

Academic Handbook 2016

—AY2013-2016 Enrollment—

**Community and Regional Policy Studies
(CRPS) Major
College of Policy Science**

Ritsumeikan University

Academic Handbook 2016 – AY2013-2016 Enrollment – College of Policy Science

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I. The Educational Principles and Goals of the College of Policy Science

- 1. Policy Science: An Academic Discipline for Our Times**
- 2. Newly Campus Development and Your Registration Plan**

I. The Educational Principles and Goals of the College of Policy Science

1. Policy Science: An Academic Discipline for Our Times

1.1. Policy Science: Global vision, local empowerment

Carefully formulated, well implemented policies have the power to transform people's lives. Students of policy science learn how to unleash that power by combining advanced academic knowledge in several disciplines with a focus on solving real-life problems. Issues such as poverty, demographic shifts, urbanization, and environmental change are recognized as global challenges, but they all demand locally situated responses. Policy science connects the global and the local, cultivating advanced practitioners to deliver creative solutions which satisfy stakeholders.

1.2. Program Goals in Policy Science

Through the study of Policy Science, students not only gain theoretical knowledge but also engage in practical investigations, giving themselves the potential to succeed in a variety of professions. Graduates of the Community and Regional Policy Studies major can:

- Research current policy issues methodically from both local and global standpoints
- Apply quantitative and qualitative research techniques to comprehend and propose solutions to key social problems
- Read critically, think logically, present effectively, and write persuasively
- Uphold universal human values such as peace, democracy, human rights, and public interest
- Respect the concept of “participation” in social decision making
- Build regional and community networks for practice-oriented social investigation
- Utilize diverse language skills to play important roles in global society

1.3 Human Resource Development Goal, Curriculum, and Diploma Policy

Below is an overview of the human development goal, curriculum, and diploma policy stipulated by the College of Policy Science in accordance with the above mentioned educational philosophy.

(1) Human development goal

The purpose of the Community and Regional Policy Studies Major (CRPS Major) of the College of Policy Science is to provide policy science related instruction in an English-language medium, in order to train students to be capable of designing and implementing policies to solve problems and to play an important role in the world.

(2) Curriculum

The following types of the courses are offered within the CRPS Major in order to educate students in policy design and implementation skills, and to encourage problem-solving oriented approaches.

Vision Building Subjects		These courses provide instruction in a wide range of policy issues.
English for Academic Purposes		These courses provide instruction in academic research skills while improving English language ability.
Foreign Languages		These courses provide instruction in Japanese language and encourage students to master intermediate-level Japanese. Also available are Elementary/Pre-Intermediate/Intermediate-level classes in other foreign languages.
Computing and Research Methods		These courses provide instruction in social research methodologies which will serve as the basis of policy design.
Policy Science Subjects	Introductory Lectures	These courses provide instruction in basic social science theories and logical thinking methods, both of which are necessary to study policy.
	Advanced Lectures	These courses provide more in-depth instruction on policy issue case studies and theories of policy analysis. Students are encouraged to study any courses from the following programs; Sustainable Urban Policy; Regional Economy and Development; Multi-level Governance.
	Seminars	These courses develop practical skills to conduct policy surveys and research. These are core courses in the College of Policy Science.
	Exchange Study Courses	These courses introduce students to diverse cultural perspectives and provide instruction on the social structures behind policy issues. These courses may be taken not only by CRPS students but by all students in the College of Policy Science including Japanese language basis students, thus creating an enhanced multi-cultural, shared learning environment with the local student body.

1.3.3 Diploma Policy

In order to train students to be capable of designing and implementing policies for problem solving, we have set ten academic standards that should be achieved by graduation (Educational Objectives).

Educational Objectives: By the time they graduate, our students are expected to:

- 1) Have acquired fundamental practice-oriented and integrated competency in social sciences
- 2) Be able to research current policy issues methodically from the standpoints of civilization and globalization
- 3) Have acquired skills of critical reading, logical thinking, presentation, and academic writing
- 4) Be able to perform scientific information processing techniques with an emphasis on logical and quantitative approaches to social issues
- 5) Adhere to universal human values, including peace, democracy, human rights, and public interest
- 6) Respect the concept of “participation” in making social decisions in civil society
- 7) Have developed a problem-solving mindset and the qualities of a generalist capable of applying new social scientific knowledge
- 8) Be able to formulate regional and social networks for practice-oriented social science
- 9) Have acquired the advanced research skills required to develop solutions to community-level and regional-level issues based on scientific social research techniques
- 10) Be capable of playing a key role in global society, equipped with proficiency in one’s native language, English, and intermediate-level Japanese.

We will grant Bachelor's degrees in Policy Science to students who have acquired these skills and the number of credits specified in the curriculum of this College:

Vision Building Subjects	20 or more
English for Academic Purposes	12 or more
Foreign Languages (Japanese or Other Languages)	12 or more credits (Those who wish to learn other languages need approval of the Dean.)
Computing and Research Methods	10 or more credits
Policy Science Subjects	50 or more credits
Total	124 credits minimum

2. Newly Campus Development and Your Registration Plan

The College of Policy Science has moved to a new campus in Ibaraki, Osaka, in April 2015. Ritsumeikan will make further efforts to enrich and enhance its research and education across 3 campuses in Kyoto, Shiga, and Osaka, and to integrate the achievements from each campus to advance the Ritsumeikan Academy as a whole.

The College of Policy Science was established in 1994 as the first policy-focused undergraduate faculty in West Japan. Since then, we have taught students scientific approaches and research techniques which apply policy-based thinking, including analysis of the cause of problems based on scientific inquiry, and precise identification of causal relationships. This approach has been highly evaluated both within and outside the university. For example, students from our undergraduate program have regularly achieved great success at policy science research exchange conventions and conferences.

This feature is the result of several factors including the establishment of human development goals, repeated curriculum renovation, selection of the “Problem Solving Contribution through Learning Cafeteria” project for funding under the Ministry of Education, Culture, Sports, Science and Technology’s Good Practice in Education scheme, and joint research initiatives. We have decided to relocate the College of Policy Science to the new Osaka Ibaraki Campus for further development to make the most of its distinctive features. Compared to the current campus in Kyoto, the new Osaka Ibaraki campus is more accessible, making it possible to expand our social and regional networks not only through the Kansai area, but also nationwide and worldwide.

Osaka is the center of the Kansai region. It boasts many excellent sites for practical projects in policy science. It is also close to international access points, promising further cross-border development of the research and education which the College of Policy Science has pursued to date.

II. Taking Courses at Ritsumeikan University

- 1. Course and Credit System**
- 2. Classes**
- 3. Official Absence, Special Considerations in Cases Other than Official Absence, Regarding the Contraction of Infectious Diseases**
- 4. Course Registration**
- 5. Examinations**
- 6. Granting and Approval of Grades**
- 7. Class Operation when Public Transportation is Suspended Due to Increment Weather, or in the Event that a Storm Warning or Severe Weather Warning is Issued**
- 8. Manabi Station**

II. Taking Courses at Ritsumeikan University

1. Course and Credit System

There are a specified number of course credits students must earn and courses they must take in order to graduate.

All students must make course plans on their own every academic year to systematically take courses throughout four years.

Students should read over carefully the Academic Handbook and the Registration Guidebook materials and be sure to attend all guidance sessions at the end of semester.

1.1 Semester

The University's academic year is divided into two semesters. Each semester is 15 weeks and 30 weeks of classes are held per year.

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

1.2 Credit System < Ritsumeikan University Regulations, Article 34 >

(1) What is the credit system?

The University curriculum is based upon the credit system defined in the Standards for Establishment of Universities. Under the credit system, students register and take classes offered each academic year and must pass examinations during the enrollment period to earn the credits required for graduation.

(2) What is a credit?

A credit is a unit used in indicating the amount of time required for the completion of a course. One credit represents a total of 45 hours of learning, consisting of 15 hours spent in the classroom and 30 hours spent on studying outside the classroom including preparation and review. Students must remember that not only is attending class important, but preparing and reviewing outside of class are also key to earning credits.

