, gaining formal qualifications, career planning, and graduate job-hunting.

Study Abroad Website URL <http://www.ritsumeai.ac.jp/studyabroad/eng/>







# Career Planning

## About Career Center in Ritsumeikan University

Career Center provides career support services especially for international students seeking for employment in Japan. Our main aim is to help students achieve their individual career goals. We offer a variety of career planning events and placement support services for students.

International students are always welcome to attend the info sessions and use the services by Career Center. We strongly encourage you to take advantage of the opportunities available to plan your future and find employment.

### Career Center

Kinugasa Career Center: 1st floor of Kenshinkan

BKC Career Center: 2nd floor of Prism House

OIC Career Center: 1st floor of Building A (AS office)

## Services Available at Career Center

Some of career support services for international students are available in English. The current situation, however, is that most Japanese companies expect international students to have Japanese proficiency during job-hunting as well as upon entering a company. Career Center recommends students start to work on your Japanese language skills hard as much as you can.

### Individual Career Counseling (Language: Japanese and English)

Each campus (Kinugasa, BKC and OIC) has staff members who can support students in English.

### Orientation for New Students (Language: Japanese and English)

Career Center provides information, tips and hints on job-hunting in Japan to new students.

### General Career Guidance (Language: Japanese and English)

During the guidance, Career Center gives the latest information on job-hunting in Japan, on companies proactively hiring international students, and on what things corporate recruiters expect from international students.

### Internship Program (Language: Japanese)

Ritsumeikan Internship Office provides information on internship programs. Refer to the following website for more information. Please note that most internship programs require Japanese language skill, though.

URL <http://www.ritsumei.ac.jp/internship/>



### Career Center Website (Language: Japanese/partly available in English)

More information on job-hunting support services and events are available in the following websites :

URL <http://www.ritsumei.ac.jp/career/>



URL <http://www.ritsumei.ac.jp/career/global/>





### I want to know about graduate studies:

As society diversifies and international competition is intensifying, corporations increasingly demand professional personnel, and the need for going to graduate school for the purpose of cultivating advanced professional abilities is rising. Ritsumeikan University has graduate schools that respond to various academic and research needs, such as professional graduate schools and inter-faculty graduate schools, as well as graduate schools based on the undergraduate colleges at Ritsumeikan University.

### ■ Graduate School Week: Many informative events related to graduate studies are held

During Graduate School Week, including class observations, graduate student job hunting seminars, and talking with and getting advice from teachers and current graduate students. (For the academic year 2019, "Graduate School Week" was held from Monday, Nov. 11 until Sunday, Nov. 24 at each campus.)

### ■ Ritsumeikan University Graduate Schools Admission Guidance Fair

A fair will be jointly held by graduate schools in Ritsumeikan University several times during the periods between May to June, and October to December. Admission guidance, such as providing overviews of the features of each graduate school and providing individual consultation will be held.

### Contact us for more information about graduate studies:

Ritsumeikan University Office of Graduate Studies (Kinugasa Campus)  
Shitokukan 4th floor **TEL 075-465-8195**

First and Second year  
students are also  
welcome!

Ritsumeikan University Graduate School Entrance Examination Information Website

Q Search



URL <http://www.ritsumei.ac.jp/gr/en/>

# When you need assistance . . . Go to Office of Student Affairs

## What to do when you're in trouble

- I've been in a traffic accident.  
→ First dial 110, and 119 if anyone is injured. For consultations regarding traffic accidents, refer to the consultation points 1, 2 and 3 below.
- I'm a victim of billing fraud or have been forced to agree to a high-priced purchase.  
→ Don't comply with the request for payment immediately. Seek advice at consultation points 1 and 4 below.
- I'm a victim of sexual assault, stalking, nuisance phone calls, or online trouble.  
→ Don't try to deal with it on your own. Seek advice at consultation points 1, 2 and 4 below.
- I think I've been harassed.  
→ Don't try to deal with it on your own. Talk to a harassment advisor.

Ritsumeikan University Harassment Prevention Committee website

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



### ① Advice from the Office of Student Affairs

Kinugasa Office of Student Affairs **TEL. 075-465-8167**  
BKC Office of Student Affairs **TEL. 077-561-3917**  
OIC Office of Student Affairs **TEL. 072-665-2130**

### ② Advice from the police

Kyoto City Police  
Headquarters General Police  
Consultation Office **TEL. 075-414-0110**  
  
Shiga Prefecture Police  
Headquarters General  
Consultations **TEL. 077-525-0110**  
  
Kusatsu Police Department **TEL. 077-563-0110**  
  
Osaka Prefectural Police  
Headquarters Resident  
Reception Center **TEL. 06-6941-0030**  
  
