

English-Based Doctoral Program
Graduate School of Technology Management
RITSUMEIKAN University
<http://www.ritsumei.ac.jp/mot/english/>



RITSUMEIKAN

ACADEMIC HANDBOOK

AY 2016

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Educational Objectives and three policies for students enrolled on or before September 2015

1. Educational Mission

The Graduate School of Technology Management aims to make contribution to the global society. The objective of this program is to foster the scholarly and professional capability of seeing into the business potential of certain technologies, and to support students to acquire new knowledge and skills for progressing the social betterment.

<Master's Program>

The aim of this program is to train and educate business professionals capable of creating new value for the global society. This concerns the most advanced educational provision for both engineers and managers to see into the new potential of business co-creation across each other's specialists.

This program also helps students to learn and practice the art of the leadership in new value creation through mastering technology and innovation management.

<Doctoral Program>

The aim of this program is to train and educate the candidates of academic researchers in the field of technology and innovation management. This involves developing the state-of-the-art researches that bridge the realms of business practice and scholarly examination to lead the global academia in the field of technology and innovation management.

2. Diploma Policy

The Graduate School of Technology Management aims to make contribution to the global society. The objective of this program is to foster the scholarly and professional capability of seeing into the business potential of certain technologies, and to support students to acquire new knowledge and skills for progressing the social betterment. Accordingly, our educational goals, which is ability for students to acquire until their completion of the program, are set as follows. We consider that students have acquired these abilities and skills when they have earned the credits prescribed by the graduate school and have passed the thesis examination. The students in master's program is awarded master's degree and one in doctoral program is awarded doctoral degree.

< Master's Program >

1. Coordination skill
2. Negotiation skill
3. Communication skill and facilitation skill
4. Strategic thinking and creative business practice in the present and emerging industries
5. Positive application of the theories of technology management to business practice

< Doctoral Program >

1. Top-Notch scholarly capabilities of exploring new research frontiers in the theory and practice of technology management in global perspective

Evaluation criteria for master's thesis

< Master's Program >

Applicants who meet all the requirements for the completion of curricula is to be reviewed in several criteria of their understanding of the concept of technology management, methodology, clearness of problem consciousness. The master's degree is awarded to the applicant who is verified as a qualified candidate of creating values and delivering benefit to the public.

< Doctoral Program >

The requirement to apply for conferral of doctoral degree is to complete all the requirements from the curricula and pass the final examination. The Candidate will be reviewed from the various aspects. The doctoral degree will be awarded to the candidates who are qualified to conduct the leading researches of bridging scholarly investigations and business practices from the perspective of technology and innovation management.

3. Curriculum Policy

< Master's Program >

To achieve the educational mission, the master's program of the Graduate School of Technology Management introduces the curriculum of interactive learning, focusing on the combination of theory and practice as follows.

- Coursework: It consists of the following three categories: The first category of basic subjects for learning the conceptual foundation of technology management, the second category of core subjects for deeper learning, and third category of advanced subjects for enriching knowledge in various area.
- Practicum: This course is designed to allow students to practice their theoretical learnings from the coursework in actual business fields.
- Research Seminar: This aims to help students to learn and practice their skills of writing to submit their theses. The students will be asked to report their status of research progress in the mid-term presentations, which will be held three times throughout the entire course.

< Doctoral Program >

To achieve the educational mission, the doctoral program of the Graduate School of Technology Management aims to produce top quality researches, leading the scholarly field of technology and innovation management with strategic and logical standpoint, and provides the following programs.

- Doctoral Coursework: It is designed to provide students with advanced academic skills for completing their doctoral theses.
- Doctoral Seminars: They are designed to provide students with supervision from their supervisors. The students will be asked to make mid-term research presentations to report progress a few times per year.

3. Admission Policy

Modern enterprises at all levels require a new class of engineers and managers who anticipate changes in society in order to succeed in an environment fraught with challenges for which there are no clear answers, from intensifying international competition to reduced access to natural resources and unpredictable

advances in technology. At Ritsumeikan University's Graduate School of Technology Management, our Master's program aims to develop engineers with a managerial mindset as well as managers who make the best possible use of technology; while our Doctoral program aims to develop researchers who advance the formal body of knowledge on universal, systematic concepts and methods in business practice. For that purpose, we welcome excellent applicants with a variety of skills, regardless of specific academic field and professional background. In particular, we seek applicants who:

1. Wish to take a leadership role in value creation in business and society by mastering the concepts and methods of technology management.
2. Wish to supplement their foundation knowledge of sciences or social sciences with a mastery of technology management concepts and methods in order to contribute to society.
3. Wish to use their experience as technology management practitioners to provide feedback to the research field and advance their own knowledge of theory.

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< Master's Program >

(Knowledge/ Understanding)

A. To have academic abilities to learn the theory, concept and methodology in the field of technology and innovation management and understand its consequence and responsibility.

(Ideas/Senses)

B. To acquire analytical techniques for technology management and identify new problems and solutions.

C. To develop the strategies, solutions and ideas from the perspective of technology management to facilitate innovation.

(Interest/ Motivation)

D. To carry out researches in coordination with others in a systematic approach and understand the ethical in terms of contributing to the global society.

(Skills/ Expressions/ Attitudes)

E. To carry out analyses required for the commercialization of technologies.

F. To enrich international insights and communication skills to make research presentation in the foreign languages.

< Doctoral Program >

(Knowledge/ Understanding)

A. To learn the advanced theory, concept and methodology in the field of technology and innovation management and understand the outputs and duties.

(Ideas/ Senses)

B. To evaluate and formulate business strategies in the pursuit of new theories.

C. To develop business strategies and practical solutions to facilitate innovation.

Evaluation criteria for master's thesis

< Master's Program >

Applicants who meet all the requirements for the completion of curricula is to be reviewed in several criteria of their understanding of the concept of technology management, methodology, clearness of problem consciousness. The master's degree is awarded to the applicant who is verified as a qualified candidate of creating values and delivering benefit to the public.

< Doctoral Program >

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4. Admission Policy

The Graduate School of Technology Management welcomes the students with the following qualification.

[Master's Program]

(Knowledge/ Understanding)

- Those who have academic ability to learn the theory, concept and methodology in the field of technology and innovation management.

(Ideas/ Senses)

- Those who seek to acquire the analytical techniques in technology management.
- Those who have logical mind and decision making capability to encourage innovations.

(Interest/ motivation)

- Those who carry out researches coordinating with others in systematic approach

(Skills/Expressions/ Attitudes)

- Those who identify the factors which are required for commercialization of technologies
- Those who have communication skills to reinforce the collaboration within the team.

[Doctoral Program]

(Knowledge/ Understanding)

- Those who have academic ability to learn the advanced theory, concept and methodology in the field of technology and innovation management.

(Ideas/ Senses)

- Those who seek to evaluate and formulate business strategies to search for new theories.
- Those who develop business strategies and practical solutions to drive innovations.

The Graduate School of Technology Management welcomes the students with the following qualification.

1. STUDENT STATUS AND TUITION

Student registry indicates students' status within Ritsumeikan University. The registry is created when a student enters the university, and the student's name is removed from the registry when a student graduates, withdraws or is dismissed from the university.

1. Name and Address in Student Registry

(1) Name on School Register

Names in the student registry are as follows according to nationality.

Nationality	Year enrolled	Name on school register	Remarks
Student with Japanese nationality	a students who entered in or after AY 2013	Name on the family register	Display format to be used in certificate etc. written in English: RITSUMEI (family name) TARO (Given) → RITSUMEI Taro
Students with non-Japanese nationality (International students)	a student who entered in or after AY 2013	Name on the certificate of resident registration or passport in Roman characters	Display format to be used in certificates etc. written in English: RITSUMEI (family name) SAIONJI (Middle name) TARO (given name) → RITSUMEI Taro Saionji
Students with non-Japanese nationality (special permanent residents excluding international students)	a student who entered in or after AY 2013	Name on the certificate of resident registration in Roman characters	—

- The name on any certificates the University issues will be determined based on the rules stated above. Students may not alter their name and/or use an alias without permission.
- If a student wishes to use an alias, the student must contact the administrative office of their graduate school. The graduate school may approve the use of an alias upon deliberation at a committee meeting of the student's graduate school.

Note: If an alias is used, the alias will be written on the student registry and diploma along with the student's real name in accordance with the rules stated above. Only the alias will be put on certificates, personal class schedule, Transcript of Academic Record, etc. The name on student certificates for students with non-Japanese nationality (international students) will be as that written on the passport or on the certificate of items entered in the certificate of residence in Roman characters.

(2) Changes in Personal Information Procedure

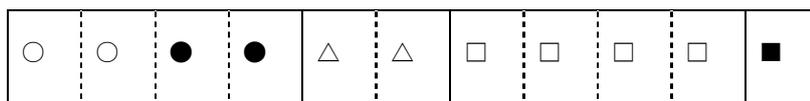
Changed items	Procedure	Office to which notification of change should be submitted
Student's current address or telephone number	Submit a "Change of Address Notification."	Administrative office of your graduate school (Manabi Station for students in graduate schools at BKC • OIC)
Student's permanent address (parent's home address), Tuition invoice mailing address, or Guarantor's address/telephone number		
Guarantor, Billing name for tuition, or Student's name (surname, forename)/ Nationality		

2. Student ID Number

Students ID numbers are issued to all enrolled students. In principle, the student ID numbers remain the same during their enrollment and after completing their study.

*A student ID number may change when a student returns from a leave of absence or reenrolls in the University.

Construction of student ID number (11 digits)



The meanings of the symbols are as follows: ○○: Graduate School; ●●: Program/Major etc.; △△: Year enrolled; □□□□: Personal number; ■: Check digit

3. Student ID Card

(1) Student ID Card

A student ID card serves as proof of student status at the University.

The student ID card is used to verify the identity of students at Ritsumeikan University. Students must always carry their ID cards on them and are required to present their ID in the following situations:

- when taking final examinations
- when having a Transcript of Academic Record, individual class schedule, or certificates issued
- when using facilities on campus, such as a library
- when being asked to present their ID by a faculty or administrative staff member of the University
- If your ID is lost or stolen, report it to the nearest police station and the administrative office of your Graduate School. (Manabi Station for students in graduate schools at BKC • OIC)
- Every academic year stickers are issued to verify the enrollment of students. The stickers must be stuck on the back of the student ID card. It is valid for one year. A student ID without a valid sticker is deemed to be invalid.

(2) Changes of Information on Student ID Card, Reissuing and Returning Student ID Card

The following procedures are performed at the administrative office of your graduate school (or Manabi Station for graduate students at BKC/ OIC).

Reason	Procedure
Change Information on Student ID Card	Contact the administrative office of your Graduate School. (Manabi Station for students in graduate schools at BKC · OIC) To have it reissued, bring the following:
Reissue Student ID Card	<ul style="list-style-type: none"> • Reissuance handling fee: 2,000 yen • Photo (30 x 25 mm) of the face in full without headgear (taken within the last three months) → full-color with no frame, a glossy finish, a solid-color background
Return Student ID Card	You have to return your student ID card upon completion of your study, withdrawal, or removal from the student registry or when taking a leave of absence. Make sure to return your student ID card at the commencement ceremony.

4. Standard Period of Study and Maximum Period of Enrollment

(1) Standard Period of Study (*Hyojun Shugyo Nengen*)

The number of years required to complete a degree program at the graduate school as below.

Program	Standard period of study
Master's Degree Program	2 years
Doctoral Degree Program	3 years

(2) Maximum Period of Enrollment (*Zaigaku Nengen*)

The maximum period of enrollment refers to the maximum number of years for which a student can be enrolled at the graduate school. Students cannot extend their enrollment beyond this period. The semester during which the student takes a leave of absence and the semester during which the student withdraws from the school or is removed from the school register will not be included in the student's period of enrollment. However, if the date of withdrawal or removal from the school register is the last day of the semester, that semester will be included in the student's period of enrollment.

Program	Maximum period of enrollment
Master's Degree Program	4 years
Doctoral Degree Program	6 years

5. Year Level (*Kaisei*)

(1) How to count year level

Upon admission, new entrants to the graduate school will be in Year One. Each year, the student's year level is automatically incremented by one, regardless of the number of credits earned. For example, in the case of the master's program, whose standard period of study is two years, if you cannot earn the required number of credits needed to complete the program by the end of Year Two, you can continue the program until Year Four. However, you cannot be enrolled in the program longer than the maximum period of enrollment (four years).

(2) How to count year level in case of a leave of absence

1) There are cases that your year level will be up or not under your study conditions of semester that you take a Leave of Absence.

* If you enroll in the Fall semester, your year level will be up.

* If you do not enroll in the Fall semester (in case you take a leave of absence), your year level will not be up.

2) In case that students who entered in September take a leave of absence

* If you enroll in the second semester (spring semester), your year level will be up.

* If you do not enroll in the second semester (spring semester) (in case you take a leave of absence), your year level will not be up.

6. Prohibition of Dual Enrollment

Students who are enrolled at Ritsumeikan University are not permitted to enroll at another university. However, double registration may be permitted if it is considered necessary for the purposes of education and it does not interfere with course requirements at both universities. If you wish to take a course at another university, consult the administrative office of your graduate school.

It should be noted that for those students who have been approved by their graduate school to take courses at other graduate schools through the Kansai Four-University Consortium Program Credit Transfer System do not need to seek additional approval from Ritsumeikan University.

7. Leave of Absence

(1) Leave of Absence system

A student who will be absent from class for two consecutive months or more due to illness or other exceptional circumstances can apply for a leave of absence. A request for a leave of absence will be discussed at a committee meeting of the student's Graduate School. A student considered to be unable to carry on his/her studies at the University due to illness may be ordered to take a leave of absence.