(3) Class hours and credit

Classes are held for 90 minutes each on a weekly basis and counted as two hours per week under the system. Therefore, to earn two credits, students attend one 90-minute class per week for 15 weeks (one semester) and must prepare for and review the class.

*Number of hours spent on class attendance, preparation and review may vary depending on the way the course is operated (lab/research-oriented courses, etc.).

1.3 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) Take registered course(s), receive evaluation for course performance (through final examination, report examination, and/or continuous assessment), and pass the course. (See page 22-23 for grading.)

1.4 Graduation requirements

Students will be approved for graduation if they have earned the credits required for graduation specified in the regulations of their College and have been enrolled for at least the standard period for course completion. There are two types of credits: credits for courses that can be counted as part of the total number of credits required for graduation, and credits for courses, including remedial courses and courses to obtain a certificate that cannot be counted as part of the total number of credits for graduation.

1.5 Prospective Graduation

To be considered a prospective graduate in the 7th semester of enrollment, the upper limitation of credits for course registration for the fourth-year (44 credits) added to the sum of the total number of credits earned up until the 6th semester must be equal to or greater than the required total number of credits for graduation (124 credits).

To be considered a prospective graduate from the 8th semester of enrollment or later, the sum of the total number of credits registered to be earned during the current academic year added to the sum of the total number of credits earned up until the previous semester must be equal to or greater than the required total number of credits for graduation (124 credits). Additionally, the sum of the total number of credits earned up to the previous semester and the total number of credits registered to be earned during the current academic year must meet the required number of credits specified for each course category.

Students who meet these requirements will be notified of the status of their prospective graduation and the expected graduation date in an Individual Course Timetable. A Certificate of Prospective Graduation can be issued to students who have met the requirements for prospective graduation at the end of the course registration period for that semester regardless of the graduation year.

2. Classes

2.1 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.

[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.

2.2 Class Hours

Times for the final examinations differ from the class times listed below. Check the information on page 19.

<KINUGASA/OSAKA
IBARAKI CAMPUS>

Period	All Colleges
1 st	9:00 – 10:30
2 nd	10:40 – 12:10
3 rd	13:00 – 14:30
4 th	14:40 – 16:10
5 th	16:20 – 17:50
6 th	18:00 – 19:30
7 th	19:40 – 21:10

<BIWAKO-KUSATSU CAMPUS>

Period	College of Science and Engineering College of Information Science and Engineering College of Life Sciences College of Pharmaceutical Sciences	College of Economics College of Sport and Health Science
1 st	9:00 – 9:45	9:00 – 10:30
2 nd	9:45 – 10:30	10:40 – 12:10
3 rd	10:40 – 11:25	13:00 – 14:30
4 th	11:25 – 12:10	14:40 – 16:10
5 th	13:00 – 13:45	16:20 – 17:50
6 th	13:45 – 14:30	18:00 – 19:30
7 th	14:40 – 15:25	19:40 – 21:10
8 th	15:25 – 16:10	
9 th	16:20 – 17:05	
10 th	17:05 – 17:50	
11/12 th	18:00 – 19:30	
13/14 th	19:40 – 21:10	

2.3 Cancelled and Makeup Classes

A class may be cancelled due to an instructor's illness or other unforeseen circumstances. When a class is cancelled, a makeup class will be scheduled on a Makeup Class Day. Check the academic year calendar for the detailed schedule of makeup classes or classes to be held on national holidays.

Information on cancelled classes or makeup classes will be available in Course Messages on CAMPUS WEB. For information on how to use CAMPUS WEB, refer to the Study Support Handbook.

3. Official Absence, Special Considerations in Cases Other than Official Absence, and Treatment of Infectious Diseases*

*: All instances of "infectious disease" herein refer to those infectious diseases specified by MEXT under the "School Health and Safety Act" as requiring prevention in schools.

3.1 Official Absence < Ritsumeikan University Regulations on Curricular Classes, Article 6 >

I. Eligibility of official absence

- (1) Absence from class to undertake practicum in a certification class offered as part of the regular curriculum:
 - a) Teaching practicum
 - b) Care-giving experience
 - c) Onsite training in a certified social worker education program
 - d) Japanese language teaching practicum
 - e) Museum curator practicum
- (2) Performance of obligations as a lay judge pursuant to the Act on Criminal Trials Examined under Lay Judge System
- (3) Any case to necessitate special treatment comparable to the preceding

II. Special measures in case of official absence

A student with an official absence is permitted to be absent from class and will not be penalized for the absence. The instructor shall give due consideration to the student as follows:

- (1) The absence shall not be counted toward the number of attendance days required
- (2) The instructor shall provide to students with the items listed a) to d) below:
 - a) Handouts used in class
 - b) Information on what was covered in class as well as the key points in class
 - c) Instructions on self-study content
 - d) Academic guidance and support relating to class such as making substitute arrangements for a report(s) or small quiz(es) that the student missed.

III. Procedures for requesting official absence

- (1) Students should submit to Manabi Station official certification documentation issued by the public organization that clearly specifies the period involved.
- (2) Manabi Station shall review the submitted documents, determine whether or not to grant an officially approved absence, and, if the approval is granted, issue a certificate of officially approved absence.
- (3) The student should submit the certificate of officially approved absence to the relevant class instructor.

3.2 Special Considerations in Cases Other than Official Absence

In cases where a student is absent from class due to bereavement (such as death of a spouse or a relative within the second degree) or a natural disaster, the student shall be afforded special consideration. Although such cases are not treated as an official absence, the student needs to submit certification documentation such as a death certificate or disaster-victim certificate (copies are acceptable) to the class instructor. The instructor will provide students, where possible, with the following:

- a) Handouts used in classes
- b) Information on what was covered in classes as well as the key points in classes
- c) Instructions on self-study content
- d) Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed.

3.3 Treatment of Students with Infectious Diseases

I. Ritsumeikan University treatment policy

As specified by the “School Health and Safety Act”, the “Ordinance for Enforcement of the School Health and Safety Act in Japan” and the “Ritsumeikan University Regulations on Curricular Classes”, if a student is diagnosed by a medical doctor as having an infectious disease, the President of Ritsumeikan University shall suspend the student.

II. Procedures to be taken by student suspended

- (1) After recovery, the student shall request a “Ritsumeikan University Certificate of Recovery from Infectious Disease” to be issued from the medical institution and submit it to the Ritsumeikan Medical Service Center.
- (2) The Center shall issue a “Ritsumeikan University Certificate of Recovery from Infectious Disease” (copy).
- (3) The student shall file a request for a “Certificate of Isolation Period from School due to Infectious Disease” to Manabi Station.
- (4) Manabi Station shall confirm the student’s courses, class schedule, and instructors, have the seal of the President affixed, and issue the “Certificate of Isolation Period from School due to Infectious Disease”.

- (5) The student shall hand the approved “Certificate of Isolation Period from School due to Infectious Disease” to the course instructor directly.
- (6) Final examinations and makeup examinations shall be handled pursuant to the “Ritsumeikan University Final Examination Regulations”. (See page 19 for details)
- i. When the period of having an infectious disease overlaps the periods of classes and final examination days: The student shall submit a “Ritsumeikan University Certificate of Recovery from Infectious Disease”. If the student is unable to submit the form within three days of his or her final examination date, the student shall consult with Manabi Station.
 - ii. When the period of having an infectious disease overlaps the periods of final examinations or make-up examinations: The student shall submit a medical certificate. If the student is unable to submit the medical certificate within three days of his or her final examination date, the student shall consult with Manabi Station.

III. Special measures in the case of suspension from classes

Although such cases do not constitute official absences, the instructor is required to provide the student who was suspended with, where possible, the items listed (1) to (4) below:

- (1) Handouts used in classes
- (2) Information on what was covered in classes as well as the key points in classes
- (3) Instructions on self-study content
- (4) Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed.