Ibaraki Police Department **TEL. 072-622-1234**

### ③ Traffic accidents

Kyoto City Consumer  
Living Center  
(Traffic Accident Advice) **TEL. 075-256-2140**  
  
Kyoto Prefecture  
Traffic Accident  
Consultation Center **TEL. 075-414-4274**  
  
Shiga Prefecture  
Traffic Accident  
Consultation Center (Otsu) **TEL. 077-528-3425**  
  
Ibaraki City  
Residents Advisory Office **TEL. 072-620-1603**

### ④ Scams, billing frauds, etc.

Kyoto City Consumer  
Living Center  
(Consumer Affairs Advice) **TEL. 075-256-0800**  
  
Kyoto City Consumer  
Living Safety Center **TEL. 075-671-0004**  
  
Kyoto Bar Association **TEL. 075-231-2378**  
  
Kyoto Prefectural Police  
Scamming Emergency Line **TEL. 075-451-9449**  
  
Kyoto Stalking Advisory  
Support Center **TEL. 075-415-1124**  
  
Shiga Prefecture  
Consumer Living Center **TEL. 0749-23-0999**  
  
Kusatsu City Consumer  
Living Advisory Counter **TEL. 077-561-2353**  
  
Otsu City Consumer  
Living Center **TEL. 077-528-2662**  
  
Japan Legal Support Center **TEL. 0570-078374**  
  
Shiga Bar Association **TEL. 077-522-2013**  
  
Ibaraki City Consumer  
Living Center **TEL. 072-624-1999**  
  
Osaka Prefecture  
Consumer Living Center **TEL. 06-6616-0888**  
  
Osaka Bar Association **TEL. 06-6364-1248**



### Leading a safe and enjoyable campus life

University students are also members of the local community. You are expected to observe laws, regulations, and the rules and manners of the university and wider society, and behave responsibly with awareness and pride in your status as a university student. The TIPS ON CAMPUS LIFE FOR STUDENTS booklet, distributed to all newly-enrolling students, contains important information on the types of trouble that university students can easily get involved in, the prevention of substance abuse, no-smoking policies on campus, the university's disciplinary regulations, and things to look out for online. Please be sure to read it carefully.



**URL** <http://www.ritsumeai.ac.jp/infostudents/campus-diary/>

### Injuries in curricular and extracurricular activities

- The university holds Personal Accident Insurance for Students Pursuing Education and Research for all its regular students. This insurance offers benefits in the unlikely event that you suffer injury in an accident occurring in the course of your curricular (class) or extracurricular activities. (The university pays the insurance premiums.) For further advice and claim procedures, inquire at the Office of Student Affairs.

Events covered by the insurance:

During curricular classes and university events	One or more days of actual treatment
Injuries sustained in university facilities other than during extracurricular activities	4 or more days of actual treatment
During extracurricular activities (by university-recognized groups)	14 or more days of actual treatment

\*Incidents during travel, such as commuting to/from campus, are excluded.

\*In the event of hospitalization, coverage is provided from the first day

The above insurance does not cover personal injury and damage to property, so we recommend students take out their own insurance to protect against such eventualities.

### Temporary loans in emergencies (lost or stolen wallet)

- In the event that your wallet has been lost or stolen and you are unable to get home, the Office of Student Affairs may be able to loan you cash temporarily. Come to the Office to discuss your situation, bringing your student ID card and personal seal.

- Loan amount: Up to 20,000 yen \*Loans of 10,000 yen and over also require payment of 200 yen in revenue stamps
- Repayment due: Within three months

Note 1: The basic rule is to seek help from your guarantor first. This loan system is only for cases where help cannot be obtained in time.

Note 2: This system is not designed to support the costs of everyday living.

### Scholarship consultations / inability to pay tuition due to change in household conditions / searching for the right scholarship

Ritsumeikan University has many scholarship programs to help students live a secure campus life and pursue their individual goals within and outside the classroom. Please familiarize yourself with these programs and utilize them effectively.

#### Office of Student Affairs

	Kinugasa: 2nd Floor, Kenshinkan	BKC: 1st Floor, Central Arc	OIC: 1st Floor, Building A (in AS Office)
Financial Support Scholarships	<b>TEL. 075-465-8168</b>	<b>TEL. 077-561-2854</b>	<b>TEL. 072-665-2135</b>
Growth Support Scholarships	<b>TEL. 075-465-8167</b>	<b>TEL. 077-561-3920</b>	<b>TEL. 072-665-2130</b>



Where can  
I find help?

