

September 2022 Enrollment
Master's Program, Graduate School of Science and Engineering
APPLICATION GUIDELINES for
Regular Admissions (English-based Degree Program)
Ritsumeikan University

If there is any change in the application guidelines due to the influence of the COVID-19 pandemic, we will keep you informed on the "Ritsumeikan University Graduate School of Science and Engineering Homepage". <http://www.ritsumei.ac.jp/gsse/eng/>

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Notes:

*Please also refer to the "Supplement to Application Guidelines" that includes additional important information regarding the application, screening, admission procedures, etc.

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Master's Program

Educational Policy and Philosophy

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

Educational Objectives

For the Master's Program, in accordance with the educational policy and philosophy of the Graduate School of Science and Engineering, our educational objectives are to develop human resources with the following capabilities:

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

Degree Policy

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

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

Curriculum Policy

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

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

Admission Policy

In the Master's Program, in light of our educational goals, we invite applications from individuals with the following qualities.

1. Individuals with basic academic abilities in the natural sciences and specialist areas.
2. Individuals with sufficient language skills to understand science and technology.
3. Individuals who are strongly motivated to acquire the ability to set out and solve problems in specialist areas, on the basis of their awareness of their own responsibility as researchers or technicians.

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I . Applicable Major, Course, Degree, Enrollment Limit and Number of Students Accepted

Major	Course	Degree	Enrollment Limit	Number of Students Accepted
Advanced Mathematics and Physics	Mathematics	Master’s	50	A Few
Advanced Electrical, Electronic and Computer Systems	Electrical, Electronic and Computer Systems		140	
Advanced Mechanical Engineering and Robotics	Mechanical Engineering		140	
	Robotics			
	Micro Systems Technology			
Advanced Architectural, Environmental and Civil Engineering	Civil Engineering		120	
	Environmental Systems Engineering			
	Architecture and Urban Design			

*Enrollment Limit includes students admitted through other admission methods.

*Depending on the applications received and results of the screening, the number of successful candidates could be less than the number of openings.

II. Eligibility Requirements

Applicants must be of non-Japanese nationality and satisfy one of the following application criteria (1) through (10):

(1) Persons who have graduated from a University ^(*) or who are expected to graduate from such before being enrolled in the graduate school.

^(*) Universities must meet the criteria established in Article 83 of the School Education Act.

(2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or who are expected to be awarded such a degree before being enrolled in the graduate school.

(3) Persons who have completed a 16-year program at an overseas school or who are expected to complete such a program before being enrolled in the graduate school.

- (4) Persons who have completed a 3-year program or a program of more than 3 years (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor's degree or who are expected to complete such a program before being enrolled in the graduate school (the 2016 ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No. 19).
- (5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled in the graduate school.
- (6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled in the graduate school.
- (7) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister or who are expected to complete such a program before being enrolled in the graduate school.
- (8) Persons who have completed a program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1).
- (9) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate schools (*3).
- (10) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school (*3).

*1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.

*2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.

*3 Persons who intend to apply under category (9) or (10) will be subject to an individual preliminary screening. Please contact the Administrative Office, College of Science and Engineering by Monday, November 15, 2021 if you wish for an individual preliminary screening or if you are uncertain about whether or not you meet the above eligibility requirements.

Notes

- ① Those who pass the admission screening and who, at the time of application, only fulfilled the criteria above based on expecting to complete their academic program, etc. by the time of enrollment but who do NOT actually complete that program by September 25, 2022 will have their admission revoked.
- ② Applicants must have sufficient English ability to understand course materials at their desired graduate school.
- ③ Persons whose final academic background is zhuanke (专科) (3-year college degree) in China, or those who do not meet the criteria stated in page 10 of the "Supplement to Application Guidelines", must take the individual preliminary screening. For information about the individual preliminary screening, please refer to page 11-13.

III. Screening Method

Applicants will be screened based on submitted application documents.