IV. Cases of contraction of an infectious disease specified in the “School Health and Safety Act” wherein the infected person is obligated to report their infected status at the point of diagnosis

Should a student contract one of the infectious diseases listed below, it is necessary that measures be taken to prevent its spread. Therefore, infected students are obligated to report their infected status to Manabi Station at the point their diagnosis is confirmed. The infectious diseases requiring disclosure listed below have been determined pursuant to the Ministry of Health, Labour and Welfare’s rules concerning “Notifiable Infectious Diseases”.

Type 1 Infectious Diseases: Ebola hemorrhagic fever, plague, Crimean–Congo hemorrhagic fever, Marburg virus disease, smallpox, Lassa fever, South American hemorrhagic fever, Polio, diphtheria, SARS (Sever Acute Respiratory Syndrome), avian influenza, new strains of influenza etc.

Other Infectious Diseases: measles, rubella, tuberculosis, bacterial meningitis, cholera, shigellosis (bacillary dysentery), EHEC (Enterohemorrhagic Escherichia coli), typhoid fever, salmonella.

※ Webpage for the Treatment of Students with Infectious Diseases (Related Documents)
Ritsumeikan University Website → Current Student → Campus Life → Treatment of Students with Infectious Disease

<Determination of an Official Absence>

In the interest of preserving the health and safety of students, faculty and other staff, and in order to prevent the spread of disease, it may be determined that an infected student shall take official absence. In such a case the student will be informed of the subsequent procedures.

4. Course Registration

4.1 What is Course Registration?

Students must register for courses they wish to take or are required to take to earn credits.

Students can select courses to register for after confirming course content on the Syllabus (See page 70). They cannot attend classes, receive grades or earn credits for courses they have not registered for. Once they have passed a course, they cannot cancel it or register for it again regardless of the grade that they attained for it.

Course registration is completed via CAMPUS WEB. A RAINBOW ID* 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, semester, day of the week, period, etc. – is correctly entered.

*: RAINBOW or Ritsumeikan Academic Information Network Bridging Our World is the University information network system. A user ID and password will be assigned to each student at the time of admission.

[Course registration after returning from Study Abroad]

Students who return to the University by the first day of the semester and complete the necessary procedures can register for courses offered in that semester. Students who return after the first day of the semester cannot register for courses offered in that semester. However, some courses may accept the students if they are able to attend from the first day of class. For details, please inquire Manabi Station.

Please note that you cannot register for the latter half of Introduction to On-site Research 1/2 since this is held in 2 semesters consecutively, in principle. For the registration for Seminars, please see the notice.

4.2 Course Registration Schedule

Current Students

Semester	Term	Course Registration
Spring	Early April	Lottery-based course registration (①) Some courses require another registration procedure. Announcement of the results of the Lottery-based course registration
	Early April	Regular course registration (②) Period for confirming Course Schedule (All students)
	Late April	Cancellation of Registered Courses (Spring Semester) (③) Period for confirming Course Schedule (Applicable only to students who withdrew from registered courses for the spring semester)
Fall	Late September	Changes to Course Registration for Fall Semester (④)
	Late October	Cancellation of Registered Courses (Fall Semester) (③) Period for confirming Course Schedule (Students who withdrew from registered courses for the fall semester)

*For detailed course registration schedule, refer to the Registration Guidebook.

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 College.

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. It may not be possible to register for fall semester courses (during the “Revision to course registrations” period in the fall semester) that have a large total number of registrants at the end of the course withdrawal period in the spring semester.

③ Cancellation of Registered Spring Semester Courses (April) and Cancellation of Registered Fall Semester Courses (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 (See page 23).

④ Changes to Course Registration for Fall Semester (September)

Students are permitted to change their course registrations for the fall semester (add/drop) after the fall semester begins if their study plans have changed provided that the total number of credits they register for does not exceed the total annual credit limit established by the university. Moreover, the number of courses failed in the spring semester (grade F) is factored into the total annual credit limit calculation. It may not be possible to register for fall semester courses (during the “Revision to course registrations” period in the fall semester) that received a large total number of registrants at the end of the course withdrawal period in the spring semester.

First year students (year of admission only)

Semester	Term	Course Registration
Fall	Late September	Regular course registration (①) Period for confirming Course Schedule (All students)
	Late October	Cancellation of Registered Courses (Fall Semester) (②) Period for confirming Course Schedule (Applicable only to students who withdrew from registered courses for the fall semester)
Spring	Early April	Lottery-based course registration (③) Some courses require another registration procedure. Announcement of the results of the Lottery-based course registration
	Early April	Regular course registration (④) Period for confirming Course Schedule (All students)
	Late April	Cancellation of Registered Courses (Spring Semester) (⑤) Period for confirming Course Schedule (Applicable only to students who withdrew from registered courses for the spring semester)

*For the detailed course registration schedule, refer to the Registration Guidebook.

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 (See page 23)

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 23)

5. Examinations

Final examinations and report examinations are held according to the following schedule.

Mid June (spring semester) / Early December (fall semester)	Announcement of final examination schedule/report topics
Early July (spring semester) / Early January (fall semester)	Announcement of items permitted in the examination room
Late July (spring semester) / Late January (fall semester)	Submission period for report examination
Late July – early August (spring semester) / Late January – early February (fall semester)	Final examination period

5.1 Final Examinations < Ritsumeikan University Final Examination Regulations/Ritsumeikan University Student Disciplinary Regulations>

With the exception of some courses, final examinations are held for each course per semester. These examinations are important in measuring students' progress in their daily studies and is based on independent study. All examinations are executed in accordance with rigorous standards. Final examination schedules (including courses, dates, times, and rooms) are released each semester. Remember that the examinations take place at timings differing from those classes are usually held at. Students are responsible for checking their examination schedule by themselves.

【Final Examination Schedule】

Period	Exam Time
1st	9:30 – 10:30
2nd	11:00 – 12:00
3rd	13:00 – 14:30
4th	15:00 – 16:00
5th	16:30 – 17:30*
6th	18:30 – 19:30
7th	20:00 – 21:00*

*: Some examinations held at these times will last for 90 minutes depending on the course.

(1) Precautions regarding final examination procedures

- i. All students must bring their student ID to take an exam. If they forget their ID, they must report to Manabi Station.

- ii. Mobile phones, smartphones, smartwatches, etc. may not be used as clocks in the examination venue and must be turned off. Failure to comply with this rule will be considered to constitute academic dishonesty.
- iii. A student arriving more than 20 minutes late after the start of an exam will not be admitted to the examination room.
- iv. Thirty minutes after the start of the exam, students will be allowed to leave the room if the exam supervisor gives permission. However, some courses do not allow students to leave at anytime during the exam, so please check at CAMPUS WEB.

(2) Items permitted on the desk

Even if there are no restrictions listed for the course on what they can bring to the room, students are not allowed to use a mobile phone, smartphone, smartwatch, personal computer, electronic dictionary, and/or other information-communication device. In addition, even when dictionary use is permitted, they are still prohibited from using an electronic dictionary at anytime. Use of these devices is considered cheating.

If a course indicates that students are allowed to bring the Six Codes (roppō) texts, please observe the following:

- The Six Codes texts that students are allowed to have on their desk during the final examination(s) are designated by the university. Confirm the details on CAMPUS WEB.
- Students are not allowed to bring the Six Codes texts into the examination room if they contain written notes regardless of whether the books are permitted in the examination. However, students are allowed to use the designated Six Codes texts even if the content has been underlined, highlighted or marked with circle or tick marks.
- Separate appendices and supplements are not permitted in the examination.
- Students are not allowed to bring in post-it notes or other materials between the pages of the texts to the examination room. However, students are allowed to use the index stickers that come with the permitted texts.
- Students are not allowed to bring more than one copy of the Six Codes texts to the examination room.

5.2 Acts of academic dishonesty <Ritsumeikan University Final Examination Regulations/Ritsumeikan University Student Disciplinary Regulations>

If a student engages in any of the following during a final examination, the student shall be considered to have engaged in academic dishonesty. A student who has engaged in an act of dishonesty in a final examination is considered to have renounced his or her right to learn and will lose his or her right to study at the University. The student will be subject to suspension or dismissal in accordance with the Ritsumeikan University Student Disciplinary Regulations. The student will also have their final examinations invalidated either the subject in question or in all their subjects in the semester in question; they will receive the grade of “F” in that subject or subjects in accordance with the

Ritsumeikan University Final Examination Regulations. (The failed credits are counted in GPA.)