Continued from the previous page ➡

## Scholarships and grants for undergraduate students

- Financial support scholarships (including those for graduate students)
- Scholarships and grants to support growth in extracurricular activities (including those for graduate students)
- Scholarships to support students' curricular learning and growth
- Scholarships for those undertaking difficult examinations
- Scholarships for study abroad

For information on JASSO loans and household emergency scholarships for graduate students:

**URL** <http://www.ritsumei.ac.jp/scholarship/>



## Scholarships and grants for international students

**URL** <http://en.ritsumei.ac.jp/current-students/financial-aid/>



## Scholarships and research grants for graduate students

**URL** [http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/)



For advice about tuition and fee payments, please contact the Office of Finance and Accounting.  
**Office of Finance and Accounting**

**TEL. 075-813-8164**

\*Find answers to frequently asked questions about tuition and fees on the web page below.

**URL** <http://www.ritsumei.ac.jp/file.jsp?id=378716>



When this happens ...

## Go to your MANABI Station or College Administrative Office

Where can  
I find help?



Please check your College or Graduate School web page for course handbooks and access to manaba+R. Student service counters are located in the College Administrative Offices on Kinugasa Campus and BKC, and in the MANABI Station in OIC.

### Study Support Site

**URL** <http://www.ritsumeai.ac.jp/pathways-future/eng/>

### If your address has changed

<b>You have moved and your own address has changed</b>	Log in to the CAMPUS WEB via manaba+R to change your address.
<b>The address, telephone number of other details of your guarantor or fee invoice address have changed</b>	Complete the procedure at the MANABI Station on your campus.

### If your student ID card is lost or stolen

Your student ID card is an important tool for identifying yourself. Please take all precautions not to lose it. In the event that your card is lost or stolen, report it to the nearest police station, and also go to the MANABI station on your campus and apply for a re-issued card (you will need to pay a fee). It will take several days to re-issue your card, so please apply with plenty of time to spare.

### If you want to get a commuter pass, student travel discount, certificate of enrollment, academic transcript, or certificate stamp

- You will need to show your student ID card when purchasing a commuter pass.
- Student travel discount vouchers, certificates, and certificate stamps can be obtained from the automated certificate issuance machines. You will need your student ID card and the applicable certificate issuance fees.
- You can access more details using this QR code.



## When this happens . . . For International Students

The International Center provides consultation to international students on matters related to living and studying in Japan. Please consult with the International Center on your campus if you have any problems. The Center is staffed by International Student Support Coordinators who can provide a wide variety of advice for international students. "International Student Support Coordinator" is available at International Center for consultation and advice.

The International Center also updates the "International Student Handbook" each year and distributes it to new incoming international students. The handbook includes detailed information on the topics listed below and other important information about life in Japan, so students in their second year and above should check the website each April using the QR code below to see the updated version.

International Student Handbook

**URL** <http://en.ritsumeikai.ac.jp/current-students/dailylife/>



### "Student" Status of Residence

The "Student" status of residence grants you permission to reside in Japan on the basis of your objective to study at a Japanese university. If you graduate, complete your program, take a leave of absence, withdraw, or are expelled from Ritsumeikan University, you must leave the country promptly, even if you have time left in your period of stay. Ritsumeikan reports to the Immigration Services Agency when students begin studying at the university (through enrollment, transfers, etc.) as well as when they are no longer studying at the university (through graduation, completion of program, withdrawal, or expulsion).

### Extending your Period of Stay

Be sure to complete the procedures to extend your period of stay before the expiration date. It is possible to apply for an extension of your period of stay starting from 3 months before the expiration date. You are responsible for preparing the necessary documents and submitting them to the Immigration Services Agency yourself. However, the documents you must submit include documents created by the International Center, so please come to the International Center on your campus first. After extending your period of stay, submit a copy of the front and back of your new residence card to the International Center at your campus as soon as possible. Please note that extensions of period of stay are not approved unconditionally, and you may be refused an extension of your period of stay if the amount of credits you have obtained at the university is insufficient.

### Changing Your Status of Residence

If you change to a different status of residence, be sure to submit a copy of the front and back of your new residence card to the International Center on your campus as soon as possible. Please note that if you change your status of residence from "Student" to a different status of residence, you may no longer be eligible for some benefits for international students (tuition reduction, scholarships, etc.).

### Special Re-entry Permits and Re-entry Permits

If you intend to temporarily leave Japan (for less than one year) during your period of stay in Japan, please use the Special Re-entry Permit system, so that you will not need to obtain a new status of residence when re-entering Japan.





## Applying for a Work Permit

You must obtain "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted" (a work permit) in order to work part-time or participate in a paid internship. Please note that even if you obtain a permit, there are many rules and restrictions on the hours and type of jobs that you can work. If you violate these rules, you may be subject to punishment such as deportation.

