

# AY 2022 Post-Master's Research Student / Doctoral Research Student Application Guidelines

## I. System Outline

### 1. Post-Master's Research Student / Doctoral Research Student System

The Post-Master's Research Student / Doctoral Research Student System is a system that permits those who completed graduate schools or completed graduate programs without degree to use Ritsumeikan University's facilities in order to continue their research. Post-Master's Research Students and Doctoral Research Students cannot register for classes or receive research instructions from the faculty.

## 2. Qualification

### (1) Application Qualifications for Post-Master's Research Students

In order to become a Post-Master's Research Student, you must fulfill either of the following items i or ii.

- i. Obtained, or are expected to obtain a master's degree at a graduate school of Ritsumeikan University.
- ii. Obtained, or are expected to obtain a professional graduate degree at a graduate school of Ritsumeikan University.

### (2) Application Qualifications for Doctoral Research Students

In order to become a Doctoral Research Student, you must fulfill either of the following items i or ii.

- i. Obtained, or are expected to obtain a doctoral degree at a graduate school of Ritsumeikan University.
- ii. Completed program requirements for either a doctoral program, an integrated doctoral degree program or a 4-year doctoral program and withdrew from the university after being enrolled for more than the standard term for completion (this is called "Completion of doctoral coursework without degree"), or are expected to withdraw.

\*There is a limit to the total number of years applicants can be registered as a Doctoral Research Student. Applicants cannot request to be Doctoral Research Students after reaching the limit. (For those who fulfilled qualifications to become a Doctoral Research Student in or after fall semester AY 2009, the limit is 3 years. For those who fulfilled qualifications to become a Doctoral Research Student in or before the spring semester AY 2009, the basic period is within 3 years and the limit is 5 years.)

#### Important information regarding the residence status for international students

This is not a program for Post-Master's Research Students and Doctoral Research Students to acquire the "Student" residence status. Accordingly, applicants who do not have Japanese nationality must submit documents proving that they possess valid residence status in Japan throughout the entire period of their participation in the Post-Master's Research Student/ Doctoral Research Student system.

## 3. Enrollment Period

The enrollment period is from the beginning of the academic year to the end of the academic year. If you wish to extend your status as a Post-Master's Research Student or a Doctoral Research Student into the following academic year, you must re-apply for it.

## 4. The privilege of Post-Master's Research Students / Doctoral Research Students

- (1) Post-Master's Research Students and Doctoral Research Students are able to use the libraries, areas which ICT environment is provided such as Multimedia rooms, and facilities for graduate students\* only for the period when their enrollment is permitted.  
Please contact the Office of Graduate Studies for details.

\* Facilities for graduate students differ depending on the campus or the graduate school.

- (2) Post-Master's Research Students and Doctoral Research Students basically cannot use the common research room (Study Carrels) for graduate students. However, they may be able to use the common research rooms (Study Carrels) under the conditions which were specified by the relevant graduate school. (Please consult with the graduate students association of each graduate school for details.)
- (3) Post-Master's Research Students and Doctoral Research Students can continue to use their RAINBOW user ID and e-mail address, which they were using while they were enrolled as graduate students.

- (4) Loan conditions of the library for Post-Master's Research Students and Doctoral Research Students are "100 materials in 100 days" (The last day of the loan period is the last day of student's enrollment). For details, please see "Borrowing, Returning" page of the Ritsumeikan University Library website. The library database is also available for use. However, the authorization status to access the database may change from your previous status. Please contact the library directly to find out whether you can access the particular database or not.  
<http://www.ritsumei.ac.jp/library/eng/>

## 5. Taking Courses

If a Post-Master's Research Student or a Doctoral Research Student wishes to take a course at a Graduate School as a Non-Degree Student, they are required to complete separate application procedures for this. For details about the Non-Degree Student system, please refer to the section about the "Non-Degree Student system for graduate students" in the "Guidelines for Non-Degree Student Application Procedure".

## II. Application Procedures

### 1. Application Schedule and Method

#### (1) Application Period

- 1) Applying for spring semester enrollment / the whole academic year:

**(Fri.) Mar 4, 2022 - (Fri.) Mar 11, 2022 10:00 am - 5:00 pm**

- 2) Applying for fall semester enrollment:

**(Mon.) Sep 5, 2022 - (Mon.) Sep 12, 2022 10:00 am - 5:00 pm**

\*The application must arrive by the due date if they're sent by post.

#### (2) Location/Hours for Application Submission

Applications can either be mailed or submitted in person at the Administrative Office, College of International Relations. (applications must be submitted no later than 5:00 pm on the final day of the application period if submitted in person). The application must arrive by the due date if they're sent by post.

#### (3) Documents to be submitted

Please submit the documents below during the application period. v is required only for those who do not have Japanese nationality.