- Sharing of answers
- Exchanging answer sheets
- Possession or use of a cheat sheet
- Use of an unauthorized notebook, reference book and/or dictionary
- Use of a mobile phone, personal computer, electronic dictionary and/or other information-communication device
- Writing on your belongings or desk prior or subsequent to examination
- Talking or peeking in another student's direction during the exam
- Use of substitute test taker
- Use of a false name on the answer sheet or attendance sheet, or intentionally not writing your name on the answer sheet
- Not turning in the answer sheet (taking or destroying answer sheets, etc.)
- Refusing to follow instructions from the test administrators
- Obstructing or interfering with the examination process

5.3 Report Examinations

Some courses require students to submit reports, essays and other assignments, which are considered to be examinations and are subject to assessment.

When writing reports or essays, it is often necessary to cite other people's work for reference purposes. However, such cited works belong to the authors. When making citations in reports/essays, it is imperative that students include the citation source and make the citation in accordance with the guidelines for writing academic papers. Including other people's copyrighted work in a report, dissertation, or other assignment is a violation of Copyright Law. Merely looking up information on the Internet and including it in a report/essay they may result in the usage of false information and/or groundless arguments. Therefore, students should consider the aforementioned and express their thought-out opinions/assessment grounded in the research findings or evidence they have found.

The submission period and location for report examinations will be released via CAMPUS WEB after the announcement of final examination schedule.

5.4 Makeup Examinations <Ritsumeikan University Final Examination Regulations, Article 5/Ritsumeikan University Regulations on Student Charges, Annexure 3>

A student who could not take the final examination(s) due to an unavoidable reasons listed below may be allowed to take makeup exams for up to five courses per semester. As a rule, the student must make a request before the test day at Manabi Station. If, due to reasons outside the student's control, a student is unable to make the request beforehand, the student needs to make the request and receive approval within three days after the test date (inclusive of the test date) from Manabi Station. (The request will only be accepted during office hours). For specific details of the request and makeup exam dates for each semester, please check CAMPUS WEB.

If the request is approved, the student will be required to pay a makeup examination processing fee of 1,000 JPY per subject.

Reason for Not Taking Exam	Documents and Information Required
Illness of the student	Medical certificate (containing the date of the examination in question)
Bereavement leave (the death of a spouse or a first-or second-degree relative)	Official death certificate (up to seven days, including Sunday and national holidays, from the date of the death of a spouse or a first-degree relative, and up to five days, including Sunday and national holidays, from the date of the death of a second-degree relative)
Attendance at a wedding ceremony (of a first-or second-degree relative. Does not include attendance at wedding of the student.)	Wedding invitation card
Natural and man-made disasters	Disaster victim certificate
Job examination	Official document to certify job examination (Required forms are available at the Office of Career Services.)
Examination for graduate school	Exam admission slip
Teaching practicum, nursing care and special education school experience, museum practice	Program details, period, and institution reported on the make-up exam application form
Class or exam for a credit transfer course	Certificate of attendance of an exam or class for a credit transfer course
Delay in arrival of public transportation operated by timetable	Delay certificate verifying a delay over 20 minutes from a transportation company
Participation in extracurricular activities	Advance permission by dean of academic affairs after Student Life committee's review
Lay judge system	Jury summon
Other unavoidable reasons	Advance permission by the dean of academic affairs

6. Granting and Approval of Grades

6.1 Grading < Ritsumeikan University Regulations, Article 35-2 >

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.

[Grading system]

A +	Outstanding performance. The goals of the course are almost perfectly accomplished. *Equivalent to 90 points or more on a 100-point scale
A	Excellent performance in most areas. The goals of the course are achieved with few problems. * Equivalent to 80-89 points
B	Good performance. The goals of the course are reached, but errors and insufficient areas remain. * Equivalent to 70-79 points
C	Performance that minimally meets the course criteria. * Equivalent to 60-69 points
F	Performance that does not meet the minimum course criteria. Further study is required in order to earn the credits with a passing grade. * Equivalent to 59 points or less

1. Credits shall be given for a grade of A⁺, A, B, and C.
2. **The F grade indicates failure.** This will be only shown on the grade report for the academic year/semester of the course. It does not appear on the grade report of a following year or Transcript of Academic Record.
3. Courses that are not appropriate for graded presentation are simply recorded as 'P' for Pass or 'F' for Fail.
4. 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 Manabi Station.

6.2 GPA

GPA is the quantified result by Ritsumeikan University's unique conversion method to measure students' academic achievement. GPA is used as criteria to qualify for various on-campus programs and selections; it will be stated in the grade report. (It will not be included in the Transcript of Academic Record.)

[Ritsumeikan University GPA Conversion Method]

$\frac{(5 \times \text{no. of [A}^+ \text{] earned}) + (4 \times \text{no. of [A] earned}) + (3 \times \text{no. of [B] earned}) + (2 \times \text{no. of [C] earned})}{\text{Total registered credits} - \text{Total no. of [P] earned}}$
--

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

6.3 Credit Approval Period

The credit approval period varies depending on the semester that a course is held during. 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.)

Class Term	Credit Approval Period
Spring Semester	End of spring semester
Summer (intensive) Term	End of fall semester
Fall Semester	End of fall semester
Year-round	End of fall semester

6.4 Approval of Credits Earned at Other Universities < Ritsumeikan University Regulations, Article 37, 39, 41 >

- (1) A maximum of 60 credits earned at other universities (transferred via credit transfer system) or on study abroad programs may be approved as credits required for graduation from the University. Please be aware that the 60-credit limit indicates the total credits a student can earn at other universities and not just at a single institution or program.
- (2) Transfer credits earned before admission to the University also count toward the 60-credit limit mentioned above.

- (3) Credits earned on a study abroad program will be approved at the end of semester in which the 「留学終了届」 (notification of completion of study abroad) and 「単位修得願および単位認定書」 (document certifying credits earned, study period and grades) were submitted to Manabi Station after returning to Japan.

6.5 Notification of Grades

Students are notified of grades via CAMPUS WEB at the end of each semester. Students can check the status of their credits earned and use it when planning for the next semester/fiscal year.

6.6 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 and C).
- (4) Registered for the course, met the grading criteria described on the syllabus, but received an F grade.

[How to make an Inquiry]

To make an inquiry, submit the inquiry form to Manabi Station by three days after the initial date of grade notification (but excluding Saturday, Sunday and public holidays) of the date the grade is issued.

*If the inquiry does not meet specific requirements, your inquiry may be denied.

*This is only to confirm the grade and not to respond to any objections.

7. 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 Campus and Suzaku Campus

Classes will be cancelled	<ol style="list-style-type: none"> 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. 2. The operation status of public transportation falls under any of the following. <ol style="list-style-type: none"> 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. 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. 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. 										
Resumption of classes	<ol style="list-style-type: none"> 1. In the following cases, classes shall resume according to the table below. <ol style="list-style-type: none"> 1) The storm warning or emergency weather warning is cancelled. 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, <table border="1"> <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> 2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period. 	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										

Biwako Kusatsu Campus

Classes will be cancelled	<div>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.</div> <div>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.</div> <div>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.</div>																	
Resumption of classes	<div>1. In the following cases, classes shall resume according to the table below.</div> <div>1) The storm warning or emergency weather warning is cancelled</div> <div>2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume.</div> <table><tr><th rowspan="2">Time</th><th colspan="2">Class Period</th></tr><tr><td>College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science</td><td>College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy</td></tr><tr><td>By 6:30</td><td>1st period</td><td>1st period</td></tr><tr><td>By 10:00</td><td>3rd period</td><td>5th period</td></tr><tr><td>By 12:00</td><td>4th period</td><td>7th period</td></tr><tr><td>By 15:00</td><td>6th period</td><td>11th period</td></tr></table> <div>2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</div>	Time	Class Period		College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy	By 6:30	1st period	1st period	By 10:00	3rd period	5th period	By 12:00	4th period	7th period	By 15:00	6th period	11th period
Time	Class Period																	
	College of Economics, College of Sport and Health Science, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy																
By 6:30	1st period	1st period																
By 10:00	3rd period	5th period																
By 12:00	4th period	7th period																
By 15:00	6th period	11th period																

Osaka Ibaraki Campus

Classes will be cancelled	<ol style="list-style-type: none"> 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. 2. If both the JR West train service between Osaka and Kusatsu, and Hankyu train service between Umeda and Kawaramachi are suspended. 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. 										
Resumption of classes	<ol style="list-style-type: none"> 1. In the following cases, classes shall resume according to the table below. <ol style="list-style-type: none"> 1) The storm warning or emergency weather warning is cancelled 2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume. <table border="1"> <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> 2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period. 	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										

< Guidelines for Distance Learning Classes of Graduate Schools >

In the event of disruption to public transport services, or 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 wherefrom 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.