In order to apply for "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted", please bring your application, residence card and passport to your local office of the Immigration Services Agency. You may not engage in any work activity until you have received the official work permit seal.

[Important Notes]

- \* You may work up to 28 hours per week (up to 8 hours per day during the summer, winter, and spring vacations).
- \* It is forbidden by law to work at establishments related to the adult entertainment industry. Even washing dishes or cleaning at such establishments is not allowed.
- \* If you extend your period of stay, you must reapply for a new work permit (the valid period of your work period is the same as your extended period of stay).
- \* A work permit is not necessary for official TA (Teaching Assistant), ES (Educational Supporter), and RA (Research Assistant) positions at Ritsumeikan University.

## Scholarships and Tuition Reduction

There are many scholarships for international students provided by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) or private organizations. The Tuition Reduction Scheme for Self-Financed International Students is also available as a type of financial support that is decided before enrollment. Current students should complete the procedures to apply for scholarships and tuition reduction through the International Center during the designated application periods. For more information about scholarships for international students, please see the link at the QR code below.

Currently Available Scholarships

**URL** <http://en.ritsumei.ac.jp/current-students/financial-aid/>



### Ritsumeikan University International Center (Kinugasa/BKC/OIC)

Email address for inquiries: **ru-inter@st.ritsumei.ac.jp**

\*When emailing the International Center, be sure to include your name and student ID number.

Kinugasa International Center:

**TEL. 075-465-8230**

BKC International Center:

**TEL. 077-561-3946**

OIC International Center:

**TEL. 072-665-2070**

# Student Support Services: -Talking to someone is a big step toward a solution-

It is not uncommon to face various types of problems in your college life. Such problems might include: experiencing difficulty participating in classes, finding it hard to keep a balance between study and extracurricular activities or having difficulty with interpersonal relationships. There are many places on campus where you can get help and receive consultation. If you are not sure where to go, you can visit the Office of Student Affairs on your campus to meet a student support coordinator who will listen to your concerns very carefully and guide you to the appropriate support resources.

**URL** <http://www.ritsumeai.ac.jp/drc/sougou/en/detail/>



I am troubled by something...but I don't know who I should talk to.



You can come to the Office of Student Affairs to talk to me, a student support coordinator. I will listen to your concerns and guide you to the appropriate support on or off campus.



## Medical Service Center

Where can I find help?



We provide consultation and medical services to students.

You are always welcome:

- When you have any health problems
- When you need first aid treatment
- When you want to consult about your physical or mental problems
- When you want to quit smoking
- When you want information about proper hospitals near the campus

No smoking on campus except in the designated smoking area. Smoking on streets around the campus is also banned by ordinance. Feel free to ask for help if you wish to quit smoking.

**Medical Service Center (See pages 164-165 for opening hours)**

Kinugasa: 1st Floor, Shigakukan

BKC: 1st Floor, West Wing

OIC: 1st Floor South (Building D side), Building A

**TEL.075-465-8232**

**TEL.077-561-2635**

**TEL.072-665-2110**

**URL** <http://en.ritsumeai.ac.jp/health/>



# Student Support Room

Where can  
I find help?



## When you face with issues concerning student life, relationships, future plans, or others.

- Access counselling to tackle your problems and concerns, so you can lead the kind of student life you want.
- Matters discussed in counselling sessions are kept strictly confidential.
- Get information about books offering hints for positive change, and participate in a variety of activities including conversation training and yoga classes.

### Student Support Room (inside the Office of Student Affairs)

Kinugasa: 2nd Floor,  
Kenshinkan

BKC: 1st Floor,  
Central Arc

OIC: 1st Floor, Building A  
(AS Office)

**TEL. 075-465-8174**

**TEL. 077-561-3952**

**TEL. 072-665-2130**

**URL** <http://www.ritsumeai.ac.jp/ssr/english.html/>



# The Disability Resource Center

Where can  
I find help?



## Support for students with disabilities

Students are offered support in accordance with the Ritsumeikan University Policy on Support for Students with Disabilities, with the aim of “creating an inclusive university that supports students with disabilities.”

### ■ Eligibility for support

Support is offered to students experiencing significant limitations in their academic pursuits due to physical disabilities such as impairments to vision, hearing or mobility, developmental disabilities, and intellectual disabilities, who request support and are considered in need. Eligibility is also available to students with temporary disabilities due to illness, injury and the like.

### ■ Scope of support

- ① Essential support for academic accommodation within the university.
  - ② Additional student requested support based on need and individual consultation.
- You can receive consultation without an official diagnosis.
  - Suzaku Campus graduate students should contact the Office of Student Affairs at Kinugasa Campus.
  - The Disability Resource Center holds various events and recruits student staff on an ongoing basis to support students with disabilities. If you would like to get involved, please contact the Disability Resource Center.