- 1) The period of leave of absence is not counted in the period of enrollment.
- 2) The period of leave of absence may not exceed two consecutive years. However, an extension of up to one year may be granted to a student who encounters special circumstances.
- 3) The total period of leave of absence must not exceed three years (five years for students in an integrated doctoral program). However, this policy applies to enrolled students, transfer students or readmitted students in AY 2010 or later. e.g. Students who take a leave of absence in AY 2016 and AY 2017 (two consecutive years) and return from the absence in AY 2018 and take a leave of absence again in AY 2019 (one year) cannot take a leave of absence any more.
- 4) Students are exempt from paying tuition fees during the leave of absence period. However, they must pay enrollment fees during that period.

(2) Leave of Absence Application Procedure

1) Documents to submit

Students wishing to take a leave of absence must submit to their administrative office of graduate school a designated "Request for Leave of Absence" form (with guarantor's signature) and one of the documents listed below that verifies the reason why a leave of absence for more than two consecutive months is necessary.

Reason for leave of absence	Document to submit along with Request for Leave of Absence
Illness	Medical certificate from a primary doctor
Family reasons	Statement of the reason
Financial reasons	Statement of the reason
Work-related reasons	Certificate issued by the student's company/organization
Traveling overseas (study abroad at personal expense, overseas internship or volunteer work, other overseas learning or research activity)	Certificate of acceptance issued by the accepting institution or organization
Conscription	Certificate of Acceptance issued by military
Other	Document proving that the student needs to interrupt study for more than two consecutive months

2) Application deadline and period of Leave of Absence

Application deadline are indicated below. Students may request a leave of absence for a single semester (spring or fall) or for the whole academic year. If your request for a leave of absence is approved after the semester or the academic year has begun, the beginning date of your leave of absence shall be the date on which approval was given. However, the period from the beginning date of the semester or academic year to the date of approval shall be included in the leave of absence period.

Leave of Absence Period	Application deadline
Spring semester, or the whole academic year	May 31
Fall semester	November 30

(3) Continuous Enrollment Fee during a Leave of Absence (Zaisekiryo)

The continuous enrollment fee during a leave of absence shall be 5,000 yen per semester (additional fees may be required). The continuous enrollment fee must be paid within two weeks of the date of approval of a leave of absence.

(4) Procedure to Follow before the End of the Leave of Absence

“Instructions Regarding the Procedure to Follow before the End of the Leave of Absence” will be mailed to students on leave of absence and their guarantors before their approved leave of absence expires (late July for the Spring semester, and late January for the Fall semester). If a student receives the Instructions, he/she must submit an appropriate request form in accordance with the Instructions. Failure to complete the procedure by the ending date of the leave of absence will result in removal from the school register. The date of removal shall be the ending date of the approved leave of absence.

Ending date of leave of absence	Procedure
End of Spring semester	Submit an appropriate request form (Request for Reenrollment, Request for Leave of Absence, or Request for Withdrawal from the university) between August 1 and August 31
End of Fall semester	Submit an appropriate request form (Request for Reenrollment, Request for Leave of Absence, or Request for Withdrawal from the university) between February 1 and the end of February

8. Returning from Leave of Absence (Re-instatement)

Students wishing to return to the program after a leave of absence must submit a designated “Request for Reenrollment” form (with their guarantor’s signature) to the administrative office of their graduate school.

- A student who takes a leave of absence due to illness must submit a primary doctor’s medical certificate and be examined by a doctor at the Ritsumeikan Medical Service Center.
- Returning students will be charged tuition and fees for the year level in which they return.

[Application period]

Desired return semester	Application period
Spring semester	From February 1 to the end of February of the preceding academic year
Fall semester	From August 1 to August 31 of the academic year in which return is sought

[Application period for international students that need to newly acquire status of residence]

Desired return semester	Application period
Spring semester	From December 1 to the end of December of the preceding academic year
Fall semester	From June 1 to June 31 of the academic year in which return is sought

[Student ID Number and Applying Curriculum when students return from a leave of absence]

The case that students who enrolled in after AY2013 return from a leave of absence:

The student ID number and curriculum remain the same from the ones before a leave of absence. Therefore, in the case students who enrolled in before AY2012 take a leave of absence and when they return from a leave of absence the student ID number and curriculum will apply for after AY2013, the student ID number and curriculum will not change even though they take a leave of absence and return from it again. The credits they have earned before a leave of absence will also remain. However, some courses will not offer because each courses of curriculum after AY2013 will offer under regular study period.

9. Withdrawal

(1) Withdrawal Policy and Procedure

Students wishing to withdraw from the graduate school must submit a designated "Request for Withdrawal from the university" form (with guarantor's signature) to administrative office of their graduate school to obtain permission.

(2) Date of Withdrawal

The date of a student's withdrawal will be determined by the President of the University after deliberation at the Graduate School Committee. The student is required to be enrolled at the University on the last day of the semester in order to receive course grades for that semester. (If the date of withdrawal is September 25 or March 31, the credits the

student earned and the enrollment during the relevant semester will be approved.) Therefore, if a student, who has already paid the university fees for the semester, wishes to have their grades for the semester approved, the student must express this when applying for withdrawal. It can take from two weeks to one month to approve a withdrawal owing to the scheduling of faculty meetings. (The date of withdrawal is the date approved at the faculty meeting. It is not the date the student applied for the withdrawal.)

10. Removal of Name from School Register

The student's name will be removed from the school register and his/her student status will be forfeited in the following circumstances.

Circumstances	Date of removal from school register
When the student fails to pay the required tuition and fees, Special Registration Fees* or continuous enrollment fee	Spring semester: August 31 or Fall semester: the last day of February
When the student's duration of study exceeds the maximum period of enrollment	Last day of the maximum period of enrollment
When the student does not return to school even though his/her total absence period exceeds three years (five years for students in the 5-year integrated doctoral program). This rule shall apply to all newly admitted, transfer and readmitted students in AY 2010 or later.	Ending date of approved leave of absence
When the student fails to complete the prescribed procedure by the ending date of approved leave of absence	Ending date of approved leave of absence

*Regarding Special Registration Fees refer to "Tuition and Fees". There is another type of Special Registration Fees for students who study on Student Exchange Programs provided by Ritsumeikan University.

11. Readmission

(1) Eligibility

Students who have withdrawn or whose names have been removed from the school register may apply for readmission to the graduate school. Students seeking readmission must file an application within two years from the day following the last day of the semester in which withdrawal or removal occurred. Each application will be reviewed for approval or denial. Note that students who were removed from the register for exceeding the maximum period of study and those

who were dismissed for disciplinary reasons are not eligible to apply for readmission. A special exception for readmission for Ph.D. (by coursework and dissertation)-seeking students is described in a later section.

Note: The readmission system is not intended to ensure that students who have withdrawn from the University or have been removed from the student registry can study at the University again.

(2) Application Procedure

Students seeking readmission must submit a “Request for Readmission” form (with their guarantor’s signature) during the application period given below. For details to apply, refer to “Procedures for Readmission to Graduate School” 「再入学手続要項」 of Ritsumeikan University Graduate School available at the administrative office of your Graduate School.

[Application Period]

Desired readmission semester	Application period
Spring semester	From February 1 to the end of February of the preceding academic year
Fall semester	From August 1 to August 31 of the academic year in which readmission is sought

[Application Period for International Students that need to newly acquire status of residence]

International students must submit the application during the period below, because of time-consuming process to obtain resident status.

Desired readmission semester	Application period
Spring semester	From December 1st to the end of December of the preceding academic year
Fall semester	From June 1st to June 30th of the academic year in which readmission is sought

(3) Procedures for readmission

Students who have received a letter of acceptance for readmission must submit the necessary documents as well as pay the indicated fees by the prescribed date. Readmitted students will follow the new curriculum for the year level in which

they are readmitted. As previously earned credits will be evaluated in accordance with the new curriculum, some of the credits may not be approved.

12. Extension of Study Period for Students Who Have Exceeded the Standard Period of Study

A student who wishes to extend the study period beyond the standard period of study should submit the required documents, including a master’s or doctoral thesis progress report, to administrative office of his/her graduate school. The detailed procedure will be communicated by the respective graduate school office; the student must follow the prescribed procedure within the stated time limit.

13. Completion Requirements/ Date of Completion

(1) Completion Requirements

< Doctoral degree program / Integrated doctoral degree program >

To complete a doctoral degree program / integrated doctoral degree program, students are required to attend the doctoral program for at least five years (including the period of attendance in the master’s program, i.e., two years, for students who completed the master’s program), satisfy all course requirements specified by each graduate school, and pass the doctoral dissertation assessment and final examinations. However, in the case of students who are recognized as having achieved outstanding research results, pursuant to the rule of your graduate school, the required period of attendance may be reduced to three years (including the period of attendance in the master’s program, i.e., two years, for students who have completed the master’s program).

The following is the summary:

*Students who enrolled in their first year beyond academic year 2010 and third year transfer students who enrolled beyond academic year 2012

Those students must apply before the following deadlines based on their preferred date of completion.

Preferred Date of Completion	Application Deadline for Conferral
March 31 st	Designated deadline of the graduate school before December 31 st of the academic year
September 25	Designated deadline of the graduate school before June 30 th of the academic year

Students who apply for conferral between the following day of these application deadlines and the end of the semester shall maintain enrollment in the following semester at which time conferral of course doctoral degrees shall be evaluated. The date of completion in this case shall be the last day of the semester following the semester in which the application for conferral of course doctoral degree was submitted. If the following semester overruns the standard required years for completion, tuition fees shall be in accordance with “Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study” of section “Tuition and Fees”.

(2) Date of Completion

Program	Date
Doctoral program / 5-year integrated doctoral program (*) / 4-year doctoral program	September 25 or March 31

* The date of withdrawal for a student who was enrolled in a 5-year integrated doctoral program and has obtained a master’s degree shall be March 31 or September 25.

14. Completion of Doctoral Coursework Without Degree

Completion of doctoral coursework without degree indicates that a student who was enrolled in a doctoral program or integrated doctoral program for more than standard required periods and meets the course requirements specified by the Ritsumeikan University Graduate School Regulations has withdrawn from school without a doctoral degree.

	Completion Date for Doctoral Coursework Without Degree
Spring Semester	September 25
Fall Semester	March 31

15. Certificates and Student Discount Certificate

(1) Certificates and student discount certificates

Certificates for currently enrolled students and student discount certificates can be issued at automated certificate-issuing machines. Check CAMPUS WEB→ Link for service hours and locations of the automated certificate-issuing machines. The administrative office of your Graduate School (OIC/BKC : Manabi Station) will issue certificates (e.g. Certificate of Leave of Absence, Certificate of Withdrawal, and Certificate of Attendance) for students taking a leave of

absence, withdrawing from the University, being removed from the student registry, or graduating from the University. It may take a few days to issue a certificate depending on the certificate.

Note: Some certificates require you to pay a handling fee for issuance; this fee should be paid to the office in certificate stamps.

(2) Certificate Stamps

Certificate stamps necessary for the payment of Extension Center course registration fees, certificate exam fees, certificate issuance handling fees, shuttle bus tickets, etc., are sold at automated certificate-issuing machines and at the Co-op store on each campus.

Note: The certificate stamps sold at a Co-op store are certificate handling fees, motorcycle registration fees, non-degree student screening fees, auditing student screening fees, parking fees, shuttle bus tickets, and sets of shuttle bus tickets.

16. Tuition and Fees

(1) Tuition

Tuition and fees must be paid according to the following table.

<Tuition for students who enrolled in or before AY2015 and students in their second year or above who reenroll in AY 2016>

1) Master's Degree Programs (Unit: Yen)

Graduate School	Fee	1st year		2nd year (*1)
		Graduate of other university	Ritsumeikan Academy graduate	
Technology Management	Spring Semester	579,000	739,000	739,000
	Fall Semester	739,000	739,000	739,000

*1 In and after the third year, the tuition is the same as second year tuition.

2) Doctoral Degree Programs (Unit: Yen)

Graduate School	Fee	All years
All Graduate Schools	Spring Semester	250,000
	Fall Semester	250,000

<Tuition for students who enrolled in or after AY 2016>

1) Master's Degree Programs (Unit: Yen)

Graduate School	Fee	1st year		2nd year (*1)
		Graduate of other university	Ritsumeikan Academy graduate	
Technology Management	Spring Semester	591,900	751,900	751,900
	Fall Semester	751,900	751,900	751,900

*1 In and after the third year, the tuition is the same as second year tuition.

2) Doctoral Degree Programs (Unit: Yen)

Graduate School	Fee	All years
All Graduate Schools	Spring Semester	250,000
	Fall Semester	250,000

(2) How to Pay Tuition and Fees/ Payments Deadlines

- 1) We will mail you a notice of required tuition payments along with a tuition payment form and a notice about the tuition deferment (installment) system.

Contents mailed	Scheduled mailing date
<ul style="list-style-type: none"> • Notice about the tuition deferment (installment) system • Spring semester tuition payment form • Annual tuition payment form 	Early April
<ul style="list-style-type: none"> • Notice about the tuition deferment (installment) system • Fall semester tuition payment form 	Early September(*)

* If you pay the annual tuition fee in spring semester, we will not send you additional mail in September.

2) The address used to mail the documents is the address registered as the tuition billing address.

* In the case of a change in billing address information, please contact the administrative office of your graduate school or Manabi station at your home campus.

3) Please use the University's tuition payment form enclosed with the notice of required tuition payments and complete payment at a financial institution.

Payment deadlines are listed below.

[All of graduate school excluding Graduate School of Management]

Tuition payment type	Payment Deadline
Spring semester or annual tuition	April 30 th
Fall semester tuition	September 30 th

*If a payment deadline falls on a bank holiday, the due date will be extended to the next business day.

(3) Tuition Deferment (Installment) System

Students who are unable to pay the full amount of tuition fees for the spring semester or fall semester may use the tuition deferment (installment) system. Submit the Tuition Deferment Request Form to extend your deadline to a specified date. Submit the form to the Office of Student Affairs of your campus (administrative office of Inter-Faculty

Graduate Schools for Suzaku campus) by the tuition payment deadline of the appropriate semester (submission is accepted by mail). Further details about deferment procedures are enclosed with the notice of required tuition (refer to section (2))

	Spring Semester	Fall Semester
Deferred payment deadline	July 10 th	December 20 th

*If a payment deadline falls on a bank holiday, the due date will be extended to the next business day.