IV. Application Period

Thursday, December 16, 2021 – Monday, January 17, 2022

*All application documents must arrive during the application period.

*In “Ritsu-Mate”, the application registration can be made from 10:00 am (Japan time) of the first day of the application period.

V. Application Procedures

1. Before Submitting Application Documents

(1) Applicants must contact their prospective supervising professor and get pre-counseling on their “Research Plan” (University-designated form 2) before the application period starts.

Researcher’s Database: <http://research-db.ritsumei.ac.jp/scripts/websearch/index.htm?lang=en>

Researchers Guide (PDF): <http://www.ritsumei.ac.jp/file.jsp?id=461771>

*Applicants must apply to the major and course with which their prospective supervising professor is affiliated. However, applicants for the Department of “Advanced Architectural, Environmental and Civil Engineering” can choose from the following courses regardless of their supervising professor’s affiliation. If you want to apply for a course that is different from the course your supervising professor is affiliated to, please consult with him/her in advance. In addition, please note that the curriculum (subjects that can be selected) does NOT change, but is the same for all three available courses of the “Advanced Architectural, Environmental and Civil Engineering” major.

Affiliated Course of Supervising Professor	Selectable Courses for Students
Civil Engineering Course	- Civil Engineering Course - Environmental Systems Engineering Course - Architecture and Urban Design Course
Environmental Systems Engineering Course	- Civil Engineering Course - Environmental Systems Engineering Course - Architecture and Urban Design Course
Architecture and Urban Design Course	- Architecture and Urban Design Course

If you want to contact a professor whose E-mail address is not open to the public, contact the Administrative Office, College of Science and Engineering by E-mail (se-admw1@st.ritsumei.ac.jp).

In the E-mail, please specify the name of the professor you would like to contact.

(2) Applicants must pay the application fee within the application period and submit the designated application documents. As part of the application documents, some information must be entered online by using the application system named “Ritsu-Mate”. Please print out the Application Sheet from “Ritsu-Mate” after you have registered your information and submit it with the other required documents together in one envelope. Please refer to the “Supplement to Application Guidelines” to see how to use “Ritsu-Mate”.

2. Application Fee: JPY 5,000

*The payment must be completed during the application period.

*Payment can be made by credit card, using the convenience store payment system, PayPal, Alipay or overseas bank transfer. For detailed information, please see the “Supplement to Application Guidelines”.

3. Application Documents

Please pay the application fee (JPY 5,000) and submit the following application documents in one envelope.
Regarding the submission of certificate documents, please refer to page 8 of the “Supplement to Application Guidelines”.

	Required Documents	Remarks	Form
(1)	Application Sheet	Must be printed out from “Ritsu-Mate” after registration and have photograph of applicant attached	
(2)	Personal Information	University-designated Form	(Form 1)
(3)	Research Plan	University-designated Form	(Form 2)
(4)	Declaration of Financial Resources	University-designated Form *If you plan to enroll under a scholarship from a government, private organization, etc., proof of the scholarship award or conditional award must be submitted (copy is acceptable).	(Form 3)
(5)	Original Certificate of Graduation or Expected Graduation	<p>Issued by the higher education institution you attended, which meets application criteria. Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University at the time of application do NOT need to submit. Applicants must submit either original certificates or certified copy*. Please attach an official translation with the translator’s name, address, contact details and signature or official seal for documents that are written in neither English nor Japanese. *A certified copy is a copy of an original document that has been verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution).</p> <p>◆Those who have graduated/who are expected to graduate from universities in China except for Taiwan, Hong Kong and Macau, please submit both printed ① and ② below instead of certificate of graduation/expected graduation. Please refer to the “Supplement to Application Guidelines” chapter “II. Points to Note when Applying for Admission” before submitting.</p> <p>【Those who have already graduated】 ① 教育部学历证书电子注册备案表 ② Online Verification Report of Higher Education Qualification Certificate (English version of above ①)</p> <p>【Those who are expected to graduate】 ① 教育部学籍在线验证报告 ② Online Verification Report of Student Record</p>	Only original is accepted
(6)	Original Academic Transcript	<p>Issued by the higher education institution you attended, which meets application criteria. Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University at the time of application do NOT need to submit.</p> <p>Applicants must submit either original certificates or certified copy*. Please attach an official translation with the translator’s name, address, contact details and signature or official seal for documents that are written in neither English nor Japanese. Please refer to the “Supplement to Application Guidelines” chapter “II. Points to Note when Applying for Admission” before submitting.</p>	Only original is accepted