Contact from the University

Information on class cancellations, makeup classes, classroom changes, final or report examinations as well as the schedule for information sessions will be provided and contact with students will be made through CAMPUS WEB (<http://www.ritsumeai.ac.jp/infostudents/>). Students are required to check the information frequently.

Telephone inquiries are not accepted. Do not make telephone inquiries except in cases of emergency.

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 emails to their mobile phone email address after being admitted to the university.

[How to Configure Automatic Forwarding]

Log into Web Mail 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.

8. Manabi Station

The Manabi Station takes care of administrative procedures and receives forms as well as other items for submission to the University. It supports your studies by providing important information on classes and examinations, and also provides advisory services on course registration and campus life.

Location: 1st floor, Building A, OIC

Office Hours (when classes are conducted): 8:45 – 17:00

Office Hours (when no classes are conducted): 9:00 – 17:00

* The Manabi Station is closed on Saturdays, Sundays, and public holidays (is opened on Saturdays, Sundays, and public holidays if the day is a designated class day or make-up class day).

* The above mentioned is the information as of April 1, 2016.

* Students are advised to submit items well in advance of due dates.

III. Course Registration at College of Policy Science

- 1. Curriculum Chart**
- 2. Required Number of Credits for Graduation**
- 3. Maximum Registered Credits**
- 4. Seminars**
- 5. Vision Building Subjects**
- 6. English for Academic Purposes**
- 7. Foreign Languages**
- 8. Computing and Research Methods**
- 9. Policy Science Subjects**
- 10. Registration for PSc Major Subjects**
- 11. Japanese Studies Courses**
- 12. Study Abroad**
- 13. Courses Offered by Other Colleges**

1. Curriculum Chart (For those who were enrolled in AY 2013 and 2014)

Subjects		Number of credits required for graduation	1st Year		2nd Year		3rd Year		4th Year		
			1st semester, fall	2nd semester, spring	3rd semester, fall	4th semester, spring	5th semester, fall	6th semester, spring	7th semester, fall	8th semester, spring	
Vision Building Subjects		20 or more	Foundation Course to Policy Science I to VII General Education Course I to III Vision Building Special Lecture I to IV								
EAP (English for Academic Purposes)		12 or more	■Introduction to Academic Research ■Academic Communication Skills ■Academic Reading and Critical Reasoning I	■Academic Writing Skills ■The Language of Policy Science ■Academic Reading and Critical Reasoning II	■Academic Reading for Policy Science I	■Academic Reading for Policy Science II					
Foreign Languages	Japanese	12 or more	■Comprehensive Japanese (5 credits) ■Japanese Writing (1 credit) ■Advanced Japanese (Level VII: 1 credit x 3) ■Japanese Reading for Policy Science I (Level VII: 2 credits) ■Japanese Reading for Policy Science II (Level VII: 2 credits) Special Japanese Lecture	■Comprehensive Japanese (5 credits) ■Japanese Writing (1 credit) ■Advanced Japanese (Level VII: 1 credit x 3) ■Japanese Reading for Policy Science III (Level VII: 2 credits) ■Japanese Reading for Policy Science IV (Level VII: 2 credits)	Comprehensive Japanese (5 credits) Japanese Writing (1 credit)	Comprehensive Japanese (5 credits) Japanese Writing (1 credit)					
	Languages for Global Actions (Other Languages)		Introduction to Languages for Global Actions (2 credits)	Elementary [] I - III (1 credit x 3) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Pre-intermediate [] I - III (1 credit x 3) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Intermediate [] I (1 credit) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Intermediate [] II (1 credit) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian				
Computing and Research Methods		10 or more	■Policy Information Processing 1	■Policy Information Processing 2 Gaming Simulation Method	Introduction to Social Research Statistics Spatial Analysis (Every other year)	Qualitative Research Methods Survey Analysis					
Policy Science Subjects	Introductory Lectures		8 or more		Studies of Political Process Introduction to Mathematics for Policy Studies Theories of Justice	Macroeconomics for Policy Studies Microeconomics for Policy Studies Constitutional Law Civil Law					
	Advanced Lectures	Sustainable Urban Policy Program					Sustainable Urban Policy I, II, III, IV (V, VI, VII, VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
		Regional Economy and Development Program					Regional Economy and Development I, II, III, IV (V, VI, VII, VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
		Multi-level Governance Program					Multi-level Governance I, II, III, IV (V, VI, VII, VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
	Policy Science Common Courses			Policy Science Special Lecture I to IV Internship Abroad							
	Seminars		50 or more		■Introduction to Policy Science			■Policy Seminar 1: Sustainable Society ■Policy Seminar 1: Regional Economy and Development ■Policy Seminar 1: Multi-level Governance	■Policy Seminar 2: Sustainable Society ■Policy Seminar 2: Regional Economy and Development ■Policy Seminar 2: Multi-level Governance Problem Based Research for Policy Planning 1	■Policy Seminar 3: Sustainable Society ■Policy Seminar 3: Regional Economy and Development ■Policy Seminar 3: Multi-level Governance Problem Based Research for Policy Planning 2 Problem Based Research for Policy Planning Summer Session	■Case Study Seminar: Sustainable Society (6 credits) ■Case Study Seminar: Regional Economy and Development (6 credits) ■Case Study Seminar: Multi-level Governance (6 credits) Problem Based Research for Policy Planning 3
Exchange Study Courses			■Cross Border Policy Issues	■Introduction to On-site Research 1	■Introduction to On-site Research 2 ■Introduction to On-site Research Summer Session						
Japanese Studies Courses		Elective									
Study Abroad		Elective	Global Studies Abroad Seminar								
Courses Offered by Other Colleges		Elective									

*1 Those who wish to register for Languages for Global Actions (Other Languages) must get the approval of the Dean.
*2 Two credits are awarded for each subject except where otherwise specified.
*3 The ■ mark denotes a designated course. These are courses that eligible students are required to register for as much as possible. It is still possible to graduate even if you do not complete all of these courses, provided you complete another course in the same category and earn the required number of credits.
*4 In some years, courses for spring semester may be offered in fall semester and vice versa. Please check the class schedule for the semester of offering.