(4) Scholarships and Research Grants for Ritsumeikan University Graduate School Students

For more details, consult with the Office of Student Affairs at each campus or Office of Graduate Studies according to the type of scholarship.

(5) Removal from the School Register, Due to Non-Payment of Tuition and Fees

Failure to make timely payments of tuition and fees will result in removal of the student's name from the school register. Students should make a payment plan well in advance to ensure that they can pay the required amount by the specified deadline.

(6) Tuition and Fees for Students whose Duration of Study Has Exceeded the Standard Period of Study

Students whose duration of study has exceeded the standard period of study will be charged a half of the amount of the annual tuition and fees in effect for that academic year. Note that the annual tuition and fees shall be 200,000 yen for students who have attended a doctoral program, integrated doctoral program or 4-year doctoral program for longer than the standard period of study and completed all degree requirements stipulated in the Graduate School Regulations, except for the dissertation.

(7) Special Registration Fees for Doctoral Candidates beyond the Standard Period of Study

Students who applied for a doctoral degree but exceeded the standard period of study due to evaluation of their dissertations and therefore continue to stay enrolled are required to pay a special enrollment fee (25,000 yen per semester) instead of paying tuition.

This fee only shall be applied to the following students:

- 1) Students who enrolled in a doctoral program, integrated doctoral program or 4-year doctoral program in AY 2010 or later and students who transfer into the third year of a 5-year integrated doctoral program in AY 2012 or later.
- 2) Students of non-Japanese nationality who enrolled in or transferred to a doctoral program in or before AY2009 with a nationality besides Japan, who wish to stay enrolled in order to extend their dissertation is evaluated.

2. CURRICULUM FOR DOCTORAL PROGRAM IN TECHNOLOGY MANAGEMENT

1. Curriculum

We started offering an English-based Doctoral Program since September 2010. It is called “Doctoral Program in Technology Management”. Students will be able to obtain degrees in English or Japanese.

[Curriculum for Students Who Enrolled in AY2012 and After]

■ Common Curriculum for the English and Japanese-based Programs

Since AY2012, doctoral students are able to take Elective Course (*Tokushu-Kenkyu*) and Research Course in English or Japanese.

2. Basic Requirements for Completion of the Doctoral Program

Students will be qualified for the degree upon completion of the following requirements:

■ Requirements for Completion

1. Period of Enrollment

In principle, students must be enrolled as a regular, full-time student in the Doctoral Program for 3 years. However, the degree may also be granted to outstanding students in less than 3 years. In this case, the minimum period of full-time enrollment is 1 year.

2. Credit Requirements

Students must obtain a total of 14 credits for the completion. 3 subjects (6 credits) from ‘Elective Course’ and 2 subjects (8 credits) from ‘Research course’ which will be carried on throughout the 3 years are required to be taken.

3. Dissertation

Doctoral students must submit the dissertation after receiving the necessary instructions from their academic supervisor. The dissertation must be approved according to the procedure of the program and passed the final examination.

■ Subject

The Subjects consist of lecture subjects and research project subjects with research guidance. Lecture subject is called “Elective Course” and research project subject is called “Research course”, and in each course, required credit for completion of the doctoral program is specified as below. For the detail of subjects, please refer to the page 27.

■ Subject aim

1. Elective Course (6 credits are required for completion)

Through Elective Courses, students will gain advanced skills for the application of MOT theories that are necessary for completing the doctoral dissertation. Students will also acquire the ability of investigating and analyzing, which is required in the business situations.

2. Research Course (8 credits are required for completion)

In Research course subjects, students will receive the guidance from their academic supervisors to enhance their abilities to think logically and develop their analyzing and conception abilities. Also, by conducting company visits, interviews, research and literature searching, students will organize their research progress in the dissertation.

3. Remarks

Doctoral program in Technology Management has intensive classes for Elective Course during a semester or summer break, as students are working mostly. For the detail on class schedule, please find the class timetable distributed by administrative office, Graduate School of Technology Management. Students need to discuss and decide their research plan with their faculty in charge.

4. Subject List for Doctoral Program

■ Common Curriculum for Japanese-based Program and English-based Program

< For students who enrolled in AY 2012 and after >

Name of Subject		Class Code	Credit
Elective Course	特殊研究（統計データ解析・英文ジャーナル）	DA	2
	特殊研究（統計データ解析・英文ジャーナル）	DB	2
	特殊研究（定性分析）	DC	2
	特殊研究（定量分析）	DD	2
	特殊研究（研究方法の実践）	DE	2
	特殊研究（統計特論）*	DK	2
	特殊研究(Literature Review)	DF	2
	特殊研究(Research Methods)	DG	2
	特殊研究(Empirical Methods)	DH	2
	特殊研究(Independent Study)	DI	2
	特殊研究(The Analysis of the Structure of Research Papers) 【for students who enroll before AY2015】	DJ	2
	特殊研究(Structural Analysis of Research Papers) 【for students who enroll after AY 2015】	DJ	2
	特殊研究	-	2
Research Course	Doctoral Seminar I	-	4
	Doctoral Seminar II	-	4
	Doctoral Seminar III	-	4
	Doctoral Seminar IV	-	4
	Doctoral Seminar V	-	4
	Doctoral Seminar VI	-	4

➤ Some of 特殊研究(Tokushu-kenkyu) subjects are conducted only in Japanese .

3. GUIDELINES FOR DOCTORAL DEGREE APPLICATION BY SUBMITTING DISSERTATION (COURSE-BASED PH.D. / *KATEI HAKUSHI*) IN AY2016

1. Requirements for doctoral candidates' dissertation submission (for those enrolled in 2010 and afterwards)

PhD candidates must fulfill the following submission criteria:

- (1) Completion of the publication of minimum 2 first-authored research articles, related to the candidate's PhD dissertation.
- (2) Completion of minimum 2 first-authored research articles, accepted for publication in peer-reviewed academic journals.

2. Dissertation Review Schedule for December 2016 (for those who complete their degree in March 2017)

Flow of Events	Schedule
Deadline of Doctoral Degree Application *The dissertation should be bound into a book at the applicant's own expense	End of Dec 2016
Decision on Acceptance or Rejection of Dissertation by the Faculty Council	Early to mid-Jan 2017
Dissertation Available for Public Inspection	Until the decision on degree conferral is made
Oral Examination by the Dissertation Committee	Mid to end -Jan 2017
Public Hearing of Dissertation *The details schedule will be announced two weeks prior to the public hearing.	Early Feb 2017
Decision on Degree Conferral by the Faculty Council	Mid-Feb 2017
Decision on Degree Conferral by the Graduate School Degree Committee	Early Mar 2017
Doctoral Degree Conferral Ceremony	End of Mar 2017

3. Required Documents for Doctoral Degree Application (Course-Based Ph.D. / *Katei Hakushi*)

- 1) Required Documents for Doctoral Degree Application (Course-based PhD/*Katei Hakushi*) are the compatible format of Ritsumeikan University. Please read the “Academic Degree Regulations of Ritsumeikan University” and “Graduate School of Technology Management Internal Rules regarding Doctoral Degree Conferral” carefully and come to administrative office, Graduate School of Technology Management to receive the necessary documents.
- 2) The applicants should submit 4 copies of the dissertation in accordance with the “Graduate School of Technology Management Internal Rules regarding Doctoral Degree Conferral” and one of 4 copies shall be used for display.
- 3) Abstract of the dissertation both in English and Japanese should be saved in a record media. (For foreign students, it is not necessary to submit abstract in Japanese)

4. Criteria for Doctoral Degree Conferral

For Doctoral Degree Conferral, applicants must meet all requirements for completion of the Doctoral Program and pass the review by the Degree Examining Committee. During the Dissertation Review and Oral Examination by the Dissertation Committee, applicants will be evaluated on various criteria, such as understanding of the concept of Technology Management and methodologies, clear awareness of the issues related to the field, validity of their research themes, their dissertation’s relationship to previous researches, and their ability to clearly develop and present their arguments in writing. The degree will be conferred on applicants who are deemed to have displayed a high level of research ability and to be able to advance the formal body of Technology Management knowledge by applying universal, systematic concepts and methodologies in business practice.

5. Procedures for Posting the Full Text of a Doctoral Dissertations on the Internet

Regulations concerning academic degrees (established by the Ministry of Education, Culture, Sports, Science and Technology) were partially revised in March 2013. Consequently, all students conferred doctorates in or after April 2013 are now required to post the full text of their dissertations on the Internet. All students who received doctorates from Ritsumeikan University in or after April 2013 are required to post their doctoral dissertations on the Internet through the Institutional Repository R-3 within a year of the date that they were conferred their degree. If the University acknowledges that a student cannot post his/her doctoral dissertation on the Internet due to an unavoidable reason such as a reason related to copyright protection or personal information protection, the student is required to post a summary of the doctoral dissertation instead of its full text on the Internet.

The following text covers general procedures and precautions relating to the posting of the full text of a doctoral dissertation on the Internet. Doctorate recipients are responsible for performing all procedures by themselves. Details will be provided in an information session regarding the posting of the full text of a doctoral dissertation on the Internet to be held twice a year by the Division of Academic Affairs. Students are required to attend the sessions.

Posting the Full Text of a Doctoral Dissertation on the Internet (Preparation)

Doctoral students should consider the following when writing their sub-dissertation or the research results that will eventually constitute their doctoral dissertations (peer-reviewed articles in academic journals).

1. If the copyright on your work is held by a third party such as an academic society to which you contributed your dissertation, you need to obtain permission from the copyright holder.
2. If you include information from interviews or questionnaires in your doctoral dissertation, ensure that you handle all personal information appropriately.
3. Students in the fields of science and engineering, who engage in research involving patents etc., held by companies, are required to check all precautions regarding the posting of doctoral dissertations on the Internet.
4. You are strongly urged to attend information sessions regarding copyright.

What to prepare before applying for a degree

Read thoroughly the statements in "Check Sheet for Posting the Full Text of a Doctoral Dissertation on the Internet" (Attachment 1) and answer all questions before submitting. (Also submit "Request Form for Publishing Dissertation through Institutional Repository" [Attachment 2], "Permission to Include Coauthored Paper in Doctoral Dissertation" [Attachment 3], and permission for the use of personal information.)

The full text of the doctoral dissertation can be posted.

The full text of the doctoral dissertation may be posted within a year although not immediately.

The full text of the doctoral dissertation cannot be posted due to restrictions relating to copyright, publication, patent, or personal information.

What to submit at the time of applying for a doctoral degree

Documents to be submitted:

- Full text of the doctoral dissertation
- Check Sheet for Posting the Full Text of a Doctoral Dissertation on the Internet (Attachment 1)
- Other required forms

Form required for submission

- Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement (Attachment 4)

Form required for submission

- Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement (Attachment 4)
- Application for posting summary of doctoral dissertation on the website of R-Cube (Attachment 5)
- Summary of Thesis Contents (Attachment 6)

Form required for submission

- Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement (Attachment 4)
- Application for posting summary of doctoral dissertation on the website of R-Cube (Attachment 5)
- Summary of Thesis Contents (Attachment 6)

Students applying for the conferral of a doctoral degree are required to submit "Check Sheet for Posting the Full Text of a Doctoral Dissertation on the Internet" (Attachment 1) at the time of application. Students will need to confirm whether or not they will be able to post the full text of their doctoral dissertations on the Internet after the conferral of the doctoral degree and they should seek to obtain permission for the use of any copyrighted materials, patents, confidential information, personal information, etc. (Attachment 2 and Attachment 3). In order to post a doctoral dissertation at the Institutional Repository R-3, consent from the student who was conferred the doctoral degree is required. Students who are conferred a doctoral degree must submit a "Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement" (Attachment 4). If the University acknowledges that a student cannot post his/her doctoral dissertation on the Internet due to an unavoidable reason such as a reason related to copyright protection or personal information protection, the student shall be required to post an abstract of the doctoral dissertation instead of its full text on the internet. The student must promptly submit "Application for posting summary of doctoral dissertation on the website of R-Cube" (Attachment 5) after applying for the conferral of a doctoral degree. Please refer to "Summary of Thesis Contents" (Attachment 6) for details.

Check Sheet for Posting the Full Text of Doctoral Dissertation on the Internet

Circle your response to each statement.

- Can you publish your dissertation through Ritsumeikan Research Repository (R-Cube)?
 - ① Yes, I can publish my dissertation on R-Cube because it is not yet published on the internet.
 - ② Yes, I can also publish my dissertation on R-Cube although it is already published on the internet.
 - ③ No, I can't publish my dissertation on R-Cube because it is already published on the internet.

- Does your doctoral dissertation include content such as a three-dimensional object, precluding it from being posted on the Internet?
 - [1] No, it can be posted. / [2] Yes, it cannot be posted. / [3] To be confirmed.

- My doctoral dissertation cannot be posted on the Internet within a year from the date I received my doctoral degree because I haven't obtained permission to post a full dissertation on the internet from the academic society or publishing company which published or plan to publish (based on a book deal or publication certificate) my academic articles or publications involving my doctoral dissertation.
 - [1] True. I cannot post my dissertation for the above reason.
 - [2] False. The above reason does not apply and I can post my dissertation.
 - [3] To be confirmed.

- My doctoral dissertation cannot be posted on the Internet within a year from the date I received my doctoral degree because academic articles involving my doctoral dissertation were submitted to an academic society or publisher and are multi-authored. I cannot receive permission to publish on the Internet (due to copyright protections or other reasons) from all of the co-authors.
 - [1] True. I cannot post my dissertation for the above reason.
 - [2] False. The above reason does not apply or is not relevant and I can post my dissertation.
 - [3] To be confirmed.

- My doctoral dissertation cannot be posted on the Internet for more than a year from the date I received my doctoral degree because it contains personal information, and I cannot receive permission from the person who provided the personal information due to personal privacy protections or other reasons.
 - [1] True. I cannot post my dissertation for the above reason.
 - [2] False. The above reason does not apply or is not relevant and I can post my dissertation.
 - [3] To be confirmed.