### Disability Resource Center

- Consultation for students with physical disabilities: 1st Floor, Kenshinkan, Kinugasa Campus **TEL.075-465-8343**
- Consultation for students with mental and developmental disabilities (or the possibility thereof)

Kinugasa: 1st Floor, Kenshinkan

BKC: 1st Floor, Central Arc

OIC: 1st Floor, Building A (AS Office)

**TEL.075-465-8174**

**TEL.077-561-3951**

**TEL.072-665-2130**

**Mail sns-k@st.ritsumeai.ac.jp**

**Mail sns-b@st.ritsumeai.ac.jp**

**Mail sns-oic@st.ritsumeai.ac.jp**

**URL** <http://www.ritsumeai.ac.jp/drc/en/>



# Classes when Typhoon, Snow and other Weather Warnings have been Issued, Officially-Approved Absence, and Mandatory Non-Attendance

## Finding out about your classes when a typhoon is approaching or public transport might be suspended due to heavy snow, etc.

In the event that an emergency warning is issued in relation to weather conditions, or transportation is not available due to a natural disaster or the like, class cancellations and special arrangements will be announced on manaba+R and the university website.

The information on this page is an extract from university regulations. For detailed information, please check the “Ritsumeikan University Regulations on Curricular Classes” in your course handbook or on the website.

Classes will be cancelled if:

**A storm warning or special emergency warning is issued for the region A for your campus**

Or

**Public transport service B is not running (service suspended) due to weather conditions, etc.**

Note that applicable regions differ for each campus.

**BUT**

In the event that the storm warning or special emergency warning is revoked or public transport services resumed by the times shown below, classes shall be held from the periods shown.

### ★ Periods for re-start of classes following revocation of warning/resumption of public transport services

If revoked/resumed by . . .	Classes re-start from . . .
6:30 a.m.	1st period [1st period]
10:00 a.m.	3rd period [5th period]
12:00 noon	4th period [7th period]
3:00 p.m.	6th period [11th period]

Periods in [square brackets] are for the Colleges and Graduate Schools of Science and Engineering, Information Science and Engineering, Life Sciences, and Pharmaceutical Sciences/Pharmacy.

- In the event that the storm warning or special emergency warning is **still in place** or public transport services are **still not running (suspended)** as of **3:00 p.m.**, classes shall be **cancelled for all periods** on that day.
- Classes that run over two or more consecutive periods shall not be re-started midway through.
- In the event that classes are already running when the warning is issued/services suspended, they shall be cancelled from the nearest period.



## Kinugasa/Suzaku

**A** When a storm warning or emergency warning relating to weather conditions, etc. is issued for **Kyoto City or the Kyoto/Kameoka Area**

**B** When service is suspended on **all Kyoto City Bus routes or when service is suspended on three or more of the following rail lines running within Kyoto City: JR West (between Osaka and Kusatsu), Hankyu (between Umeda and Kawaramachi), Keihan, Kintetsu**

- If services are still suspended on **two or more of the four rail lines** above as of 3:00 p.m., classes shall be cancelled for all periods on that day.
- In the event that services are operating or resumed on **two or more of the four rail lines** above, and Kyoto City Bus services are also operating or resumed, classes shall be re-started from the period shown in ★ on the page to the left.

## BKC

**A** When a storm warning or emergency warning relating to weather conditions, etc. is issued for **Kusatsu City or the Southern Ohmi Area**

**B** When service is suspended on **JR West (Kyoto to Maibara) rail lines**

- In the event that services are resumed on JR West (Kyoto to Maibara) rail lines, classes shall be re-started from the period shown in ★ on the page to the left.

## OIC

**A** When a storm warning or emergency warning relating to weather conditions, etc. is issued for **Ibaraki City or the Northern Osaka Area**

**B** When service is suspended on the **rail lines of both JR West (between Osaka and Kusatsu) and Hankyu (between Umeda and Kawaramachi)**

- If service is resumed on the rail lines of **either (not both of)** JR West (between Osaka and Kusatsu) or Hankyu (between Umeda and Kawaramachi), classes shall be re-started from the period shown in ★ above.
- Sometimes special arrangements are made even when warnings and transport suspensions are not in place. Make a habit of checking the university website or manaba+R!

### Missing classes in cases of officially approved absence or mandatory non-attendance

■ Officially approved absence applies in the following cases:

- ① Participation in practical training for certification courses offered as part of the formal curriculum: teacher practicum, care work experience, on-site social welfare assistance training, Japanese language teacher practicum, museum practicum
- ② Duties as a lay judge
- ③ Other cases equivalent to the above that warrant special treatment

You will need to follow certain procedures to gain officially approved absence. ➡ Check the Academic Handbook

■ Special consideration is also available if you miss classes due to 1) bereavement or 2) natural disaster.