1. Curriculum Chart (For those who were enrolled in AY 2015 and after)

Subjects			Number of credits required for graduation	1st Year		2nd Year		3rd Year		4th Year		
				1st semester, fall	2nd semester, spring	3rd semester, fall	4th semester, spring	5th semester, fall	6th semester, spring	7th semester, fall	8th semester, spring	
Vision Building Subjects			20 or more	Foundation Course to Policy Science I to VII General Education Course I to III Vision Building Special Lecture I to IV								
EAP (English for Academic Purposes)			12 or more	■Introduction to Academic Research ■Academic Writing Skills ■Academic Reading and Critical Reasoning I	■Academic Communication Skills ■The Language of Policy Science ■Academic Reading and Critical Reasoning II	■Academic Reading for Policy Science I	■Academic Reading for Policy Science II					
Foreign Language	Japanese	12 or more	■Elementary Japanese (Comprehensive) (Level I - II) (3 credits) ■Elementary Japanese (Reading & Writing) (Level I - II) (2 credits) ■Elementary Japanese (Listening & Speaking) (Level I - II) (1 credit) Intermediate Japanese (Comprehensive) (Level III - IV) (3 credits) Intermediate Japanese (Listening & Speaking) (Level III - IV) (1 credit) Special Japanese Lecture (Topics on Japan I) (Level III - IV) (2 credits) Special Japanese Lecture (Aspects of Japanese Society I) (Level V - VI) (2 credits) Advanced Japanese (Level VII: 1 credit x 3) Japanese Reading for Policy Science I (Level VII: 2 credits) Japanese Reading for Policy Science II (Level VII: 2 credits)	Elementary Japanese (Comprehensive) (Level I - II) (3 credits) Elementary Japanese (Reading & Writing) (Level I - II) (2 credits) Elementary Japanese (Listening & Speaking) (Level I - II) (1 credit) Intermediate Japanese (Comprehensive) (Level III - IV) (3 credits) Intermediate Japanese (Listening & Speaking) (Level III - IV) (1 credit) Special Japanese Lecture (Topics on Japan II) (Level III - IV) (2 credits) Special Japanese Lecture (Aspects of Japanese Society II) (Level V - VI) (2 credits) Advanced Japanese (Level VII: 1 credit x 3) Japanese Reading for Policy Science III (Level VII: 2 credits) Japanese Reading for Policy Science IV (Level VII: 2 credits)								
	Languages for Global Actions (Other Languages)		Introduction to Languages for Global Actions (2 credits)	Elementary [] I - III (1 credit x 3) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Pre-intermediate [] I - III (1 credit x 3) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Intermediate [] I (1 credit) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian	Intermediate [] II (1 credit) *Insert one of the following languages in [] Chinese, Korean, Vietnamese, Thai, Indonesian, French, German, Spanish, Russian, Italian					
Computing and Research Methods			10 or more	■Policy Information Processing 1	■Policy Information Processing 2 Gaming Simulation Method	Introduction to Social Research Statistics Spatial Analysis (Every other year)	Qualitative Research Methods Survey Analysis					
Policy Science Subjects	Introductory Lectures		8 or more			Studies of Political Process Introduction to Mathematics for Policy Studies Theories of Justice	Macroeconomics for Policy Studies Microeconomics for Policy Studies Constitutional Law Civil Law					
	Advanced Lectures	Sustainable Urban Policy Program	50 or more					Sustainable Urban Policy I to IV (V to VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
		Regional Economy and Development Program						Regional Economy and Development I to IV (V to VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
		Multi-level Governance Program						Multi-level Governance I to IV (V to VIII) ※One or more classes among I to VIII will be held in each of 5th to 8th semester.				
	Policy Science Common Courses			Policy Science Special Lecture I to IV Internship Abroad								
	Seminars				■Introduction to Policy Science			■Policy Seminar 1: Sustainable Society ■Policy Seminar 1: Regional Economy and Development ■Policy Seminar 1: Multi-level Governance	■Policy Seminar 2: Sustainable Society ■Policy Seminar 2: Regional Economy and Development ■Policy Seminar 2: Multi-level Governance Problem Based Research for Policy Planning 1	■Policy Seminar 3: Sustainable Society ■Policy Seminar 3: Regional Economy and Development ■Policy Seminar 3: Multi-level Governance Problem Based Research for Policy Planning 2 Problem Based Research for Policy Planning Summer Session	■Case Study Seminar: Sustainable Society (6 credits) ■Case Study Seminar: Regional Economy and Development (6 credits) ■Case Study Seminar: Multi-level Governance (6 credits) Problem Based Research for Policy Planning 3	
Exchange Study Courses			■Cross Border Policy Issues	■Introduction to On-site Research 1	■Introduction to On-site Research 2 ■Introduction to On-site Research Summer Session							
Japanese Studies Courses			Elective									
Study Abroad			Elective	Global Studies Abroad Seminar								
Courses Offered by Other Colleges			Elective									

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*4 In some years, courses for spring semester may be offered in fall semester and vice versa. Please check the class schedule for the semester of offering.

2. Required Number of Credits for Graduation

To receive your bachelor's degree (Bachelor of Arts in Policy Science) and graduate, you must:

- be enrolled for more at least 4 but less than 8 years
- earn credits as shown below by completing the designated courses.

Minimum number of the credits required for graduation in each category

(Note) Credits earned in excess of the requirements in any category may be counted toward those required for graduation, up to a maximum total of 20.

Subject category		Minimum number of credits for CRPS students	
Vision Building Subjects		20 or more	
English for Academic Purposes		12 or more	
Foreign Languages (Japanese or Other Languages) *		12 or more	
Computing and Research Methods		10 or more	
Policy Science Subjects	Introductory Lectures	8 or more	50 or more
	Advanced Lectures		
	Seminars		
	Policy Science Common Courses		
	Exchange Study Courses		
Japanese Studies Courses		Elective	
Study Abroad			
Courses offered by other Colleges			
Total		124 or more	

* Those who wish to register for Other Languages must get the approval of the Dean.

3. Maximum Registered Credits

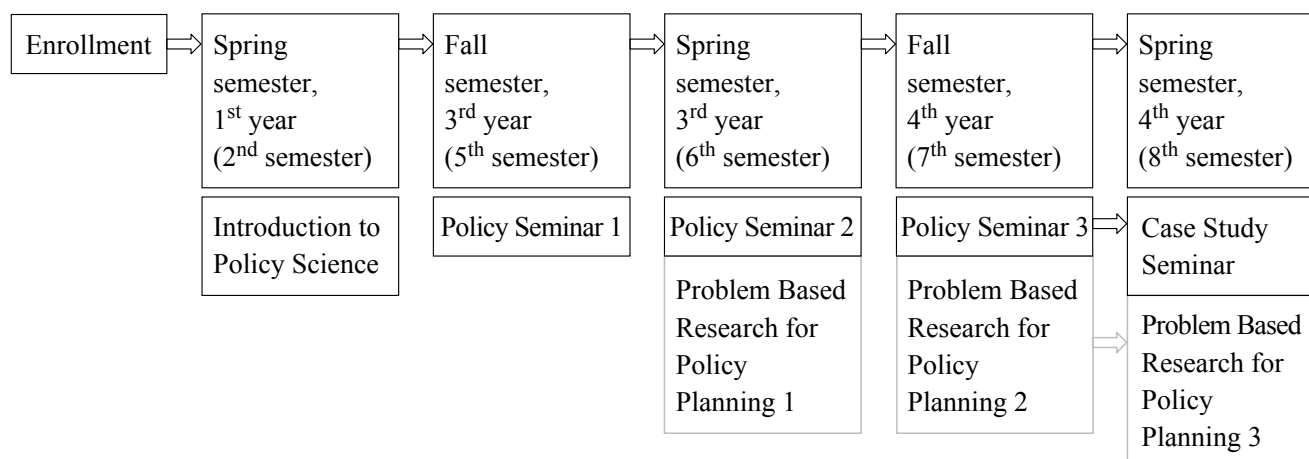
Below is the maximum number of the credits you may register for in each year. You cannot register or take exams for credits in excess of this maximum. (Some courses are not counted within this limitation.)

	Fall semester, 1 st year	Spring semester, 1 st year and fall semester, 2 nd year	Spring semester, 2 nd year and fall semester, 3 rd year	Spring semester, 3 rd year and fall semester, 4 th year	Spring semester, 4 th year
Number of credits	22	44	44	44	22

4. Seminars

4.1 Significance and purpose

A curriculum has a core course which is like the trunk of a tree. In the Community and Regional Policy Studies Major of the College of Policy Science, this core is provided by seminar subjects.



Below are the features of each of the seminar courses.