Next step based on above responses:

Results		Next Step
I answered that I <u>can</u> post/publish my dissertation for all five statements above, so I am ready to post the full text of my doctoral dissertation on the Internet.	⇒	After being awarded your degree, submit your full dissertation and the consent agreement in order to register your dissertation with R-Cube.
I circled one or more statements above indicating that I <u>cannot</u> post or publish my doctoral dissertation on the Internet.	⇒	If the University recognizes that there is a compelling reason precluding the dissertation's publication online, you are required to post a summary of the dissertation instead of the full text on the internet.

Students who circled "To be confirmed" in response to any of the statements above should notify the administrative office of their Graduate School once confirmed.

Graduate School (for review): _____

Degree seeking applicant's name: _____

*I supervised and confirmed the above selections.

Academic advisor's name (Signature): _____

Confirmation date: DD/ MM/ YYYY _____

*Main supervisor will sign here in case applying for 乙号.

公益社団法人 〇〇学会/〇〇 Association
〇〇 〇〇委員長 殿/ To President, 〇〇

機関リポジトリへの論文掲載申請書
Request Form for Publishing Dissertation to Institutional Repository

貴学会所有の下記著作物を機関リポジトリにて保存・公開する許可をいただきたく、申請いたします。

I hereby apply for permission that the following copyrighted work owned by your Association be preserved and posted online in the institutional repository below.

掲載先 (以下、本掲載先) /Publisher

機関リポジトリ名/Institutional Repository: Ritsumeikan Research Repository (R-Cube)

URL: <http://r-cube.ritsumei.ac.jp>

管理者名 (責任者名、サーバ管理団体など) /Administrator (the person responsible, organization that manages the server, etc.): Shuhei NINOMIYA, Library Director of Ritsumeikan University

掲載論文 (以下、本論文) /Published Dissertation

Journal title:

Volume / year / ID (開始ページ) /start page:

Article title:

Author(s):

申請者/Applicant

氏名/Name:

大学名、企業名、団体名/University, Company, Organization:

所在地/Address:

電話番号/Tel No.:

F a x 番号/Fax No.:

E-mail address:

公開にあたっては下記の事項を遵守いたします。

I will comply with the guidelines below for the publication of the dissertation.

1. 本掲載先以外には掲載しない。
The dissertation shall not be distributed in any journal other than the publisher.
2. 本論分の営利目的の利用を行わない。
The dissertation shall not be used for commercial purposes.

申請者署名/Applicant's Name: _____

機関リポジトリへの論文掲載許可書/Permission for Publishing Dissertation to Institutional Repository

様

本掲載先への本論文の掲載を許可します。

I hereby grant permission for the applicant to publish his/her doctoral dissertation to the publisher.

年 月 日

Year/Month/Day

公益社団法人 〇〇学会 〇〇委員長
〇〇Association
President
〇〇

Attachment 3 Permission to Include Coauthored Paper in Doctoral Dissertation

○Confirmation of permission for use of joint copyright

Joint copyright cannot be exercised without the agreement of all parties involved. As authorization from all authors including researchers outside the University is required, the student must submit **Permission to Include Coauthored Paper** immediately after filing an application for a degree.

Letter of Consent

I, as a co-author / joint researcher of the doctoral dissertation written by Mr./Ms. ●●●●●, hereby give my consent for him/her to be the owner of the following materials written in collaboration with me for his/her doctoral dissertation.

Please check appropriate box.

- I agree to allow Mr. / Ms. ●●●●● to post the full dissertation through Ritsumeikan Research Repository (R-Cube) according to the operation guidelines of Ritsumeikan Research Repository (R-Cube).
- I do not agree to allow Mr. / Ms. ●●●●● to post his/her full dissertation through Ritsumeikan Research Repository (R-Cube), but I agree to allow him/her to post a summary instead.

(1) Published date: DD/MM/YYYY

Name of magazine:

Chapter:

Page No.: ●—●

Title of paper:

Authors' names: (Write all authors' names in the order written in the dissertation)

(2) Published date: DD/MM/YYYY

Name of magazine:

Chapter:

Page No.: ●—●

Title of paper:

Authors' names: (Write all authors' names in the order written in the dissertation)

(3) Published date: DD/MM/YYYY

Name of magazine:

Chapter:

Page No.: ●—●

Title of paper:

Authors' names: (Write all authors' names in the order written in the dissertation)

DD/MM/YYYY

Co-author/ Name of joint researcher
Name:

Stamp

(Signature)

○Confirmation of permission regarding the use of personal information

If a doctoral dissertation contains personal information, pursuant to personal information protection laws, the student must always obtain permission from individuals or groups who provided personal information in order to post the dissertation on the Internet. A student who is unable to obtain permission should contact the administrative office of the Graduate School where the student filed an application for a degree.

Attachment 4**Ritsumeikan Research Repository (R-Cube) Registration
Consent Agreement**

To Library director, Ritsumeikan University

Date: YYYY/MM/DD

Author's Information

Name:

Signature:

Graduate School(for review):

Student ID number:

(Unnecessary to fill in ID for the applicants of 乙号)

Telephone number:

Mobile number:

Email address:

Title of dissertation	_____ _____ _____ _____
Format of dissertation	<input type="checkbox"/> Full text of Dissertation / <input type="checkbox"/> Abstract of dissertation
Date of submission for doctoral dissertation in PDF	YYYY/MM/DD
Condition	<p>I agree the followings:</p> <ul style="list-style-type: none"> -My electronic dissertation be collected and loaded into the "Ritsumeikan Research Repository (R-Cube)" database and published on the internet. -The registered data be managed subject to the guidelines of the Ritsumeikan Research Repository. -Users may download and print the full-text of the dissertation. -The dissertation be loaded into and managed in the NII Institutional Repositories Program operated by the National Institute of Informatics (国立情報学研究所). -The dissertation be loaded into and managed by the National Diet Library. <p>Dissertation release date:</p> <p><input type="checkbox"/> Soon after degree is received</p> <p><input type="checkbox"/> ○○ months after degree is received</p> <p>Remarks:</p>

Attachment 5

**Application for posting summary of doctoral dissertation
on the website of R-Cube**

Date: DD/MM/YYYY

Dear President of Ritsumeikan University

I hereby apply to post a summary of my doctoral dissertation instead of its full text on the website of “Ritsumeikan Research Repository (R-Cube)” for the reason(s) below.

Should this circumstance change and there are no reasons precluding the posting of the full text online, I shall post the full text online.

(Check the applicable box below.)

The doctoral dissertation includes content such as a three-dimensional object that precludes it from being uploaded on to the Internet.

Reasons related to copyright protection, personal information protection or a patent preclude the doctoral dissertation from being posted on the Internet over a certain period from the date the doctoral degree was received.

Publication of my dissertation in an academic journal that prohibits multiple publications, or reasons related to a patent application implicate that I would incur a clear disadvantage over a certain period from the date the doctoral degree was received, should the full text of my dissertation be published on the Internet.

*Publication possible from: DD/MM/YYYY

All other reasons precluding the dissertation from publication on the Internet over a certain period.

*Publication possible from: DD/MM/YYYY

Graduate School (for review): ○○○○○

Name : ○○○○○○○○

(Seal unnecessary if applicant name is handwritten)

Summary of Thesis Contents

If the University acknowledges that a student cannot post his/her doctoral dissertation on the Internet due to unavoidable reasons such as copyright protection or personal information protection, the student is required to post a summary of their doctoral dissertation (hereinafter referred to as the "Summary of Thesis Contents") instead of its full text on the Internet. (Please note that the "Summary of Thesis Contents" is not identical to the "Abstract of Doctoral Thesis" that you submit at the time of application for a doctoral degree.)

Items to be included in the Summary of Thesis Contents, common to all Graduate Schools, are described below. Based on these items, each Graduate school establishes their own approach to the Summary of Thesis Contents. For further details, contact the administrative office of your Graduate School.

The Summary of Thesis Contents consists of the following items.

- 1 Title of thesis
- 2 Abstract
- 3 Objective and chapter composition
- 4 Summary of each chapter
- 5 Conclusion (Result / Consideration)
- 6 Main references

Submission date: Ask to the administrative office, Graduate School of Technology Management, Inter-Faculty Graduate Schools

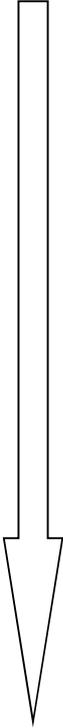
6. Research Flow chart to apply for doctoral degree

【April Enrollment】

	Research Course	Elective Course	Ideal research schedule to apply doctoral degree
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D1

Enroll in April (Make a formal decision on supervisor)

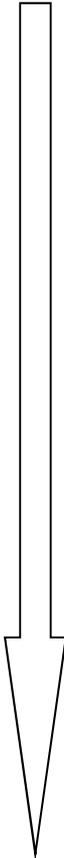
Spring Semester	Doctoral Seminar I (特別研究Ⅰ)		Present at academic conferences in Japan
Fall Semester	Doctoral Seminar II (特別研究Ⅱ)		Present at academic conferences in Japan Submit 1st peer-reviewed paper
Spring Semester	Doctoral Seminar III (特別研究Ⅲ)		Present at academic conferences in Japan Submit 2nd peer-reviewed paper
Fall Semester	Doctoral Seminar IV (特別研究Ⅳ)		Present at overseas academic conferences Present at academic conferences in Japan (Submit 3rd peer-reviewed paper)
Spring Semester	Doctoral Seminar V (特別研究Ⅴ)		(Present at overseas academic conferences) Present at academic conferences in Japan
Fall Semester	Doctoral Seminar VI (特別研究Ⅵ)		Present at academic conferences in Japan

【September Enrollment】

Research Course	Elective Course	Ideal research schedule to apply doctoral degree
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D1

Enroll in September (Make a formal decision on supervisor)

Fall Semester	Doctoral Seminar I (特別研究Ⅰ)		Present at academic conferences in Japan
Spring Semester	Doctoral Seminar II (特別研究Ⅱ)		Present at academic conferences in Japan Submit 1st peer-reviewed paper
Fall Semester	Doctoral Seminar III (特別研究Ⅲ)		Present at academic conferences in Japan Submit 2nd peer-reviewed paper
Spring Semester	Doctoral Seminar IV (特別研究Ⅳ)		Present at overseas academic conferences Present at academic conferences in Japan (Submit 3rd peer-reviewed paper)
Fall Semester	Doctoral Seminar V (特別研究Ⅴ)		(Present at overseas academic conferences) Present at academic conferences in Japan
Spring Semester	Doctoral Seminar VI (特別研究Ⅵ)		Present at academic conferences in Japan

4. TAKING COURSE AT RITSUMEIKAN UNIVERSITY

1. Semester (Academic Term)

The term “semester” refers to a subdivision of the academic year. At Ritsumeikan University, the academic year is divided into two semesters: each lasting 15 weeks (i.e., 30 weeks per year). Some graduate schools, however, divide the academic year into four and conduct classes under quarter system. For details, refer to the course schedule of the administrative office of your graduate school.

Spring semester	April 1 ~ September 25
Fall semester	September 26 ~ March 31

2. Credits

1) Credit System

The University’s curriculum is based on the credit system under defined requirements of graduate school. Under the credit system, students accumulate credits required for graduation by attending the classes of their registered courses and passing all required examinations in each school year.

2) Credits

A credit is a unit that represents the amount of time required for completion of a given course. A one-credit contains total 45 hours of learning, consisting of 15 hours of lecture in the classroom and 30 hours of self-studying for preparation and review of the course outside the classroom. Students should understand that to earn credits, it is essential to carry out preparation and review of the classes, not only to attending the class.

3) Class and Credits

At Ritsumeikan University, classes are held once a week for 90 minutes, and one 90-minute class session is counted as two hours under our system. Accordingly, in the case of a two-credit course, students are expected to attend a 90-minute class per week for 15 weeks in one semester (i.e., a total of 30 hours of classroom work per semester), and spend the same amount of time for both preparation and review (i.e., a total of 60 hours for out-of-class work).

- Number of hours spend on class attendance, preparation and review may vary depending on the way the course operated in lab/research-oriented courses, etc.

4) Earning Credits

Students must fulfill both of the following conditions to earn credits.

The method of evaluation is described in the syllabus of each class.

1. Register for a course(s) offered in each academic year.
2. Attend the course(s) you registered for, receive evaluation for all learnings including preparation and review of the course (report examination, and continuous assessment etc.), and pass the course.

3. **Regarding Credit Conferment and Academic Results**

1) Grading

Grades are based on the Grading Criteria and Method of Evaluation described on the syllabus. Students may not retake or delete a course previously passed, regardless of the grade received.

<Grades (Graduate School)>

A ⁺	The desired goals for the course have been virtually 100% completed and particularly high results have been achieved. (Over 90 points-100 points)
A	One or two problems, but the desired goals of the course have been more than sufficiently met. (80 points-89 points)
B	The desired goals of the course have been appropriately reached, but some shortcomings stand out. (70 points-79 points)
C	Considerable shortcomings are present, but the course goals have been reached at a minimum level. (60 points-69 points)
F	More research, examination etc., needs to take place to receive credit. (Below 60 points)

- Credits shall be given for a grade of A⁺, A, B, and C.
- The F grade indicates failure. This will be only shown on your grade report for the academic year/semester of the course. It does not appear on your grade report of a following year or Transcript of Academic Record.

- Courses that are not appropriate for graded presentation are simply recorded as 'P' for Pass or 'F' for Fail.
- The credits a student earned at other institutions, the study abroad program and/or credit transfer system can be displayed as N (*Nintei*-accredited) grade. Please contact the administrative office, Graduate School of Technology Management for more details.

<GPA>

The GPA (Grade Point Average) is calculated using the formula shown below. GPA is used as criteria to qualify for various on-campus programs and selections, which will be stated in the grade report. (But it will not be appeared in the Transcript of Academic Record)

[Ritsumeikan University Computation Method]

$$\frac{(5 \times \text{No. of A}^+) + (4 \times \text{No. of A}) + (3 \times \text{No. of B}) + (2 \times \text{No. of C})}{(\text{Total Number of Credits Registered}) - (\text{Number of Credits with Passing Grades})}$$

- Courses outside of graduation requirements or [N] grades are not included in the GPA calculation.