		*A certified copy is a copy of an original document that has been verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution).	
(7)	Certificate of English Language Ability	<p>Submit one of the following certifications. The scores for test(s) taken more than two years before the application start date are deemed invalid.</p> <ul style="list-style-type: none"> - TOEIC® Listening & Reading Test - TOEFL iBT® - TOEFL iBT® Home Edition (Special Home Edition) - IELTS - IELTS Indicator - Duolingo English Test <p>*1 Scores of any other English Proficiency Test are unacceptable. *2 Only TOEFL iBT® scores from a single test date will be considered (MyBest™ scores will not be taken into consideration). *3 Applicants who cannot submit a score certificate from one of the tests above must submit an original formal certificate or letter of English language ability level issued by universities where applicants are currently enrolled or graduated from. *4 Above certificate or letter shall be considered as a judging material for application qualification. However, the English score used for the screening of university scholarship awards will be valued as zero points.</p>	Copy is acceptable
(8)	Bank Transfer receipt for application fee	Only if overseas bank transfer is used.	Copy is acceptable
(9)	A photocopy of applicant's passport information page	Only those who have a valid passport at the time of application.	Copy
<i>If you wish to apply for the 2022 Japanese Government (Monbukagakusho: MEXT) University Recommendation Scholarship as described in "VIII. Scholarships", please submit the following in addition to the above documents:</i>			
(10)	2022 Application Sheet for Japanese Government (MEXT) University Recommendation Scholarship	University-designated Form	(Form 4)
(11)	Letter of Recommendation	<p>University-designated Form</p> <p>Must be written by the Dean or a higher ranked person of the college (or graduate school) of the university you are currently attending or graduated from and be addressed to the president of Ritsumeikan University.</p>	(Form 5)

4. Important Information Regarding Application

- (1) Application documents should be A4 size and typed in English using word-processing software. Documents submitted in languages other than English must have Japanese or English translations attached.
- (2) Refer to the additional explanation in the "Supplement to Application Guidelines" when entering your name.
- (3) On all documents, you must enter your birth date exactly as it appears on your passport.
- (4) All application documents must be submitted together by express mail to the address listed below and arrive before the application period ends.
- (5) Submitted documents cannot be returned for any reason, even if it is determined after the application that the applicant does not meet the application eligibility criteria.

(6) If your application documents contain factually inaccurate or fraudulent information, your eligibility for examination and admission will be revoked.

(7) Desired course and major cannot be changed.

5. Contact and Application Mailing Address

Please check the delivery status on your own via the tracking number received from the tracking service you used. The Administrative Office, College of Science and Engineering, will only contact you if your submitted documents are incomplete.

Ritsumeikan University Biwako-Kusatsu Campus
Administrative Office, College of Science and Engineering
1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577
Phone: +81 (0)77-561-2624 Fax: +81 (0)77-561-2890
Email: se-admw1@st.ritsumei.ac.jp

VI. Notification of Results

Thursday, March 3, 2022

Applicants who pass the examination will be sent a letter of acceptance to the address on their application sheet. Inquiries about screening results and the process will not be accepted. Admission procedures for applicants who will be awarded any scholarships will be informed along with their examination results.

VII. Admission Procedures

1st Admission Procedure Period: **Thursday, March 3, 2022 – Thursday, March 17, 2022**

*Applicants must pay an Admission Fee (JPY 200,000) within the 1st Admission Procedure Period above, or they will not be granted admission to Ritsumeikan University.

