

September 2022 Enrollment
Doctoral 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/>

Contents:

Doctoral Program	Page
Educational Policy and Philosophy (Educational Objectives, Degree Policy, Curriculum Policy and Admission Policy)	2
Application Guidelines for Regular Admissions (English-based Degree Program)	4
Individual Preliminary Screening	10

Notes:

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

*TOEIC® and TOEFL® are registered trademarks of ETS (Educational Testing Service).

Doctoral 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 Doctoral 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 who possess specialist knowledge and the ability to engage in creative research in the natural sciences and specialist areas.
2. Individuals with high-level logical writing skills, presentation abilities, and communications skills.
3. Individuals with the ability to set out and solve social problems in society and the leadership qualities required to work toward their resolution, on the basis of their awareness of their own responsibility as researchers or technicians.

Degree Policy

In the Doctoral Program, a doctoral degree will be conferred upon the following persons, in accordance with the educational objectives. Furthermore, degree recipients must have obtained 8 credits from Research Subjects 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 Doctoral Program:

1. Those who possess advanced knowledge and creative research abilities in the natural sciences and specialized fields.
2. Those who possess advanced 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 society as well as leadership skills in problem-solving.

Curriculum Policy

In the Doctoral Program, the curriculum will be formed as described below, in accordance with the educational objectives. The Graduate School will establish 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. Major Subjects: Subjects established to cultivate advanced knowledge and creative research ability in specialized fields in addition to the natural sciences, to promote off-campus research skills, and to develop advanced logical writing skills.

2. Research Subjects: Subjects established to cultivate creative research ability in a specialized field, presentation and communication skills, and the ability to pose and solve problems as well as leadership skills for problem-solving.

Admission Policy

In the Doctoral Program, in light of our educational objectives, we admit individuals with the following qualities.

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 strongly motivated to develop the ability to set out and solve social problems in society and the leadership qualities required to work toward their resolution, on the basis of their awareness of their own responsibility as researchers or technicians.

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

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	Doctoral	6	A Few
	Physics			
Advanced Electrical, Electronic and Computer Systems	-		8	
Advanced Mechanical Engineering and Robotics	-		11	
Advanced Architectural, Environmental and Civil Engineering	-		15	

*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 (7):

- (1) Persons who have been awarded a master's degree or professional degree or who are expected to be awarded such a degree before being enrolled in the graduate school
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan or who are expected to be awarded such a degree before being enrolled in the graduate school
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school or who are expected to be awarded such a degree

before being enrolled in the graduate school.

- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University or who are expected to be awarded such a degree before being enrolled in the graduate school
- (6) 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) (*1)
- (7) 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 (*1)

*1 Persons who intend to apply under category (6) or (7) 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.

Note

- 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.

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.
 - *Applicants must apply to the major and course with which their prospective supervising professor is affiliated.
 - 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>

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”.

*Applicants do not have to pay an application fee if they apply for an admission to a Doctoral Program at Ritsumeikan University upon (expected) completion of Master’s Program or Professional Degree Program of any of the graduate schools of Ritsumeikan University in March 2022 or September 2022.

3. Application Documents

Please pay the application fee (JPY 5,000) and submit the following application documents together 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 Completion or Expected Completion *For those who have completed graduate schools abroad, the degree such as Master etc. must be confirmed with this document.	Issued by the Graduate School 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 verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution). ◆Those who have completed/who are expected to complete a program at a Graduate School in China except for Taiwan, Hong Kong and Macau, please submit both printed ① and ② below <u>in addition</u> to the certificate of completion/expected completion. Please refer to the “Supplement to Application Guidelines” chapter “II. Points to Note when Applying for Admission” before submitting. 【Those who have already completed】 ① 教育部学历证书电子注册备案表 ② Online Verification Report of Higher Education	Only original is accepted

		Qualification Certificate (English version of above ①) 【Those who are expected to complete】 ① 教育部学籍在线验证报告 ② Online Verification Report of Student Record	
(6)	Original Academic Transcript	<p>Issued by the Graduate School 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. *A certified copy is a copy of an original document that has verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution).</p>	Only original is accepted
(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	University-designated Form 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.	(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 scholarship 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 Result: **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) and submit the necessary documents 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 three-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.</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.</p> <p>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 (3 years for Doctoral Degree Program).

*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 the Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students.

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 an application procedure for "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, you must complete payment of Fall semester tuition and miscellaneous membership fees by Friday, June 24, 2022 regardless of 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.