(2) Credit Approval Period

The credit approval period varies depending on the semester that a course is held. In order to receive the credits, a student must be "enrolled" or "studying abroad" during the Credit Approval Period listed below. (If a student is on a "leave of absence" credits will not be granted.)

[Periods for students admitted in April]

Period of Class	Timing of Credit Conferment
Spring Semester First Quarter Second Quarter	The end of Spring Semester
Summer Intensive Course	The end of Fall Semester
Fall Semester Third Quarter Fourth Quarter	The end of Fall Semester
Full Year	The end of Fall Semester

[Periods for students admitted in September]

Period of Class	Timing of Credit Conferment
Fall Semester Third Quarter Fourth Quarter	The end of Fall Semester
Summer Intensive Course	The end of Fall Semester
Spring semester First Quarter Second Quarter	The end of Spring Semester
Full Year	The end of Fall Semester

(3) Notification of Grades

The grade report is issued to students through grade notification and course guidance held at the end of each semester. Student can check the status of their credits earned and use it when planning for the next semester/fiscal year.

(4) Grade Confirmation System

Based on the “grade confirmation system”, students may make inquiries regarding their grades if they find any of the following problems on the transcript after the grades are issued.

- 1) Registered for the course but did not receive a grade.
- 2) Did not register for the course but received a grade.
- 3) Failed to meet the grading criteria described on the syllabus but received a valid grade (**A⁺, A, B, P** and **C.**)
- 4) Registered for the course, met the grading criteria described on the syllabus, but received an F grade.

[Application procedure]

Submit the application form to your administrative office of your graduate school (or BKC, OIC: Manabi Station) during three working days including the day of grade notification (except Saturday, Sunday and public holidays).

- Application may not be accepted if students are considered not to meet a requirement for the application.
- The main purpose of grade confirmation system is for students to confirm the grades evaluation, not to respond the opposition from students.

4. Approval of Credits Earned at Graduate Schools of Other and Ritsumeikan

(1) Regarding Approval of Credits Earned Prior to Admission

A maximum of 12 credits earned at the Graduate School before admission (including credits earned as a credited auditor) may be counted toward completion of the requirements for the degree program (excluding in the case of transfer admission). In addition to the above, of credits earned prior to admission, up to 4 credits (including credits acquired as a credited auditor) acquired at graduate schools of other universities (including other graduate schools of Ritsumeikan University and graduate schools in foreign countries) may also be transferred (excluding in the case of transfer admission). If you wish to apply for transfer of credits, consult your graduate school office prior to filing an application.

(2) Regarding Approval of Credits Earned at Other Graduate Schools after Admission

A maximum of 4 credits earned at other graduate schools of Ritsumeikan University or other universities (including foreign universities) may be counted as part of the credits required for completion. For details regarding the transfer of credits earned at other graduate schools after admission, contact your graduate school office.

5. CLASS INFORMATION

1. Semester (Academic Term) and Quarter System

The term “semester” refers to a subdivision of the academic year. At Ritsumeikan University, the academic year is divided into two semesters: the spring semester (from April 1 to September 25) and the fall semester (from September 26 to March 31), each lasting 15 weeks (i.e., 30 weeks per year). Graduate School of Technology Management, however, conducts classes using a quarter system excluding some courses. Refer to the Academic Calendar of Graduate School of Technology Management. Please be noticed that the academic calendar of Ritsumeikan University and Graduate School of Technology Management are different for some parts. For example, graduate school of Technology Management conducts classes on Saturday as well, although Saturday in the academic calendar of Ritsumeikan University is for make-up class. Due to this situation, we may change a classroom for course held on the date which is different from academic calendar of Ritsumeikan University.

1st quarter: Tuesday, 5th Apr – Sunday, 5th Jun (including an extra day)

2nd quarter: Monday, 6th Jun – Tuesday, 2nd Aug (including an extra day)

3rd quarter: Monday, 26th Sep – Tuesday, 22nd Nov (including an extra day)

4th quarter: Wednesday, 23th Nov – Tuesday, 31st Jan (including an extra day)

Most of courses are held in each quarter (8 weeks), and one course has 15 classes. Basically, a course lasts 2 consecutive periods in one time. (It's corresponding to 180 minutes, and 2 periods of one class). Other than regular courses, there are also held Intensive courses during summer break. Classes may be cancelled due to the instructor's illness or other reasons. Cancelled classes will be made up, in principle.

2. Campus Information

Graduate School of Technology Management has two campuses, Osaka Ibaraki Campus (OIC) and Osaka Umeda Campus. Regarding lectures held at Osaka Umeda Campus, there are some limitations to attend.

- Osaka Ibaraki Campus (OIC)

Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 Japan

- Osaka Umeda Campus

Address: 5th floor Osaka Fukoku Seimei Building, 2-4 Komatsubara, Kitaku, Osaka 530-0018 Japan

3. Class Hours at Osaka Ibaraki Campus (OIC) and BKC Campus

Period	Class Hours	Note
1	9:00-10:30	Classes of Graduate School of Technology Management last two consecutive periods, in principle.
2	10:40-12:10	
3	13:00-14:30	
4	14:40-16:10	
5	16:20-17:50	
6	18:00-19:30	
7	19:40-21:10	

- Distance learning class from Osaka Umeda campus will be followed as 6th and 7th periods at Osaka Umeda Campus.
- More than 2 consecutive periods may last as for an intensive course.

4. Class Hours at Osaka Umeda Campus

Weekdays (Monday to Friday)

Period	Class Hours	Note
4	14:40-16:10	Classes of Graduate School of Technology Management last two consecutive periods, in principle.
5	16:20-17:50	
6	18:30-20:00	
7	20:10-21:40	

- Distance learning class from OIC will be followed as 6th and 7th periods at OIC.
- More than 2 consecutive periods may last for an intensive course.

Saturday, Sunday (including intensive courses in summer break)

Period	Session Times	Note
1	9:00-10:30	Classes of Graduate School of Technology Management last two consecutive periods, in principle.
2	10:40-12:10	
3	13:00-14:30	
4	14:40-16:10	
5	16:20-17:50	
6	18:00-19:30	

- More than 2 consecutive periods may last for an intensive course.

5. Classes

Classes are usually scheduled Monday through Friday. However, there are occasional classes on Saturdays and/or public holidays for summer intensive courses and other regular courses to make up for irregularities in the calendar schedule.

(1) Courses offered

Year-round	Classes are held throughout the year.
Spring semester	Classes are held from April through late September.
Fall semester	Classes are held from late September through late March.
Summer (intensive) term	Classes are held over a number of consecutive days during a specified period over the summer break. *Course registration takes place in the spring semester, but the course will be counted as a fall semester course and grading will be conducted in the fall semester.
Spring (intensive) term	Classes are held more than twice a week in the spring semester.
Fall (intensive) term	Classes are held more than twice a week in the fall semester.
First quarter	Classes are held in first quarter (Spring semester)
Second quarter	Classes are held in second quarter (Spring semester)
Third quarter	Classes are held in third quarter (Fall semester)
Fourth quarter	Classes are held in fourth quarter (Fall semester)

(2) Cancelled and make up classes

Classes may be cancelled due to the instructor's illness or for other reasons. Cancelled classes will be made up, in principle.

- Check notices about class cancellation or makeup classes in Course Message on CAMPUS WEB.
- Refer to the "Study Support Handbook" or "CAMPUS WEB User Manual" posted on the website to use CAMPUS WEB.

6. Official Absence approved by University (*Koketsu*)

(1) Applicable cases for official absence

- 1) Absence to attend practical training of a certification course offered in the regular curriculum
 - ① Teaching Practicum
 - ② Nursing or Other Hands-on training
 - ③ On-site Social Work Practicum
 - ④ Japanese Teaching Practicum
 - ⑤ Museum Practicum
- 2) Absence to carry out ones duty as a junior under the Act Concerning Participation of Lay Assessors in Criminal Trials (Lay Assessor Act)
- 3) Absence for any special cases according to above cases

(2) Measures to be taken in the case of an official absence

In order to avoid for students to have disadvantages due to official absence, we treat official absence as below.

- ① Not count the class as an absence (do not include the class in the number of required days of attendance)
- ② Take measures as described below
 - Provide the student with any materials distributed during class
 - Indicate the material covered during class and explain the key points
 - Provide guidance for self-study

- Provide other guidance any/or assistance regarding the class, including an alternatives for the tests or reports given during the class

(3) Application Procedure for Official Absence

1. Submit the certificate or such documents from hosted institution stating their accepted period for training to the administrative office of your graduate school (or BKC, OIC: Manabi Station).
2. After the administrative office (or BKC, OIC: Manabi Station) confirm the period of absence, a designated "Official absence report" with a signature or and a seal from the dean of the graduate school will be issued.
3. Give above "Official absence report" directly to the instructor in charge.

7. Special Consideration for Absence Other Than Official Absence

Other than official absence, students will be given special consideration by university in case they need to absent due to the death in family member (In-laws or relatives within the second degree of relationship) or being involved in disaster, although these absence are treated as an absence. In such cases, students present the documents verifying the reason for absence (medical certificate, official certificate of death, or disaster victim certificate; photocopy is acceptable) directly to the instructor in charge. Instructor in charge will take measures as described below.

- Provide the student with any materials distributed during class
- Indicate the material covered during class and explain the key points
- Provide guidance for self-study
- Provide other guidance any/or assistance regarding the class, including an alternatives for the tests or reports given during the class

8. Official Absence due to The School Health Law-defined Infection Disease

In the event that a student contracts an infectious disease as defined by The School Health Law, the university will take appropriate measures as defined in the regulations for each appropriate situation. However, if there are a large number of affected persons, the university may treat absences as "Official Absence" in order to preserve the safety of other students, faculty, and staff and prevent further spread of the disease. In such cases, students will receive a separate notification.

Webpage on handling of contracting an infectious disease

[Ritsumeikan University Website→Current Student→Campus Life→Treatment of Students with Infectious Disease](#)

6. COURSE REGISTRATION

1. Regarding course registration

Students must register for the courses they intend to take (or are required to take) to earn credits. As a first step, select courses to register after confirming course content on the Online Syllabus. Students cannot attend classes, receive grades or earn credits for courses they have not registered for. Once the courses are passed, it is not allowed to cancel it or register for the same course again regardless of the grade students received. Course registration is completed via CAMPUS WEB. RAINBOW ID (*1) and password are required to log in to CAMPUS WEB. Students must complete their registration during a designated period of time. Make sure that all course information- course code, day of the week, period, etc. – is correctly entered.

(*1) RAINBOW is university information network system. User ID and password will be assigned to each student at the time of admission. When students use the computer network in university, RAINBOW ID and password are required.

2. Course Registration Schedule

For detailed schedules, check the information from the graduate school.

<Students admitted in April>

Semester	Term	Registration type
Spring semester	Early April	Lottery-based course registration (①) *Some courses require another registration procedure.
	Early April	Announcement of Lottery result for the course registration
		Regular course registration (②) Period for confirming course schedule (all students)
	End April	Cancellation of registered courses (Spring semester) (④) Period for confirming course schedule (applicable to students who cancel registered courses for the spring semester)
	End May to early Jun	Change to course registration for 2 nd quarter (⑤) (applicable to the designated course)
Fall semester	End Sep	Changes to course registration for Fall semester (③)

		Period for confirming course schedules (all students who expect to complete their program in the fall semester, and students who have made changes to course(s) registered for the fall semester)
	End Oct	Cancellation of registered courses (Fall semester) (④) Period for confirming course schedule (applicable to students who cancel registered courses for the fall semester)
	End Nov to early Dec	Changes to course registration for 4 th quarter (⑤) (applicable to the designated course)

*For more details about schedule, please check the schedule sheet distributed during orientation.

① Lottery-based course registration/Other registration procedures (April)

Courses with limited enrollment capacity require early registration before regular registration begins. A lottery is used to determine which applicants are enrolled in the course. Once students are accepted into such a course, they cannot withdraw from it. If the advanced registration for the course is approved, the student will be automatically registered for the course. Therefore, there is no need to register again for the course during the regular registration period.

Note: There are other courses that require registration prior to the regular course registration period aside from those mentioned above requiring lottery-based course registration. The period and method of registration differ from those of the lottery-based course registration. Follow the instructions of each graduate school.

② Regular course registration (April)

Students register for all courses they wish to take or are required to take, excepting those courses that require advanced registration. Additionally, students should where possible, register for any courses they wish to take in the fall semester during the spring semester registration period.

③ Changes to course registration for the fall semester (September)

Students are permitted to change their course registration for the fall semester (add/drop) after the fall semester begins if their study plan have changed provided that the total number of credits they register

for does not exceed the total annual credit limit established by the university. Also, note that the number of credits for the course for which a failing grade (“F”) was received in the spring semester is counted toward the maximum number of credits that can be registered per year.

- ④ Cancellation of registered courses (Spring Semester) (May); Cancellation of registered courses (Fall Semester) (October)

Students can withdraw from registered courses once a certain amount of time (approx. one month) has passed after the spring or fall semester begins. Students are permitted to withdraw from registered courses even after the courses have begun if their study plan has changed. As some courses do not permit withdrawal, students are responsible for confirming this first. Courses withdrawn from will not be factored into GPA calculation.

- ⑤ Changes to course registration for 2nd quarter/4th quarter

Students are permitted to change (delete/add) their course registration for courses held in 2nd quarter and 4th quarter during this period. The number of credit can be changed is limited.