- i. Application for Post-Master's Research Student / Doctoral Research Student (designated form)

- ii. Photo Attachment Form (designated form)

- iii. One photo for Application for Post-Master's Research Student / Doctoral Research Student and another photo for an ID card of Doctoral Research Student (The photos should be taken in the last three months. They must be printed in color, without a hat, facing forward, plain background, glossy finish, no frame, 3 cm long x 2.4 cm wide). The total of two photos must be submitted.

\*Attach to i and ii above.

- iv. Pledge Statement & Consent to Use of Personal Information

- v. (Only for those who do not have Japanese nationality) Documents proving that the applicant possesses valid residence status in Japan throughout the entire requested period. Submit a copy of either one of the following: Residence card [front and reverse side] or Special Permanent Resident Certificate [front and reverse side]

## 2. Notification of result and Registration Procedures

### (1) Notification of Result

- 1) Spring semester: (Fri.) March 18, 2022

- 2) Fall semester: (Tue.) September 13, 2022

\* Whether your application is accepted or rejected will be decided by a document screening or an interview to be conducted by each Graduate School. Applicants will be notified of the results by post.

### (2) Deadline for Registration

- 1) Spring semester: (Thu.) March 31, 2022

- 2) Fall semester: (Tue.) September 27, 2022

### (3) Registration Procedures

- 1) Please pay the fee mentioned on the 認可通知(notice of allowance) by the deadline above by

using a money transfer form included with 認可通知(notice of allowance) which will be sent by post. (You must make the payment at a financial institution during its business hours. Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the deadline date or earlier date.) The Post-Master's Research Student / Doctoral Research Student System fee for a full-year is the annual fee. Meanwhile, the fee for Spring Semester only or Fall Semester only is the half of the annual fee. If you fail to pay the fee by the designated deadline, your permit will be cancelled.

	Annual	Spring Semester	Fall Semester
Post-Master's Research Student System Fee	¥4,200	¥2,100	¥2,100
Doctoral Research Student System Fee	¥14,000	¥7,000	¥7,000

\*There will be no refunds given for any reason once payment has been made.

- 2) On the completion of designated procedures, successful applicants will be registered as Post-Master's Research Students or Doctoral Research Students, and issued an ID card indicating a Post-Master's Research Student or a Doctoral Research Student of Ritsumeikan University.

### 3. Other Important Notes

- (1) In case, Post-Master's Research Students or Doctoral Research Students, whose enrollment status are valid through the academic year, wish to enter or re-enter one of our graduate schools from fall semester, they must submit a "Request of Resignation from Post-Master's or Doctoral Research Student" by Tuesday, Sep 6, 2022. Accordingly, the period when their enrollment status is valid would be changed from the whole academic year to the spring semester only. However, once payment of the annual fee has been made, there will be no refund for any reason.
- (2) In case, Post-Master's Research Students or Doctoral Research Students, whose enrollment status are valid in the spring semester only, wish to continue their research during the fall semester as well, they must submit the applications during the application period for the fall semester according to "II. Application Procedures". If they are approved, you must finish all necessary procedures including the payment of Post-Master's Research Student System Fee or Doctoral Research Student System Fee during the application period.
- (3) The enrollment status as Post-Master's Research Students or Doctoral Research Students is valid through each academic year only. If you wish to continue your enrollment in the following academic year as well, you must apply again during the designated period.
- (4) Post-Master's Research Students and Doctoral Research Students must comply with regulations of Ritsumeikan University. If their actions or behaviors violate our regulations, or are improper as Post-Master's Research Students or Doctoral Research Students, their status as Post-Master's Research Students or Doctoral Research Students will be deprived and the permission to continue their research or use the graduate facilities will be withdrawn.
- (5) "Certificate of Non-degree Student" can be issued if necessary. However, the Commuter Pass Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student commuter pass cannot be issued.

Application for Post-Master's Research Student/  
Doctoral Research Student  
AY 2022 Ritsumeikan University, Graduate School

研究科判定日:	年 月 日
【 許可・不許可 】	
研修生・研究生証番号	
<Office use only>	

Photo	3cm × 2.4cm	I hereby apply for <input type="checkbox"/> Post-Master's Research Student/ <input type="checkbox"/> Doctoral Research Student in the <u>Graduate School</u> <u>of International Relations.</u>																			
		Date	YYYY/MM/DD																		
※Fill in the form or check that apply.																					
Name											Date of birth	YYYY/MM/DD									
Current affiliation (graduate school or employment company)				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Student ID No. in the graduate school														
Your current contact information (Payment invoice will be sent to this address)	〒																				
Mobile or home phone number :						E-mail :															
The latest Academic background	Ritsumeikan University Graduate School Major 【 <input type="checkbox"/> Obtained degree/ <input type="checkbox"/> Completed doctoral coursework without degree】 (Completed on YYYY/MM/DD)																				
Work place contact information	Name : 〒					Position :															
	Address :					Tel :															
Guarantor name and information	Name : 〒					Relationship :															
	Address :					Tel :															
Research student background	Period for 【 <input type="checkbox"/> Post Master's Research Student/ <input type="checkbox"/> Doctoral Research Student】 : YYYY/MM/DD ~ YYYY/MM/DD Total _____ Year																				
Research theme and summary																					
Reason for applying																					
Supervisor during graduate school																					
Period of Research student	【 <input type="checkbox"/> Spring semester only   ▪ <input type="checkbox"/> Fall semester only   ▪ <input type="checkbox"/> 1 year   】																				