4.2 Introduction to Policy Science

This is an introduction to study at the College of Policy Science. To understand the specialized subjects more deeply, you will undertake introductory study, in English, of the three disciplines which comprise the Advanced Lecture programs.

Policy issues are complex. To understand this complexity requires more than just broad knowledge. There are often competing interests involved, and people express their agreement and disagreement on specific policy proposals based on different values. To understand, decipher, and identify solutions for such policy issues, you need to employ a multidirectional approach. In Introduction to Policy Science, you will engage in discussions and debates in two groups, one supporting and one opposing a certain policy issue. You will also learn basic skills of research using news articles, magazine articles, books, and information online, and write a report based on such information. All of the above are essential skills for study at the College of Policy Science.

You are graded based on your ongoing performance.

4.3 Policy Seminar

This is offered in 5th, 6th and 7th semesters for each one of the three Advanced Lecture programs. This is the preparatory stage in bringing together the achievements of your study in Seminars, including Introduction to Policy Science and other lectures. Various research themes are offered on important areas in policy science, including analysis of political disputes, approaches and theories of policy analysis, and organization of policy processes including policy formation and implementation. Instructors who specialize in each of the themes will be your academic supervisors. So far, you will have studied the knowledge of and approaches to various academic areas such as political science, law, economics, business administration, environmental science, urban planning, and information science; in this seminar, you will identify one of these areas to focus on and explore in more depth. The purpose here is to improve your operational skills of analysis and absorb the knowledge necessary to oversee the development of policy.

You are to register for which Policy Seminar class you would like to belong to some time in your 4th semester.

4.4 Case Study Seminar

In this Seminar, under the direction of your academic supervisor and based on the research undertaken in the Policy Seminar, you will develop the structure and writing plan for a research thesis. This Seminar is allocated to the spring semester in the 4th year or 8th semester. If you complete your graduation thesis or complete a "Capstone Program", you will be awarded credit for this Seminar.

4.5 Problem Based Research for Policy Planning

Subject	Remark
Problem Based Research for Policy Planning 1/2	Held in the 6 th and 7 th semesters.
Problem Based Research for Policy Planning Summer Session	Practical subject taken in the summer break.
Problem Based Research for Policy Planning 3	You need to complete Problem Based Research for Policy Planning 1/2 to register for this. Credit will be awarded on submission of a Research Paper.

4.6 Items to submit for credit in Seminars

The table below outlines the items that you need to submit for Seminar courses. For due dates, where to submit, and format, please follow the direction of your instructors and notices distributed.

Subject	Semester, year	Item to submit
Introduction to Academic Research (EAP)	1 st semester, 1 st year	Research Proposal
Introduction to On-site Research 1 (Exchange Studies Courses)	2 nd semester, 1 st year	Project Report 1
Introduction to On-site Research 2 (Exchange Studies Courses)	3 rd semester, 2 nd year	Project Report 2
Policy Seminar 1	5 th semester, 3 rd year	Research Essay 1
Policy Seminar 2	6 th semester, 3 rd year	Research Essay 2
Policy Seminar 3	7 th semester, 4 th year	Research Paper
Case Study Seminar	8 th semester, 4 th year	Graduation Thesis

5. Vision Building Subjects

5.1 Significance and purpose

To study and shape policy, you need to learn the broad background to issues and disputes. Studying policy is always complex. For example, suppose you hope to study the development of a developing country. You need to understand methods of economic analysis and planning theory to study development. In addition, you should know the culture and history of the region in question and also be aware of problems in development aid policy. You can broaden your perspective for such complex learning through these Vision Building Subjects.

Vision Building Subjects are categorized into Foundation Courses to Policy Science, General Education Courses and Vision Building Special Lecture. Offered in the fall semester of the 1st year, these courses allow you to study a wide range of major policy issues and disputes, and ones which are currently topical. In order to develop excellent problem-solving skills, you need to have broad perspective and culture. For the outline of each subject, please see the Syllabus.

5.2 Required number of credits for graduation

You must earn at least 20 credits in Vision Building Subjects.

6. English for Academic Purposes

6.1 Significance and purpose

These courses provide instruction in academic research skills while improving English language ability. They are an integration of language and policy science subjects. Language proficiency is a basic skill essential to learn and produce something, regardless of whether it is in Japanese or any other language. We use language to think, express and establish social relations. On the other hand, to understand social phenomenon scientifically, it is essential to correctly understand and fully process various information and/or data.

Our Community and Regional Policy Studies Major categorizes subjects that develop these skills as “English for Academic Purposes.”

6.2 Required number of credits for graduation

You must earn at least 12 credits in English for Academic Purposes.

7. Foreign Languages

7.1 Significance and purpose

These courses are to improve your Japanese and/or other foreign language skills. The CRPS Major offers Japanese and other language classes. In Japanese, the aim of these classes is to achieve intermediate level proficiency. Those who are sufficiently proficient in Japanese can register for other language courses.

Language is important in light of the recent internationalization of policy issues and disputes. No policy issue, whether it is related to the environment, development, welfare, or human rights, can be solved only by one country any more. Learning foreign languages is also important to enable you to apply your policy research in Japan to policy implementation in other countries.

(Those who were enrolled in AY 2013 or 2014)

7.2 How to register for the 1st semester

The Community and Regional Policy Studies Major of the College of Policy Science designates the language you need to study in order to graduate. In your case, Japanese is the language required for graduation.

You need to earn a minimum of 12 credits in your language required for graduation. You will earn these credits in classes which are designated by the College in your 1st and 2nd semesters.

(1) “Japanese” in the Community and Regional Policy Studies Major

Your classes are designated as below in accordance with the results of Japanese class placement tests which were conducted before entrance.

Designated level at entrance	Courses to register for the 1 st (fall) semester	
I – V	Comprehensive	5 credits
	Writing	1 credit
VI	Comprehensive	3 credits
	Writing	1 credit
	Listening & Speaking	2 credits
VII	Japanese at level VII	1 credit × 3
	Japanese Reading for Policy Science I-II	2 credits × 2

Course registration: The Administrative Office will handle registration for the 1st semester only. You need to register by yourself for Japanese in and after the 2nd semester.

(2) Introduction to Languages for Global Actions

If the College approves that you are proficient in Japanese to some extent, you can register for “Introduction to Languages for Global Actions” which is held in Japanese in the 1st semester provided that you get the approval of the Dean. This is the introduction to select one of the following 10 languages; German, French, Spanish, Italian, Russian, Chinese, Korean, Thai, Indonesian, and Vietnamese, from the 2nd semester and after. You will learn the significance of learning a foreign language other than English. You will hear the feature and regional cultural and historical backgrounds of each language weekly. You will also get introduced how each language is useful in the study of policy science. You will earn 2 credits for this. For what to do in and after the 2nd semesters, please see 7.3 How to register for the 2nd semester and after (2) Language for Global Actions (Other Languages).

Course registration: You need to register for by yourself, but you need to consult with Manabi Station beforehand.

7.3 How to register for the 2nd semester and after

(1) “Japanese” in the Community and Regional Policy Studies Major

You are to advance to the next upper level if you pass the Japanese level course which you registered for in the 1st semester.

Designated level	Courses to register for the 2 nd (spring) semester	
I – V	Comprehensive	5 credits
	Writing	1 credit
VI	Comprehensive	3 credits
	Writing	1 credit
	Listening & Speaking	2 credits
VII	Japanese at level VII	1 credit × 3
	Japanese Reading for Policy Science III– IV	2 credits × 2

Course registration: You need to register for by yourself.

(2) Language for Global Actions (Other Languages)

If the College approves that you are proficient in Japanese to some extent and completed “Introduction to Languages for Global Actions” in the first semester, you can choose one of the following 10 languages in and after the 2nd semesters; German, French, Spanish, Italian, Russian, Chinese, Korean, Thai, Indonesian, and Vietnamese. You are to select the language at the end of the 1st semester.