<Students admitted in September>

Semester	Term	Registration type
Fall semester	End Sep	Regular course registration (①) Period for confirming course schedules (all students)
	End Oct	Cancellation of registered courses (Fall semester) (②) Period for confirming course schedule (applicable to students who cancel registered courses for the fall semester)
	End Nov to Early Dec	Changes to course registration for 4 th quarter (⑥) (applicable to the designated course)
Spring semester	Early Apr	Lottery-based course registration (③) *Some courses require another registration procedure.
	Early Apr	Announcement of Lottery result for the course registration Regular course registration (④) Period for confirming course schedule (all students)

	End Apr	Cancellation of registered courses (Spring semester) (⑤) Period for confirming course schedule (applicable to students who cancel registered courses for the spring semester)
	End May to early Jun	Change to course registration for 2 nd quarter (⑥) (applicable to the designated course)

*For more details about schedule, please check the schedule sheet distributed during orientation.

① Regular course registration (September)

Students register for fall courses they wish to take or are required to take.

② Cancellation of Registered Courses (Fall Semester) (October)

Students can withdraw from registered courses once a certain amount of time (approx.. one month) has passed after the fall semester begins. Students are permitted to withdraw from registered courses even after the courses have begun if their study plan has changed. As some courses do not permit withdrawal, students are responsible for confirming this first. Courses withdrawn from will not be factored into GPA calculation.

③ Lottery-based course registration/Other registration procedures (April)

Courses with limited enrollment capacity require early registration before regular registration begins. A lottery is used to determine which applicants are enrolled in the course. Once students are accepted into such a course, they cannot withdraw from it. If the advanced registration for the course is approved, the student will be automatically registered for the course. Therefore, there is no need to register again for the course during the regular registration period.

Note: There are other courses that require registration prior to the regular course registration period aside from those mentioned above requiring lottery-based course registration. The period and method of registration differ from those of the lottery-based course registration. Follow the instructions of each College.

④ Regular course registration (April)

Students register for all (spring and fall) courses they wish to take or are required to take, excepting courses that require advanced registration.

⑤ Cancellation of Registered Courses (Spring Semester) (April)

Students can withdraw from registered courses once a certain amount of time (approx. one month) has passed after the spring semester begins. Students are permitted to withdraw from registered courses even after the courses have begun if their study plan has changed. As some courses do not permit withdrawal, students are responsible for confirming this first. Courses withdrawn from will not be factored into GPA calculation (See page 42)

⑥ Changes to course registration for 2nd quarter/4th quarter

Students are permitted to change (delete/add) their course registration for courses held in 2nd quarter and 4th quarter during this period. The number of credit can be changed is limited.

3. Online Syllabus

The online syllabus provides details of each course, including “Course Outline and Method”, “Student Attainment Objectives” and “Grade Evaluation Method”. Make sure to check the course content before registering and attending a class.

- Refer to “Study Support Handbook” for details.
- Online syllabus: CAMPUS WEB →SUPPORT TOOLS →Syllabus

7. REGISTRATION FOR COURSES OFFERED BY OTHER GRADUATE SCHOOLS

1. Other Graduate School Course Registration System (*Takenkyuka Kamoku Juko Seido*)

This system allows Ritsumeikan graduate students to take courses offered by graduate schools of the University other than that to which they belong. To take a course offered by another graduate school, you are required to submit a “Request for Enrollment in Courses Offered at Other Graduate Programs” form to the administrative office of your graduate school and then register via CAMPUS WEB for your desired course.

1) Registration/Submission period

Course registration must be done via CAMPUS WEB during the periods indicated below.

<Spring semester> During the regular course registration period (Earlier registration period for the lottery-based course)

<Fall semester> Late September (Details will be announced separately)

2) Documents to submit

A “Request for Enrollment in Courses Offered at Other Graduate Programs” form (prescribed form; your associate professor’s comments may be required)

3) Where to obtain and submit a request form

Administrative office of your graduate school

4) Limit of Credit Approval

Up to 10 credits acquired in other graduate schools and external graduate schools, including those from foreign graduate schools, are eligible for approval.

5) Notes

- ◇ Each graduate school may designate courses that do not accept students of other graduate schools. Therefore, prior to submitting a request, you should check whether the course you wish to take is open to students of other graduate schools, by referring to the course schedule of the relevant graduate school. The course schedules of other graduate schools are available at the administrative office of your graduate school. For the syllabus of each course, check the Online Syllabus.
- ◇ You are not allowed to attend a course for which you have not submitted a request form.

2. Kansai Four-University Consortium Program (credit transfer system)

1) Regarding Kansai Four-University Consortium Program

The inter-graduate school credit transfer system among four universities in Kansai is a credit transfer system established and operated based on an agreement made among four universities in the Kansai area: Ritsumeikan University, Doshisha University, Kansai University and Kwasei Gakuin University.

① Eligible applicants

Regular students who are enrolled in a master's program, doctoral program (including integrated doctoral programs) or professional degree program at each university.

② Courses available and number of credits transferrable

The courses available under this system are limited to those for which each graduate school decides to accept graduate students from other partner universities and that are approved in advance by the graduate school to which the student belongs. The maximum number of credits that can be transferred from another university's graduate school is determined by each graduate school. Refer to the credit transfer policy of your graduate school. Up to 10 credits obtained from another university's graduate school and other graduate schools of the university are eligible for approval.

③ Course fee, etc.

No selection and course fees are charged. However, costs for seminars, practical training, etc., may be charged.

④ Use of facilities/ Credit-transfer Student Card

The use of facilities and equipment required to study a course shall be as determined by the host graduate school. The Credit-Transfer Student Card will be issued by the host university.

2) Registration Procedure

① Application period

Early April

* The application period indicated above applies to all graduate schools. Note that applications outside this period will not be accepted.

② Documents to submit

1. Application Form for Credit-Transfer Students (*Kansai Yon-Daigaku Daigaku Daigakuin Tan'i Gokan Rishusei Gansho*)

(prescribed form; comments from supervisor are required)

2. Two photos (3.0cm× 2.5cm color photographs)

③ Where to obtain and submit application forms

Administrative office of your graduate school

④ Selection

The accepting graduate school shall select and admit students as necessary. Notices of selection results shall be administered by the graduate school to which the student belongs.

⑤ Notes

Prior approval from the instructor of the course you intend to take must be obtained, in principle.

1. Prior approval from the instructor of the course you intend to take must be obtained, in principle. However, if you cannot contact the instructor of the course at the host graduate school prior to the start day of the course for whatever reason, you are required, in addition to submitting an application form, to attend the first class of the course and obtain the approval of the instructor.

2. The course materials (timetable, course syllabus, etc.) of each graduate school of other universities are available at administrative office of your graduate school.

3. Ritsumeikan University students are not allowed to register for Spring Intensive Courses and Winter Intensive Courses offered at the other three partner universities.

3) Regarding the Use of Libraries of the Four Kansai Universities

Based on the Four Kansai Universities Library Agreement, graduate students registered at Ritsumeikan are eligible to use the libraries of the other three partner universities (Kansai University, Kwasei Gakuin University and Doshisha University) as well. Any inquiries concerning available documents or facilities and the use of the library shall be made at the reception counter of each library. You may borrow up to three books at a time, and the loan period is two weeks.

4) Other

If you have any questions regarding this program, refer to other information offered and contact the administrative office of your graduate school.

8. USE OF manaba+R

Ritsumeikan University has introduced web-based learning support system which is called manaba+R. It supports in-class and out-of-class learning on the Web. manaba+R has various useful functions, such as an electronic bulletin board, a lecture summary uploading/downloading function and a quiz, and is used widely for courses offered at the University. Since the functions used vary depending on the course, please follow the instructions of the course instructor. For details, refer to “Study Support Handbook” or “CAMPUS WEB User Manual” posted on the website.

9. RI-SEARCH

Ri-SEARCH is a system which enables doctoral students and postdoctoral to publicize their research activities and achievements aiming:

- A) to support career paths of the users
- B) to disclose research information of the users
- C) to collect data of the users which would help the University to support the graduate students in future

The system consists of two websites. One is for doctoral students and postdoctorals to register their research achievements or desirable career. The other is for government officials and education officials to look for potential candidates for their institutions and research projects.

To register: <https://ri-search-web.ritsumei.ac.jp>

To browse: <http://ri-search.ritsumei.ac.jp>

➤ Eligibility

- Doctoral students at Ritsumeikan University
- Those who have graduated or completed the program without degree within 5 years

➤ Features of the system

The system can be useful for the following among storing and publishing information.

- Bilingual service: Concerning the international students of Ritsumeikan and those who access the website from overseas, the input items and published information are both shown in Japanese and English.
- Application forms for scholarship and grants

For graduate students at Ritsumeikan, application forms for scholarships and grants can be downloaded from the website.

You can access all the websites indicated above from the LINKS of CAMPUS WEB.

10. CAREER DEVELOPMENT, EMPLOYMENT, INTERNSHIP

- The office of each graduate school provides support services and programs to assist students in securing rewarding careers in which they can maximize their specialized knowledge and skills acquired through graduate studies. At the Office of Career Center on each campus, specialized advisors are available to provide advice and support on career-related issues.

Career Center Webpage (Japanese only): <http://www.ritsumei.ac.jp/career/>

- Ritsumeikan University continually works to enhance its internship programs and each graduate school designs and implements internship programs based on its own education philosophy. Various unique university-wide internship programs are also offered, including a “Cooperative Seminar for Graduate School,” which is a problem-solving-based, university-industry cooperative education program (Note: the Cooperative Seminar is not available at some graduate schools). Internship Offices have been set up on Kinugasa and Biwako-Kusatsu, Osaka-Ibaraki Campuses as specialist departments providing support relating to internship and Cooperative Seminar programs.

Internship Office Webpage (Japanese only): <http://www.ritsumei.ac.jp/internship/>

Cooperative Seminar for Graduate School Webpage(Japanese only) :

<http://www.ritsumei.ac.jp/students/internship/coop/>

- Graduate Student Career Path Support Centers in Kinugasa and Biwako-Kusatsu Campuses are proactive in planning courses and seminars which support Graduate students for their career path and also provides useful information for their career path.

Graduate Student Career Path Support Centers Webpage: http://www.ritsumei.ac.jp/ru_gr/g-career/

11. HARASSMENT

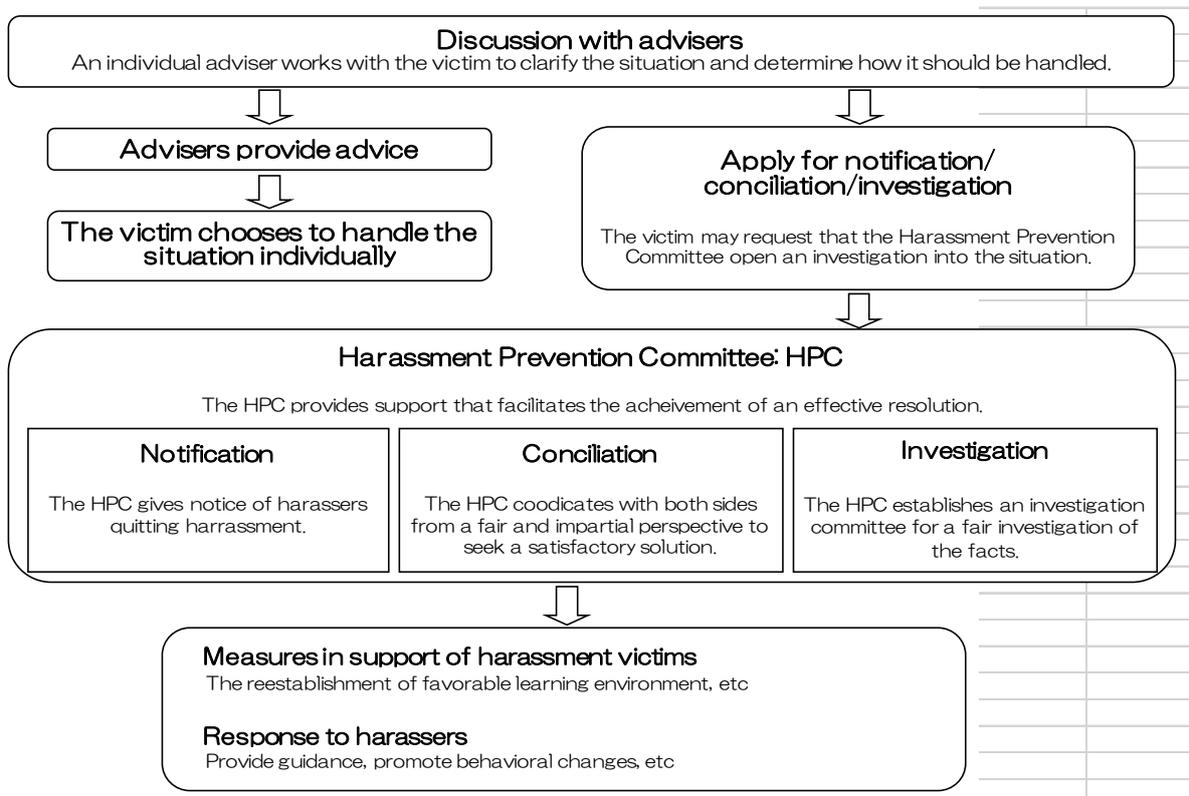
1. Ritsumeikan University's Approach to Harassment Prevention

Ritsumeikan University places a priority on the creation of a safe and comfortable community in which all students and staff are respected and able to concentrate freely on research and education, for students learning and growth as well as for fulfilling the university's social mission. The university's Harassment Prevention Regulations and Harassment Prevention Guidelines clarify our emphasis on respect for human rights and zero tolerance for harassment in any form perpetrated by Ritsumeikan students or staff.

Ritsumeikan University advisers operate under the jurisdiction of the Harassment Prevention Committee to help victims of harassment. If you are in need of help, please feel free to contact us. We provide advising and compassionate support that responds to your needs.

If your friends or acquaintances have harassment concerns, inform them that an advising service is available at their university.

2. Flow of advising



3. Harassment Counselors

We have harassment counselors available at colleges/graduate schools and offices on each campus. Applications for counselling can be made by telephone or e-mail; you can select the most convenient method for you. Counselors have a duty of confidentiality to preserve client's privacy. Counselors will not inform anyone of what you discuss during counseling sessions, without your consent, so you can go and talk to them without any worries.