<Office use only>

年 月 日  
Date \_\_\_\_\_

**誓約書 兼 個人情報の取扱いに関する同意書**  
**Pledge Statement & Consent to Use of Personal Information**

\_\_\_\_\_ **研究科長 殿**  
Dean of the Graduate School of \_\_\_\_\_

私は、立命館大学大学院研修生に出願するにあたり、立命館大学大学院学則ならびに大学の諸規則を遵守することを誓約いたします。

また、立命館大学が「立命館大学における個人情報の取扱いについて」を遵守することを前提に、私の個人情報を使用することに同意します。

Upon my application to the Ritsumeikan University Graduate School as a Post-Master's Research Student, I hereby pledge that I will abide by the Ritsumeikan University Graduate School Regulations and all other rules of the university.

I agree to the use of my personal information by Ritsumeikan University in accordance with the guidelines set forth in the document entitled "Management of Personal Information at Ritsumeikan University," in conjunction with my application to the Ritsumeikan University Graduate School as a Post-Master's Research Student.

**大学院** (Graduate School of) \_\_\_\_\_ **研究科**

**本人氏名 (本人直筆)** \_\_\_\_\_

(Name in print to be written by the student)

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\*See the website of Ritsumeikan University for Post-Master's Research Student Regulations.  
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(立命館大学大学院)

## 立命館大学における個人情報の取扱いについて

立命館大学（以下「本学」といいます。）は、個人情報保護に関する法令および「学校法人立命館個人情報保護規程」を遵守し、本学が入学予定者から取得する個人情報を以下のように取扱います。

< 利用目的>

学生の個人情報は、次の目的のために利用します。

1. 学籍管理、履修管理、成績管理、学費情報管理等、学生等の学修支援
2. 学生生活相談、課外活動支援、奨学金管理、保健衛生管理等、学生等の学生生活支援
3. 進路指導、就職活動支援、進路就職情報管理等、学生等の進路就職支援
4. 保護者への成績通知等、保護者との履修、成績、進路相談
5. 入学試験業務、入学手続業務執行
6. 本学および学校法人立命館が設置する各校の各種案内物送付
7. 学内施設・設備の利用管理、保安管理
8. 各種証明書発行
9. 学術交流協定などによる国内外の協定校への必要情報の提供

### ■立命館大学の協定校・機関一覧

[http://www.ritsumei.ac.jp/international/pdf\\_j/RU\\_partner\\_universities\\_and\\_Institutions.pdf](http://www.ritsumei.ac.jp/international/pdf_j/RU_partner_universities_and_Institutions.pdf)

10. 奨学事業を行う団体への必要情報の提供
11. 学生で組織する団体（校友会）への必要情報の提供
12. 卒業生で組織する団体（校友会）への必要情報の提供
13. 学生の父母で組織する団体（父母教育後援会）への必要情報の提供
14. 学校法人立命館個人情報保護委員会が認められた団体への必要情報の提供
15. 大学評価（自己点検評価・第三者評価・認証評価等）、各種統計調査
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## Handling of Personal Information at Ritsumeikan University

This is a translation of the document. (The Japanese document shall be the original.)

Ritsumeikan University (hereinafter called “the University”) handles personal information obtained by the University from prospective students as set forth below, in compliance with laws and regulations relating to the protection of personal information and the Ritsumeikan Trust Personal Information Protection Regulations.

### Purpose of Use

Personal information on students will be used for the following purposes:

1. Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control

2. Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
3. Provision of career and job search support for students, etc. including career guidance, job search activity support, and career and job search information control
4. Consulting with guardians about registration, performance, and careers including notifying guardians of performance
5. Execution of entrance exam business and admission procedure business
6. Sending various guides for the University and other schools established by The Ritsumeikan Trust
7. Managing use and security control of school facilities and equipment
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10. Provision of necessary information to groups operating scholarship businesses
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13. Provision of necessary information to the group consisting of the parents of students (The Parents Association of Student Education Assistance)
14. Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
15. University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
16. Education, research, and FD activities
17. Other purposes related or incidental to each of the above

### Management of Personal Information

Personal information on students is securely managed in line with laws and regulations and the Ritsumeikan Trust Personal Information Protection Regulations so that it is not leaked, lost, or damaged.

### Outsourcing Services Associated with the Provision of Personal Data

The University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

### Provision of Personal Data to Third Parties

The University does not provide personal data to third parties without the prior consent of the subject. However, that information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

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