➡ Check manaba+R / the Academic Handbook

■ Mandatory non-attendance will apply in the event that you contract influenza or another “school infectious disease”. You will need to follow certain procedures.

➡ Check the Academic Handbook.

**What to do if you contract an infectious disease** URL <http://en.ritsumeai.ac.jp/lifecareer/treatment/>

■ In the event that you cannot take a final exam due to a clash with an employment exam, teacher practicum or the like, you can apply for a make-up exam.

➡ Check the Academic Handbook

When this happens . . .

## Go to the Office of Campus Management and Security

Where can  
I find help?



### Lost and found

- If you found something on campus, please hand it in at the office counters shown below
- Items that have been handed in on campus are held at the office counters shown below. Cash and other valuables are held for a period of one week, USB memory devices for one month, and other items for three months.
- If the owner of cash and other valuables is known, MANABI station will contact the owner directly via manaba+R. When picking up lost items you will need to present your student ID card for identification.

### Borrowing an umbrella in wet weather

A limited number of umbrellas are available for loan at the office counters shown below. Please bring your student ID card and be sure to return the umbrella within one week.

### Travelling to campus by bicycle

Please check the Manual on Commuting to Campus for your campus as conditions vary from campus to campus. You cannot travel to campus by bicycle unless you have received official permission following completion of required procedures and an orientation program. Travelling to campus by car is prohibited.

URL <http://www.ritsumeai.ac.jp/infostudents/bike/>



#### Kinugasa Office of Campus Management and Security

Kinugasa: 1st Floor, Shitokukan

TEL. 075-465-8144

#### BKC Office of Campus Management and Security

BKC: 1st Floor, Core Station

TEL. 077-561-2621

#### OIC Office of Campus Management and Security

OIC: 1st Floor North, Building A

TEL. 072-665-2020

When this happens . . .

## Go to IT Support Website(RAINBOW) / RAINBOW Service Desk

Where can  
I find help?



### I would like to know about the use of IT services in the university

Check the IT Support Website (RAINBOW) for information on using the follows IT services of the university.

- Wireless LAN(Wi-Fi)
- E-mail
- Computers and Printers

It also includes a manual. In addition, RAINBOW Service Desk accepts application procedures and consultation for use of IT services on university.

#### RAINBOW Service Desk

KIC : Yushinkan Hall 1F

BKC : Across Wing 2F

OIC : Building C 2F (at ICT-Lab.)

Course period: School day 10:00-17:00

\*First month of each semester: 9:00-17:00

Closing period: Weekdays 13:00-17:00

Check the location of  
the Printing Station  
on this website

#### IT Support Website (RAINBOW)

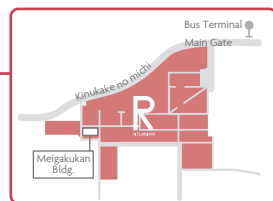
URL <http://www.ritsumeai.ac.jp/rainbow/>





# Access Map

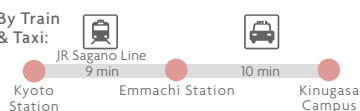
## Kinugasa Campus



### By Taxi:



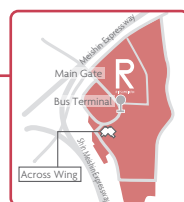
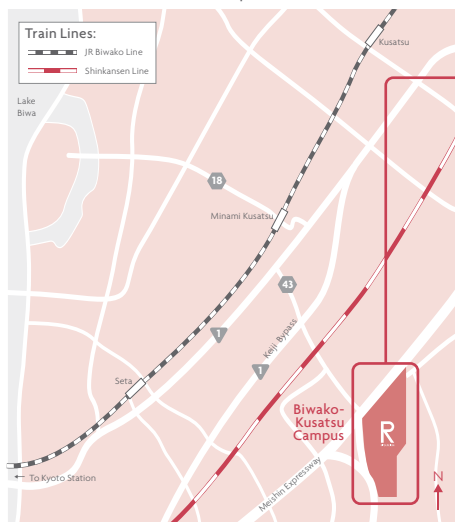
### By Train & Taxi:



### By Bus(#50):



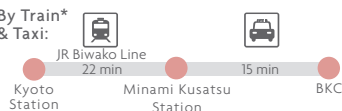
## Biwako-Kusatsu Campus



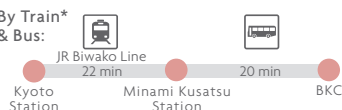
### By Taxi:



### By Train\* & Taxi:



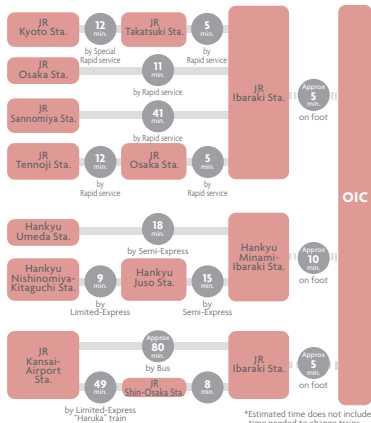
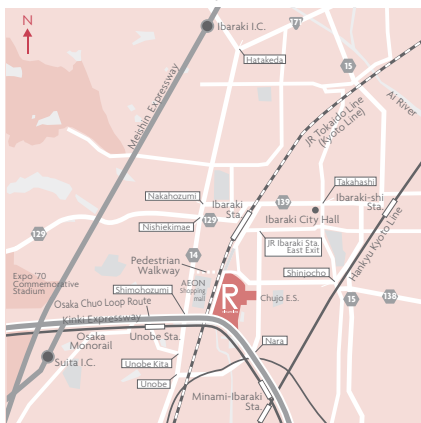
### By Train\* & Bus:



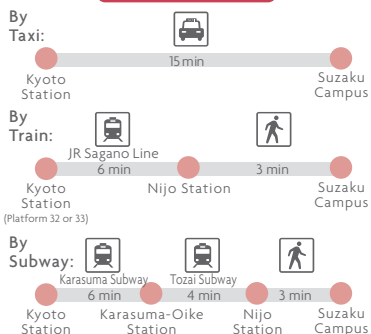
\*Trains leave from platform 2. However, as a limited number of trains take a different train line (Kosei line), please be careful that your train does NOT go to Otsu/Kyoto station. Your train should proceed: Kyoto - Yamashina - Otsu - Minami Kusatsu.



## ■ Osaka Ibaraki Campus



## ■ Suzaku Campus



## ■ Tokyo Campus

URL <http://www.ritsumeai.ac.jp/tokyocampus/access/>

\*Japanese only



## ■ Osaka Umeda Campus

URL <http://www.ritsumeai.ac.jp/osakaumedacampus/access/>

\*Japanese only



## English Access Map

URL <http://en.ritsumeai.ac.jp/access/>



## Ritsumeikan University

### Kinugasa Campus

College of Law / College of Social Sciences / College of International Relations / College of Letter / College of Image Arts and Sciences  
Graduate School of Law / Graduate School of Sociology / Graduate School of International Relations / Graduate School of Letters / Graduate School of Image Arts / Graduate School of Science for Human Services / Graduate School of Core Ethics and Frontier Sciences / Graduate School of Language Education and Information Science

### Biwako-Kusatsu Campus

College of Economics / College of Science and Engineering / College of Information Science and Engineering / College of Life Sciences / College of Pharmaceutical Sciences / College of Sport and Health Science / College of Gastronomy Management  
Graduate School of Economics / Graduate School of Science and Engineering / Graduate School of Information Science and Engineering / Graduate School of Life Sciences / Graduate School of Pharmacy / Graduate School of Sport and Health Science

### Osaka Ibaraki Campus

College of Business Administration / College of Policy Science / College of Comprehensive Psychology / College of Global Liberal Arts  
Graduate School of Business Administration / Graduate School of Policy Science / Graduate School of Technology Management / Graduate School of Management / Graduate School of Human Science

### Suzaku Campus

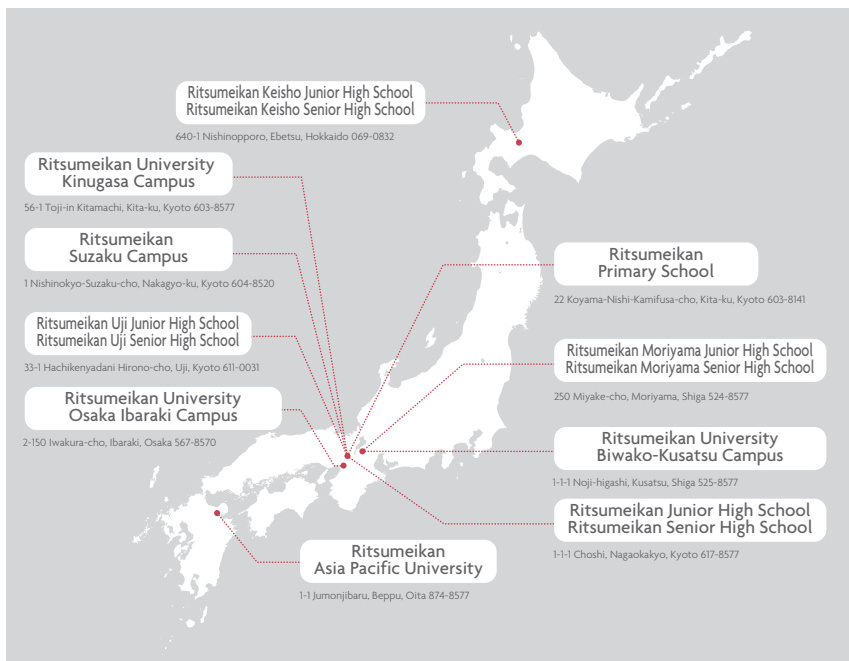
School of Law / Graduate School of Public Policy / Graduate School of Professional Teacher Education