Latest information regarding harassment counselors (name, department, contact details) is available at the web page indicated below: (Japanese only)

<http://www.ritsumei.ac.jp/mng/gl/jinji/harass/>

12. GENERAL INFORMATION

1. Administrative Office of Graduate School of Technology Management

- 1) Operation of Administrative Office of Graduate School of Technology Management (hereinafter called MOT administrative office)

MOT administrative office is mainly working on communication between students for curriculum, course registration, application and providing advice for students.

<MOT administrative office>

Location: 1st Floor, Central Wing, Building A, Osaka Ibaraki Campus

Tel : 072-665-2100 Fax: 072-665-2109

Email: moten@st.ritsumei.ac.jp

- Office hour on weekday except Wednesday 10:00 a.m. – 5:00 p.m.
- Office hour on Wednesday 12:30 p.m. – 5:00 p.m.
- ※ The office will be closed during lunch time and weekend.

<Office at Osaka Umeda Campus>

Address: 5th floor, Osaka Fukoku Seimei Building, 2-4 Komatsubara-machi, Kita-ku, Osaka, 530-0018

Tel: 06-6360-4892

- Office hour during school terms
 - Mon – Fri (including public holiday): 2:00 p.m. – 9:30 p.m.
 - Saturday (including public holiday): 9:00 a.m. – 5:00 p.m.
 - Sunday (including public holiday): 9:00 a.m. – 5:00 p.m.
- Office hour during school break
 - Mon – Fri: 2:00 p.m. – 9:30 p.m.
 - Saturday: 11:00 a.m. – 5:00 p.m.

Sunday: Close all day

Public holiday: Close all day

- ※ On 1st, 3rd, 4th, 5th May and 9th January, 5th floor (including Study Room and Library) at Osaka Umeda Campus will be closed due to academic calendars at Ritsumeikan.
- ※ Though we have operation office at Osaka Umeda campus, there is no specialized staff of MOT administrative office.
 - We will notify office hours during summer break and other school break separately.

2) Notice from Ritsumeikan University

Information about class cancellation, makeup classes, classroom changes and final examinations, report examinations, and notice of guidance session is provided through both of CAMPUS WEB (<http://www.ritsumei.ac.jp/infostudents/>) and WebMAIL for International students. Please check your CAMPUS WEB and WebMAIL account regularly.

Besides, MOT administrative office does not accept enquiries by phone excluding emergency case.

Location of Bulletin Boards

<BKC campus>

Name of Bulletin Board	Location
The Graduate School of Technology Management	In front of Manabi Station
The Office of Graduate Studies	

<Osaka Umeda Campus>

Name of Bulletin Board	Location
The Graduate School of Technology Management	5 th floor, Osaka Umeda campus

<Osaka Ibaraki Campus>

Name of Bulletin Board	location
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8 th floor, North Wing, Building A	In front of elevator hall, 8 th floor, North Wing, Building A
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*Website for current students of Graduate School of Technology Management

<http://www.ritsumei.ac.jp/mot/english/other/currentstudent-alumni.html/>

2. Common Research Room for Graduate Students

Please keep in mind the following rules when using the common research room.

<BKC>

- ① Location : 6th Floors Across Wing, BKC Campus
- ② Hours: 9:00 a.m. – 10:00 p.m. except school break period
- ③ If students need to use the room after 10:00 p.m. or during school break, they have to submit “(休日・深夜) 使用届” (after-hours use request form) to the Office of Campus Management and Security (キャンパス管理室) located at 1st floor, Core Station, in BKC. “使用届” will be distributed in each administrative office of the graduate school. Before submission of “使用届”, students must get approval by faculty member. In case it is difficult to get it due to some reason, please contact to the MOT administrative office.
- ④ As there is a limitation in the number of desks and chairs in the room, please do not occupy the specific seats.
- ⑤ Please carry student ID at all times to enter the room and use the facility.

<OIC>

- ① Location : For Master students: Graduate Study Room 3 & 4, 8th floor, Building A
For Doctoral students: Graduate Study Room 5, 7th floor, Building A
- ② Hours: 7:00 a.m. – 10:30 p.m. except school break period
- ③ If students need to use the room after 10:30 p.m. or holidays, they have to send an e-mail to the Campus information Center and apply for the after-hours use. Students can use the room until 0:00a.m. at the latest. In case students wish to use the room during school break, please contact to the administrative office, Graduate School of Technology Management.
- ④ As Graduate Study Room 4 and 5 are shared with students from other graduate school, please use the spaces allocated for MOT students.
- ⑤ Please carry student ID at all times to enter the room and use the facility.
- ⑥ Locker is available in each semester only for master students those who wish to use. As the number is limited, when the number of applicants exceeds it, it will be decided by lot. Please do not leave your

valuables in locker.

- ⑦ For more details about graduate school facility, please check the booklet of “Facility Usage Guidelines Osaka Ibaraki Campus”.

< Osaka Umeda Campus >

At Osaka Umeda Campus, there are study room and library. Please carry your student ID to access there.

The opening hours are as follows.

During School Terms Beginning of Apr to end of Jul 26 th Sep to end of Jan	Monday to Friday	2:00 p.m. – 9:50 p.m.
	Saturday	9:00 a.m. – 9:00 p.m.
	Sunday	9:00 a.m. – 8:00 p.m.
	※Public holiday(on weekday)	2:00 p.m. – 9:50 p.m.
	Public holiday(on Saturday)	9:00 a.m. – 9:00 p.m.
	Public holiday(on Sunday)	9:00 a.m.–8:00 p.m.
During School Break Beginning of Aug to 25 th Sep Beginning of Feb to end of Mar	Monday to Friday	2:00 p.m. – 9:50 p.m.
	Saturday	9:30 a.m. – 5:30 p.m.
	Sunday	9:30 a.m. – 5:30 p.m.
	Public holiday	Close all day

- Library can be used during opening hours only.
- Library materials are borrowed from other libraries in Ritsumeikan University. For more details, please contact the administrative office at Osaka Umeda Campus.
- ※ On 1st, 3rd, 4th, 5th May and 9th January, the 5th floor (including Study Room and Library) at Osaka Umeda Campus will be closed due to academic calendars of Ritsumeikan.
- ※ In case we change opening hours of Osaka Umeda Campus, the information will be provided by CAMPUS WEB.

3. Teaching Assistant (TA)

Ritsumeikan University employs teaching assistants (TA) who assist in teaching undergraduate and graduate students. Our University has introduced the TA system with the aim of not only improving the quality of education at the University, but also providing its graduate students with the opportunity to develop their teaching abilities through their experience in assisting faculty in teaching classes, thereby providing improved career development opportunities for student seeking academic research and teaching careers.

TA Guidelines: http://www.ritsumei.ac.jp/ru_gr/g-ta/ta/

4. Class Operation when Public Transportation is Suspended due to Inclement Weather, or in the Event that a Storm Warning or Severe Weather Warning is Issued

In the event that a storm warning or emergency weather warning is issued, or in the event that public transport is disrupted due to inclement weather, classes shall be conducted as set forth in the table below. In the event that a storm warning or emergency weather warning is issued during final examinations or make-up examinations, examinations shall be conducted as set forth in the table below. Operations that are not included in the Ritsumeikan University Regulations on Curricular Classes shall be determined by the President.

<Kinugasa/Suzaku Campus>

Classes will be cancelled	<p>1. A storm warning or emergency weather warning is issued for Kyoto City or the Kyoto Kameoka district. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled.</p> <p>2. The operation status of public transportation falls under any of the following.</p> <p>(1) Suspension of all Kyoto City Bus services. If services have not resumed as of 15:00, all classes on that day shall be cancelled.</p> <p>(2) Suspension of public transport services by at least three of the following operators, even if Kyoto City Bus services are still operating: JR West Japan (between Osaka and Kusatsu), Hankyu, Keihan, and Kintetsu. If two or more of these four operators have not resumed services as of 15:00, all classes on that day shall be cancelled.</p> <p>3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period.</p>								
Resumption of classes	<p>1. In the following cases, classes shall resume according to the table below.</p> <p>(1) The storm warning or emergency weather warning is cancelled.</p> <p>(2) Kyoto City Bus services are operating or resume their services, and at least two out of the four public railroad transportation services (JR West between Osaka and Kusatsu, Hankyu between Umeda and Kawaramachi, Keihan and Kintetsu) operating throughout Kyoto City also resume.</p> <table border="1" data-bbox="443 1675 1031 1904"> <thead> <tr> <th>Time</th> <th>Class period</th> </tr> </thead> <tbody> <tr> <td>By 6 : 30</td> <td>1st Period</td> </tr> <tr> <td>By 10 : 00</td> <td>3rd Period</td> </tr> <tr> <td>By 12 : 00</td> <td>4th Period</td> </tr> </tbody> </table>	Time	Class period	By 6 : 30	1 st Period	By 10 : 00	3 rd Period	By 12 : 00	4 th Period
Time	Class period								
By 6 : 30	1 st Period								
By 10 : 00	3 rd Period								
By 12 : 00	4 th Period								

By 15 : 00	6 th Period
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2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.

<Biwako-Kusatsu Campus>

Classes will be cancelled	<p>1. A storm warning or emergency weather warning is issued for the Kusatsu City or the South Ohmi district. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled.</p> <p>2. JR West services between Kyoto and Maibara are suspended. If services have not resumed by 15:00, all classes on that day shall be cancelled.</p> <p>3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period.</p>																		
Resumption of classes	<p>1. In the following cases, classes shall resume according to the table below.</p> <p>(1) The storm warning or emergency weather warning is cancelled.</p> <p>(2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume.</p> <table border="1" data-bbox="395 1131 1481 1787"> <thead> <tr> <th data-bbox="395 1131 624 1189">Time</th> <th colspan="2" data-bbox="624 1131 1481 1189">Class Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1189 624 1559"></td> <td data-bbox="624 1189 1034 1559">College of Economics, , Sport and Health Science, Graduate School of Economics, Language Education and Information Science, Sport and Health Science</td> <td data-bbox="1034 1189 1481 1559">College of Science and Engineering, Information Science and Engineering, Pharmaceutical Sciences, Life Sciences Graduate School of Science and Engineering, Information Science and Engineering, Life Sciences, Pharmacy</td> </tr> <tr> <td data-bbox="395 1559 624 1615">By 6:30</td> <td data-bbox="624 1559 1034 1615">1st Period</td> <td data-bbox="1034 1559 1481 1615">1st Period</td> </tr> <tr> <td data-bbox="395 1615 624 1671">By 10:00</td> <td data-bbox="624 1615 1034 1671">3rd Period</td> <td data-bbox="1034 1615 1481 1671">5th Period</td> </tr> <tr> <td data-bbox="395 1671 624 1727">By 12:00</td> <td data-bbox="624 1671 1034 1727">4th Period</td> <td data-bbox="1034 1671 1481 1727">7th Period</td> </tr> <tr> <td data-bbox="395 1727 624 1787">By 15:00</td> <td data-bbox="624 1727 1034 1787">6th Period</td> <td data-bbox="1034 1727 1481 1787">11th Period</td> </tr> </tbody> </table> <p>2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</p>	Time	Class Period			College of Economics, , Sport and Health Science, Graduate School of Economics, Language Education and Information Science, Sport and Health Science	College of Science and Engineering, Information Science and Engineering, Pharmaceutical Sciences, Life Sciences Graduate School of Science and Engineering, Information Science and Engineering, Life Sciences, Pharmacy	By 6:30	1 st Period	1 st Period	By 10:00	3 rd Period	5 th Period	By 12:00	4 th Period	7 th Period	By 15:00	6 th Period	11 th Period
Time	Class Period																		
	College of Economics, , Sport and Health Science, Graduate School of Economics, Language Education and Information Science, Sport and Health Science	College of Science and Engineering, Information Science and Engineering, Pharmaceutical Sciences, Life Sciences Graduate School of Science and Engineering, Information Science and Engineering, Life Sciences, Pharmacy																	
By 6:30	1 st Period	1 st Period																	
By 10:00	3 rd Period	5 th Period																	
By 12:00	4 th Period	7 th Period																	
By 15:00	6 th Period	11 th Period																	

<Osaka Ibaraki Campus (OIC)>

<p>Class will be cancelled</p>	<p>1. A storm warning or emergency weather warning is issued for the Ibaraki City or North Osaka district. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled.</p> <p>2. If both the JR West train service between Osaka and Kusatsu, and Hankyu train service between Umeda and Kawaramachi are suspended.</p> <p>3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period.</p>										
<p>Resumption of classes</p>	<p>1. In the following cases, classes shall resume according to the table below.</p> <p>(1) The storm warning or emergency weather warning is cancelled.</p> <p>(2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume.</p> <table border="1" data-bbox="469 1162 1056 1453"> <thead> <tr> <th>Time</th> <th>Class Period</th> </tr> </thead> <tbody> <tr> <td>By 6:30</td> <td>1st period</td> </tr> <tr> <td>By 10:00</td> <td>3rd period</td> </tr> <tr> <td>By 12:00</td> <td>4th period</td> </tr> <tr> <td>By 15:00</td> <td>6th period</td> </tr> </tbody> </table> <p>2) Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</p>	Time	Class Period	By 6:30	1st period	By 10:00	3rd period	By 12:00	4th period	By 15:00	6th period
Time	Class Period										
By 6:30	1st period										
By 10:00	3rd period										
By 12:00	4th period										
By 15:00	6th period										