2nd Admission Procedure Period: **Thursday, July 21, 2022 – Thursday, August 4, 2022**

*Applicants must pay the tuition fee for Fall semester and miscellaneous membership fees, and they must submit the necessary documents within the 2nd Admission Procedure Period above, or they will not be granted admission to Ritsumeikan University.

*If applicants decline the offer of admission to Ritsumeikan University after completing the entrance procedures, they can request for refund of paid admission procedure fees except Admission Fee.

VIII. Scholarships

2022 Japanese Government (Monbukagakusho: MEXT) University Recommendation Scholarship	<p>This is a one-and-a-half-year scholarship sponsored by the government of Japan, in which the university recommends an individual applicant to the Ministry of Education, Culture, Sports, Science and Technology of Japan (known as the "Monbukagakusho" in Japanese or by its English language acronym "MEXT"). The scholarship covers flight costs, tuition fees and monthly living expenses in Japan during this period. An extension of the scholarship, after the period of one and a half years has ended, is not possible. If you would like to receive some kind of scholarship for the last semester of the two-year standard period of study of the Master's program please search for information yourself or check the Ritsumeikan University Homepage for details about "Financial Aid" (http://en.ritsumei.ac.jp/current-students/financial-aid/).</p> <p>If you wish to apply for the MEXT University Recommendation Scholarship, please submit Form 4 and Form 5. The applicant who is recognized as the most outstanding in the screening and who meets the qualifications and conditions of the ministry will be recommended to MEXT by the university (ca. 1 person). After this recommendation, there will be another examination by the ministry itself, so the university's recommendation does NOT guarantee that the scholarship will be awarded. For more information on the government-sponsored scholar system, please refer to the websites of MEXT and Ritsumeikan University below. http://en.ritsumei.ac.jp/admissions/monbukagakusho-university-recommendation/ http://en.ritsumei.ac.jp/admissions/file/MEXTScholarshipOutline.pdf</p>
Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students	Applicants who achieved outstanding results in the screening will be awarded the Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students which provides a 100% reduction of tuition for the standard duration of study (2 years for Master's Degree Program).
Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year)	Applicants who achieved outstanding results in the screening will be considered for Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year) which provides 162,500 yen per semester for a period of two semesters.

*Each scholarship will be awarded to one person only and one person can't be awarded more than one scholarship.

*If you applied for "2022 Japanese Government (Monbukagakusho: MEXT) University Recommendation Scholarship", but didn't get selected, you can still be considered for one the other scholarships in the table above.

IX. Applicants who live outside of Japan and do NOT hold a 'Student' status of residence

It can be difficult for those applicants residing outside of Japan to complete application procedures to obtain a "Student" status of residence in person. Therefore, Ritsumeikan University will do so by proxy for those applicants residing outside of Japan who have completed payment of tuition and fees. It takes six weeks or more from the time of confirmation to complete the application procedure for the "Certificate of Eligibility (COE)" which is required to obtain a "Student" visa. If you do not obtain a status of residence by the middle of September, you will not be able to enter the country in time for the entrance ceremony.

Those who are required to obtain a status of residence, must complete payment of Fall semester tuition and miscellaneous membership fees by Friday, June 24, 2022 regardless of the 2nd Admission Procedure Period specified in VII. Admission Procedures above. Specific details about procedures will be provided when examination results are announced.

Individual Preliminary Screening

Ritsumeikan University offers individual preliminary screenings for prospective adult learners, etc. with the academic capacity and motivation to study at the graduate level, but whose academic credentials do not meet the minimum application requirements. Those who wish to apply for enrollment into a Master's Program and who have been determined through the preliminary screening to have academic ability equal to or greater than that of a university graduate will be allowed to apply for the admission screening. Likewise, those who wish to enroll into a Doctoral Program and who have been determined through the preliminary screening to have academic ability equal to or greater than that of a Master's or Professional Degree Program graduate will be allowed to apply for the admission screening.