## Ritsumeikan Asia Pacific University

College of Asia Pacific Studies / College of International Management  
Graduate School of Asia Pacific Studies / Graduate School of Management

## Affiliated school

- Ritsumeikan Junior High School / Ritsumeikan Senior High School
- Ritsumeikan Uji Junior High School / Ritsumeikan Uji Senior High School
- Ritsumeikan Keisho Junior High School / Ritsumeikan Keisho Senior High School
- Ritsumeikan Moriyama Junior High School / Ritsumeikan Moriyama Senior High School
- Ritsumeikan Primary School



## Alumni Association

The Ritsumeikan University Alumni Association is an association made up of the approximately 360,000 people who have graduated from Ritsumeikan University. It pursues a variety of goodwill programs to with the aim of connecting alumni with the university, and supporting the activities of its members, the university, and current students.

The main programs of the association are collecting member information, holding alumni conventions, communicating through the association newsletter Ritsumei and the website, and supporting the formation of local alumni bodies. For current students, the association provides scholarship and assistance for extracurricular activities.

### Ritsumeikan University Alumni Association

- Prefectural associations: **52**
- Overseas associations: **34**
- College/department associations: **22**
- Groups: **Approx. 600**  
Including regional, occupational, seminar/club, and graduation year specific groups

### Ritsumeikan Asia Pacific University Alumni Association

#### Seiwa-kai

Ritsumeikan Primary School / Ritsumeikan Junior and Senior High School Alumni Association

#### Ho-o-kai

Ritsumeikan Uji Junior and Senior High Schools Alumni Association

#### Keisho-kai

Ritsumeikan Keisho Junior and Senior High Schools Alumni Association

#### Sanae-kai

Ritsumeikan Moriyama Junior and Senior High Schools Alumni Association

- Ritsumeikan University Alumni Association

**Web site** <https://alumni.ritsumei.jp/>  
<https://alumni.ritsumei.jp/english/>

## Parents Association of Student Education Assistance

This association aims to cultivate close communication between the university and parents, support educational programs, and foster goodwill among its members, in accordance with the educational policies of Ritsumeikan University.

### Student support projects

- Campus Members
- Extracurricular activity support
- Job-hunting support
- International exchange support etc.

### Liaison Projects

- One-day Campus
- Spring/Fall Open campus
- Academic Watching etc.

### Members' Mutual Support Programs

- Household Financial Hardship Scholarship
- Disaster Relief Scholarship
- International Student Support Scholarship
- OMAMORI Graduates' Mutual Aid.

### Publicity Projects

- Association newsletter
- Communication via the website etc.

### Other Projects

- Disaster relief payments
- Condolence payments to members
- Commemorative items for entrance/graduation ceremonies
- Use of library and Museum of World Peace by parents

- Parents Association of Student Education Assistance

**Web site (Japanese only)** <http://www.ritsumei-fubo.com/>

## 100 Yen Breakfast

To help you maintain your lifestyle rhythms, the Association offers breakfast set meals for 100 yen in the Co-op cafeterias on each campus, from 8:00-8:40 only.

## Medical Service Center fee subsidies

There is a Medical Service Center on each campus where you can go for consultations and treatment by medical practitioners and nurses. If you take the periodical health examinations, your consultation fees at the Center will be subsidized by the Parents Association of Student Education Assistance.

Support projects include ...









Name	
University name	Ritsumeikan University
Department	Major
Grade	Student No.
Address	
Phone	Mobile phone
E-mail (mobile)	
E-mail(PC)	
Date of birth	Blood type

This diary is important to me.  
If you happen to find it, I'd be grateful if you could contact me directly.

MEMO



**Get an original student design for your MY DIARY cover!!**

You can download original cover designs from the website.

\*The diary's existing cover is reversible, too. Use the red or white side as you prefer.

**URL** <http://www.ritsumei.ac.jp/rs/others/diary/> (Japanese Only)