<Osaka Umeda Campus>

Class will be cancelled	<p>1. A storm warning or emergency weather warning is issued for Osaka City. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled.</p> <p>2. The operation status of public transportation falls under any of the following. If services have not resumed by 15:00, all classes on that day shall be cancelled.</p> <p>(1) All Osaka City Bus and Subway services are suspended.</p> <p>(2) At least four out of the six public railroad transportation services (JR West, Hankyu, Keihan, Kintestu, Hanshin, and Nankai) operating throughout Osaka City are suspended.</p> <p>3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period.</p>																		
Resumption of classes	<p>1. In the following cases, classes shall resume according to the table below.</p> <p>(1) The storm warning or emergency weather warning is cancelled</p> <p>(2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume.</p> <table border="1" data-bbox="400 987 1481 1541"> <thead> <tr> <th data-bbox="400 987 624 1048">Time</th> <th colspan="2" data-bbox="624 987 1481 1048">Class Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1048 624 1308"></td> <td data-bbox="624 1048 1078 1308">Graduate School of Economics, Business Administration, Technology Management, Language Education and Information Science, Management</td> <td data-bbox="1078 1048 1481 1308">Graduate School of Science and Engineering</td> </tr> <tr> <td data-bbox="400 1308 624 1364">By 6:30</td> <td data-bbox="624 1308 1078 1364">1st Period</td> <td data-bbox="1078 1308 1481 1364">1st Period</td> </tr> <tr> <td data-bbox="400 1364 624 1420">By 10:00</td> <td data-bbox="624 1364 1078 1420">3rd Period</td> <td data-bbox="1078 1364 1481 1420">5th Period</td> </tr> <tr> <td data-bbox="400 1420 624 1476">By 12:00</td> <td data-bbox="624 1420 1078 1476">4th Period</td> <td data-bbox="1078 1420 1481 1476">7th Period</td> </tr> <tr> <td data-bbox="400 1476 624 1532">By 15:00</td> <td data-bbox="624 1476 1078 1532">6th Period</td> <td data-bbox="1078 1476 1481 1532">11th Period</td> </tr> </tbody> </table> <p>2. The classes held in consecutive periods, will not start the class in the middle of the periods.</p>	Time	Class Period			Graduate School of Economics, Business Administration, Technology Management, Language Education and Information Science, Management	Graduate School of Science and Engineering	By 6:30	1 st Period	1 st Period	By 10:00	3 rd Period	5 th Period	By 12:00	4 th Period	7 th Period	By 15:00	6 th Period	11 th Period
Time	Class Period																		
	Graduate School of Economics, Business Administration, Technology Management, Language Education and Information Science, Management	Graduate School of Science and Engineering																	
By 6:30	1 st Period	1 st Period																	
By 10:00	3 rd Period	5 th Period																	
By 12:00	4 th Period	7 th Period																	
By 15:00	6 th Period	11 th Period																	

<Guidelines for Distance Learning Classes of Graduate Schools >

In the event of disruption to public transport services, on that a storm warning or emergency weather warning is issued, distance learning classes shall be conducted as below:

- If classes are cancelled at the campus where from the distance learning class is broadcasted (where the professor is located) due to typhoon or other emergency events, the distance learning class will be cancelled on all campuses.
- If classes are cancelled at a campus where a distance learning class is taken (where students are watching a broadcast of the class) due to typhoon or other emergency events, only the class held on this campus will be cancelled and the transmission of the broadcast to this campus will be suspended. The class on other campuses will be held as usual.

5. Safety Confirmation in Case of a Large-Scale Disaster

The University will send a safety confirmation e-mail to all students' WebMAIL accounts to confirm the safety of students in case of a large-scale disaster. If you receive a safety confirmation e-mail, please access to the URL included in the e-mail and answer the questions. Students are encouraged to auto-forward their webmail account e-mails to their mobile phone e-mail address after being admitted to the university.

[How to Configure Automatic Forwarding]

Log into WebMAIL and then go to [環境設定 (Preferences)]>[メール処理(Mail Options)]>[自動転送(Auto-Forward)].

*The webmail system will be changed in October 2016 (tentative). Procedures for setting-up automatic forwarding with the new system will be explained at a later time.

*The safety confirmation system uses the [Study Support System manaba+R].

If students log into manaba+R, they should see < [Ritsumeikan University] Safety Confirmation > listed under the courses section.

13. CONTACT INFORMATION FOR GRADUATE SCHOOL AFFAIRS (OSAKA IBARAKI CAMPUS)

Please check office hours to each office.

Item	Responsible office / Note
<p>Student status</p> <p>Course registration</p> <ul style="list-style-type: none"> • Non-Degree Students • Auditing Students • Post-Master's Researcher, Post-Doctoral Researcher • Kansai Four-University Consortium Program <p>Entrance examination</p> <ul style="list-style-type: none"> • Distribution of entrance examination guidelines • Inquiries about entrance examination <p>Master's/Doctoral thesis</p> <p>Doctoral degree (application for conferral of doctoral degree through dissertation [<i>Ronbun Hakushi</i>])</p> <p>Degree conferral ceremony</p> <p>Scholarships and support system of Ritsumeikan</p> <ul style="list-style-type: none"> • Scholarships offered by each graduate school • Subsidy for educational material costs • Teaching assistant (TA) <p>Inquiries about payment of tuition and fees</p> <p>Other general inquiries</p>	<p>Administrative Office of your Graduate School</p> <p>*Depending on the nature of the matter, you are advised to consult with your supervisor.</p>
<p>Facility of graduate schools</p> <p>Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS)</p> <p>Career Development and Skill up Support Programs</p> <p>Federation of Graduate Students Associations (<i>Insei Rengo Kyogikai</i>)</p> <p>Application for certificates</p>	<p>MANABI Station</p> <p>OIC Office of Academic Affairs (Building A 1F Central Wing)</p>
<p>Counseling/ application for Ritsumeikan University's study abroad programs</p> <p>Application for International Students as below:</p> <ul style="list-style-type: none"> • Scholarships • Alien registration/status of residence • National Health Insurance • Student loan system 	<p>OIC International Center (Building A 1F North Wing)</p>

<ul style="list-style-type: none"> • Consultation about life in Japan in general <p>Application for International Exchange Event</p>	
<p>Library use (reading, loan, and photocopying of books/magazines)</p> <p>Reference services</p> <p>Application for workshops</p>	<p>OIC Office of Library Services</p> <p>(Building B 2F)</p>
<p>RAINBOW use, consultation and application for RAINBOW</p> <p>Information equipment (PC, etc.) use, network use, and consultation</p>	<p>RAINBOW Service Counter (Building C 2F)</p>
<p>Academic and career counseling, job seeker registration, notification of decision on career choice</p>	<p>OIC Office of Career Center (Building A 1F • South Wing)</p>
<p>Certified Public Accountant Course, Public Servant Course</p>	<p>OIC Office of Extension Programs (Building A 1F • South Wing)</p>
<p>Application for foreign language courses/overseas training</p>	<p>Center for Language Acquisition (CLA) (Building A 1F • North Wing)</p>
<p>Counseling and application for scholarships listed below:</p> <ul style="list-style-type: none"> • Japan Student Service Organization (JASSO) Scholarship • Scholarships funded by private foundations • Ritsumeikan University Graduate School Scholarship Loan (Emergency Loan) <p>Application for use of classrooms</p> <p>Consultation/application for financial support for student life</p> <p>Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research</p> <p>Graduate School Students' Council (<i>Insei Kyogikai Rengokai</i>)</p>	<p>OIC Office of Student Affairs (Building A 1F • South Wing)</p>
<p>Consultation regarding student life</p>	<p>Student Support Room (Building A 1F • South Wing)</p>
<p>Injury/illness</p> <p>Issuance of medical examination certificates</p>	<p>Medical Service Center (Building A 1F • South Wing)</p> <p>* Be sure to bring your health insurance card when receiving medical treatment.</p> <p>* A medical certificate will be issued only to those who have completed a regular medical examination.</p>
<p>Application for use of campus facilities outside regular working hours (via designated form)</p> <p>Motorcycle registration</p> <p>Lost and found</p> <p>Rental umbrellas</p>	<p>Campus Information Desk</p> <p>(Building A 1F • North Wing)</p>

RITSUMEIKAN UNIVERSITY 2016 ACADEMIC CALENDAR- QUARTER BASED

(Graduate School of Management, Graduate School of Technology Management)

M	D	DOW	Event
4	1	Fri	Start of Spring Semester
			Orientation
	2	Sat	Entrance Ceremony
	4	Mon	Orientation
	5	Tue	Start of 1st Quarter Classes
5	29	Fri	Showa Day (Classes as usual)
	3	Tue	Constitution Day (No Classes)
	4	Wed	Greenery Day (No Classes)
	5	Thu	Children's Day (No Classes)
6	19	Thu	University Foundation Day(Classes as usual)
	5	Sun	End of 1st Quarter Classes
	6	Mon	Start of 2nd Quarter Classes
7	18	Mon	Marine Day (Classes as usual)
	2	Tue	End of 2nd Quarter Classes
8	3	Wed	Start of Summer Break and Summer Session
	5	Mon	Graduation Results Announcement (Masters/ Professional)
9	22	Thu	Graduation Ceremony (Masters/Professional)/ Autumnal Equinox Day
	23	Fri	Fall Orientation for New Students
	24	Sat	Entrance Ceremony, Fall Semester
	25	Sun	End of Summer Break and Summer Session
			End of Spring Semester

M	D	DOW	Event
9	26	Mon	Start of Fall Semester
			Start of 3rd Quarter Classes
10	1	Sat	Graduation Ceremony (Doctoral)
	10	Mon	Sports Day (Classes as usual)
11	3	Thu	Culture Day (Classes as usual)
	22	Tue	End of 3rd Quarter Classes
	23	Wed	Start of 4th Quarter Classes
Labor Thanksgiving Day (Classes as usual)			
12	23	Fri	The Emperor's Birthday (Classes as usual)
	27	Tue	Start of Winter Break
1	5	Thu	End of Winter Break
	6	Fri	Recommencement of 4th Quarter Classes
	9	Mon	Coming-of-Age Day (No Classes)
	31	Tue	End of 4th Quarter Classes
2	1	Wed	Start of Spring Break
3	3	Fri	Graduation Results Announcement (Masters/Professional)
	17	Fri	Graduation Ceremony (Doctoral)
	20	Mon	Graduation Ceremony (Masters/Professional) (OIC)/ Vernal Equinox day
	25	Sat	Graduation Ceremony (Dissertation Doctoral)
	31	Fri	End of Spring Break
End of Fall Semester			

(Note) Holidays/public holidays that fall outside of the semester period are omitted.

※Reserve Days for make up classes in the event of class cancellations have been set as follows:

1st quarter : June 3 (Fri), June 4 (Sat)

2nd quarter : August 1 (Mon) - August 2 (Tue)

3rd quarter : November 21 (Mon) - November 22 (Tue)

4th quarter : January 27 (Fri) - January 29 (Sun)

※The treatment of Reserve Days and Saturdays/Sundays on which classes are not held, differs by Graduate School.

For details, please check with the Graduate School concerned.

RITSUMEIKAN UNIVERSITY 2016 ACADEMIC CALENDAR-SEMESTER BASED

Graduate School of Science and Engineering, Information Science and Engineering, Life Sciences, and Pharmacy, Graduate School of Technology Management

M	D	DOW	Event
4	1	Fr i	Start of Spring Semester Orientation
	2	Sat	Entrance Ceremony
	4	Mon	Orientation
	5	Tue	Orientation
	6	Wed	Orientation
	7	Thu	Start of Classes, Spring Semester
	29	Fr i	Showa Day (Classes as usual)
	30	Sat	Make-up day Classes①
5	3	Tue	Constitution Day (No Classes)
	4	Wed	Greenery Day (No Classes)
	5	Thu	Children's Day (No Classes)
	7	Sat	Regular Classes (Tuesday's Classes)
	14	Sat	Make-up day Classes②
	19	Thu	University Foundation Day(Classes as usual)
6	21	Sat	Regular Classes (Wednesday's Classes)
	4	Sat	Regular Classes (Thursday's Classes)
	18	Sat	Make-up day Classes③
7	25	Sat	Regular Classes (Wednesday's Classes)
	2	Sat	Make-up day Classes④
	16	Sat	Make-up day Classes⑤
	18	Mon	Marine Day (Classes as usual)
	20	Wed	Make-up day Classes⑥
31	Sun	End of Classes, Spring Semester	
8	1	Mon	Start of Summer Break and Summer Session
9	5	Mon	Graduation Results Announcement (Masters)
	22	Thu	Graduation Ceremony (Masters) / Autumnal Equinox Day
	23	Fr i	Fall Orientation for New Students
	24	Sat	Entrance Ceremony, Fall Semester
	25	Sun	End of Summer Break and Summer Session End of Spring Semester

M	D	DOW	Event
9	26	Mon	Start of Fall Semester Start of Classes, Fall Semester
	1	Sat	Graduation Ceremony (Doctoral)
10	10	Mon	Sports Day (Classes as usual)
	22	Sat	Make-up day Classes①
	3	Thu	Culture Day (Classes as usual)
11	19	Sat	Make-up day Classes②
	23	Wed	Labor Thanksgiving Day (Classes as usual)
12	10	Sat	Make-up day Classes③
	23	Fr i	The Emperor's Birthday (Classes as usual)
	24	Sat	Make-up day Classes④
	27	Tue	Start of Winter Break
1	5	Thu	End of Winter Break
	6	Fr i	Classes Recommence, Fall Semester
	9	Mon	Coming-of-Age Day (No Classes)
	20	Fr i	Make-up day Classes⑤
	31	Tue	End of Classes, Fall Semester
2	1	Wed	Start of Spring Break
3	3	Fr i	Graduation Results Announcement (Masters)
	17	Fr i	Graduation Ceremony (Doctoral)
	22	Wed	Graduation Ceremony (Masters) (BKC)
	25	Sat	Graduation Ceremony (Dissertation Doctoral)
	31	Fr i	End of Spring Break End of Fall Semester

(Note) Holidays/public holidays that fall outside of the semester period are omitted.

※To make up for a shortage of classes, resulting from an insufficient number of Mondays/Wednesdays, classes will be held on these Saturdays.

※Reserve Days for make up classes in the event of class cancellations have been set as follows:

Spring semester: July 21(Thu)-23(Sat), July 25(Mon)-30(Sat)

Fall semester: January 21(Sat), 23(Mon)-28(Sat), January 30(Mon)-31(Tue)

※The treatment of Reserve Days and Saturdays/Sundays on which classes are not held, differs by Graduate School. For details, please check with the Graduate School concerned.