An individual preliminary screening is required, when one of the cases from the table below applies to your situation. If so, please contact the Administrative Office, College of Science and Engineering, and complete the necessary procedures by the designated deadline. Also, if you are uncertain about whether or not you meet the eligibility requirements to apply for admission, please contact the Administrative Office, College of Science and Engineering, before the individual preliminary screening deadline.

Program	Cases in which Individual Preliminary Screening is required
Master's Program	If the following applies: <ul style="list-style-type: none">- Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school
Doctoral Program	If the following applies: <ul style="list-style-type: none">- Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118)- Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who have reached 24 years of age or who will reach 24 years of age before being enrolled in the Graduate School of Science and Engineering

It should be noted that the purpose of the individual preliminary screening is only to check whether or not you meet the requirements for application regarding academic ability. It is completely separate from the examination. Passing the individual preliminary screening will simply allow you to apply for admission to the graduate school.

1. Procedures for the Individual Preliminary Screening

STEP 1 : Request for an individual preliminary screening to the administrative office of the graduate school.

*Applicants are required to consult with their prospective supervisor before submitting the application.



STEP 2 : Obtain required documents to be submitted for the screening.



STEP 3 : Submit required documents by the designated deadline.



STEP 4 : Receive the result of the screening. If you pass the screening, apply for the graduate school in accordance with the application guidelines of the graduate school.

2. Screening method

Document Screening (plus interview, if necessary)

3. Screening matters

The matters to be considered during the screening consist of the academic history and qualifications of the individual applicants to be recognized as having an academic ability equal to or higher than university graduates, which include:

- Any learning programs that the applicant has completed at a special training school or vocational school, etc.
- Work experience and qualifications the applicant has got.
- Certain credits that the applicant has earned as a degree / a non-degree student.
- Learning programs that the applicant has completed at a school under the prewar educational system.

4. Deadlines

<Deadline to request an individual preliminary screening>
Monday, November 15, 2021.

<Deadline to submit documents>
Saturday, November 20, 2021

5. Documents to be submitted

Please submit the following documents by E-mail and send the originals later together with the application documents during the admission procedures.

Documents once accepted cannot be returned under any circumstances.

Master's Program

Documents to be submitted	Remarks
(1) Application Form for an individual preliminary screening (2) Curriculum Vitae (in free format) (3) Certificate of academic background and academic record (e.g. certificate of graduation, certificate of enrollment, academic transcript, etc.) (4) Motivation Letter (in free format) (5) Research Plan (in free format) (6) Other documents required by the administrative office	- Regarding Application Form (1), please inquire at the administrative office of the graduate school. - If you wish, you may submit additional materials, such as another certificate, essays, pieces of work, or reference data together with these documents. - Applicants are required to consult with their prospective supervisor before submitting the application.

Doctoral Program

Documents to be submitted	Remarks
(1) Application Form for an individual preliminary screening (2) Curriculum Vitae (in free format) (3) Certificate of academic background and academic record (e.g. certificate of completion, certificate of enrollment, academic transcript, etc.) (4) Motivation Letter (in free format) (5) Research Plan (in free format) (6) Research achievement that corresponds to a master's thesis (7) Other documents required by the administrative office	- Regarding Application Form (1), please inquire at the administrative office of the graduate school. - Applicants are required to consult with their prospective supervisor before submitting the application.

6. Mailing Address / Inquiry

Ritsumeikan University Biwako-Kusatsu Campus
Administrative Office, College of Science and Engineering
1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577
Phone: +81 (0)77-561-2624 Fax: +81 (0)77-561-2890
Email: se-admw1@st.ritsumei.ac.jp

7. Screening fee

None

8. Screening result

<Date of screening result>

Thursday, December 15, 2021

<Notification method>

The result of the individual preliminary screening will be sent by E-mail.

9. Validity of the qualification

The qualification to apply for admission granted as a result of the individual preliminary screening is only valid for the same admission cycle in each graduate school.