You will learn one of the above languages as follows;

Semester	Course	Number of the credits	Content
2 nd semester	Elementary I	1	Letter and pronunciation
	Elementary II	1	Grammar
	Elementary III	1	Vocabulary
3 rd semester	Pre-intermediate I	1	Letter and pronunciation
	Pre-intermediate II	1	Grammar
	Pre-intermediate III	1	Vocabulary
4 th semester	Intermediate I	1	To develop practical skill based on the basic knowledge of pronunciation, grammar, and vocabulary which you learned in the 2 nd and 3 rd semesters.
5 th semester	Intermediate II	1	To further develop comprehensive practical skill which you acquired in Intermediate I.

Course registration: The Administrative Office will handle registration for the second and third semesters. (You need to register for 2 semesters in principle.)

For how to register for the 4th semesters and after, you need to attend the guidance sessions.

Note: Even though you complete 2-credit “Introduction to Languages for Global Actions” and all above

8 credits for Other Languages through the 2nd to 5th semester, you cannot complete 12 credits which are required for graduation in Foreign Languages category. You need to take Japanese courses at the designated level before entrance as necessary.

7.4 Required number of credits for graduation

You must earn 12 or more credits in Foreign Languages.

(Those who were enrolled in AY 2015 and after)

7.2 How to register for the 1st semester

(1) In case your designated level is I or II as a result of the Japanese class placement tests before entrance.

You need to register for all below 3 Japanese courses of your level.

Designated level at entrance	Courses to register for the 1st (fall) semester	
I-II	Elementary Japanese (Comprehensive)	3 credits
	Elementary Japanese (Reading & Writing)	2 credits
	Elementary Japanese (Listening & Speaking)	1 credit

Course registration: The Administrative Office will handle registration for the 1st semester only. You need to register by yourself for Japanese in and after the 2nd semester.

(2) In case your designated level is either one from III to VII as a result of the Japanese class placement tests before entrance.

(a) In case you wish to take Japanese courses

Designated level at entrance	Courses to register for the 1st (fall) semester	
III-IV	Intermediate Japanese (Comprehensive)	3 credits
	Intermediate Japanese (Listening & Speaking)	1 credit
	Special Japanese Lecture (Topics on Japan I)	2 credits
V-VI	Special Japanese Lecture (Aspects of Japanese Society I)	2 credits
VII	Japanese at level VII	1 credit × 3
	Japanese Reading for Policy Science I-II	2 credits × 2

* You do not necessarily have to register for all the courses listed above for Levels III to VII.

Course registration: The Administrative Office will handle registration for the 1st semester only. You need to register by yourself for Japanese in and after the 2nd semester.

(b) In case you wish to take Other Language courses

【Introduction to Languages for Global Actions】

If the College approves that you are proficient in Japanese to some extent, you can register for “Introduction to Languages for Global Actions” which is held in Japanese in the 1st semester provided that you get the approval of the Dean. This is the introduction to select one of the following 10 languages; German, French, Spanish, Italian, Russian, Chinese, Korean, Thai, Indonesian, and Vietnamese, from the 2nd semester and after. You will learn the significance of learning a foreign language other than English. You will hear the feature and regional cultural and historical backgrounds of each language weekly. You will also get introduced how each language is useful in the study of policy science. You will earn 2 credits for this. For what to do in and after the 2nd semesters, please see 7.3 How to register for the 2nd semester and after (2) Language for Global Actions (Other Languages).

Course registration: You need to register for by yourself, but you need to consult with Manabi Station beforehand.

7.3 How to register for the 2nd semester and after

(1) “Japanese” in the Community and Regional Policy Studies Major

(a) In case you registered for Level I-VI course in the 1st semester

You are to advance to the next upper level if you pass the Japanese level course which you registered for in the 1st semester. For detail, please see below.

Designated level	Courses to register for the 2 nd (spring) semester	
I-II	Elementary Japanese (Comprehensive)	3 credits
	Elementary Japanese (Reading & Writing)	2 credits
	Elementary Japanese (Listening & Speaking)	1 credit
III-IV	Intermediate Japanese (Comprehensive)	3 credits
	Intermediate Japanese (Listening & Speaking)	1 credit
	Special Japanese Lecture (Topics on Japan II)	2 credits
V -VI	Special Japanese Lecture (Aspects of Japanese Society II)	2 credits
VII	Japanese at level VII	1 credit × 3
	Japanese Reading for Policy Science III-IV	2 credits × 2

(b) In case that you registered for Level VII courses for the 1st semester.

Designated level	Courses to register for the 2 nd (spring) semester	
VII	Japanese at level VII	1 credit × 3
	Japanese Reading for Policy Science III-IV	2 credits × 2

(2) In case that you registered for “Introduction to Languages for Global Actions in the 1st semester”

【Language for Global Actions (Other Languages)】

If the College approves that you are proficient in Japanese to some extent and completed “Introduction to Languages for Global Actions” in the 1st semester, you can choose one of the following 10 languages in and after the 2nd semesters; German, French, Spanish, Italian, Russian, Chinese, Korean, Thai, Indonesian, and Vietnamese. You are to select the language at the end of the 1st semester.

You will learn one of the above languages as follows;

Semester	Course	Number of the credits	Content
2 nd semester	Elementary I	1	Letter and pronunciation
	Elementary II	1	Grammar
	Elementary III	1	Vocabulary
3 rd semester	Pre-intermediate I	1	Letter and pronunciation
	Pre-intermediate II	1	Grammar
	Pre-intermediate III	1	Vocabulary
4 th semester	Intermediate I	1	To develop practical skill based on the basic knowledge of pronunciation, grammar, and vocabulary which you learned in the 2 nd and 3 rd semesters.
5 th semester	Intermediate II	1	To further develop comprehensive practical skill which you acquired in Intermediate I.

Course registration: The Administrative Office will handle registration for the 2nd and 3rd semesters.
(You need to register for 2 semesters in principle.) For how to register for the 4th semesters and after, you need to attend the guidance sessions.

Note: Even though you complete 2-credit “Introduction to Languages for Global Actions” and all above 8 credits for Other Languages through the 2nd to 5th semester, you cannot complete 12 credits which are required for graduation in Foreign Languages category. You need to take Japanese courses at the designated level before entrance as necessary.

7.4 Required number of credits for graduation

You must earn 12 or more credits in Foreign Languages.

8. Computing and Research Methods

8.1 Significance and purpose

To analyze the social conditions behind a policy issue or dispute, to predict the effects of a policy proposal designed to solve a problem, and to measure the effects of a past policy, it is necessary to master scientific techniques and survey methods. We encourage you to acquire these skills regardless of what kind of policy issues you hope to study.

Subject	Remark
Policy Information Processing 1	This is an introductory course to provide necessary basic information and analytical skills to pursue study and research in the CRPS Major.
Policy Information Processing 2	This practical course covers useful information and analytical skills for research.
Introduction to Social Research	In this course, you learn techniques for analyzing social phenomena quantitatively.
Qualitative Research Methods	This course covers qualitative methods for studying social phenomena.
Statistics, Survey Analysis, Spatial Analysis	In these courses, you learn techniques of policy analysis utilizing the above mentioned methods.
Gaming Simulation Method	In this course, you learn about modeling of social system and influence of changing models, not only by playing gaming simulation but designing and testing a prototype through group work.

8.2 Using information systems

All students at the College of Policy Science are expected to have equipment that enables them to connect to the information (computer) network used in the curriculum. There are several matters you need to keep in mind when using the network and to avoid causing trouble for other users. Full details will be provided in the material distributed in class, but here are a few points you should especially keep in mind.

- (a) In order to protect the network from infection by viruses, using software from outside the university is strictly prohibited.
- (b) You may store your private files either for study or private use in your home directory on the authorized network. As a rule, you must not save files on the hard disk of workstations provided in classrooms.
- (c) Serious violation of a rule, for example, infiltrating an unauthorized machine (so-called “cracking”), will result in punishment by the University, including suspension of rights to use the network. If necessary, offenders will also be held responsible for the wider damage caused by their actions.
- (d) To protect the environment, please be careful not to waste either tangible or intangible resources. Especially, please do not waste printing paper.
- (e) You can use open-use spaces freely as long as you do not disturb other users. Certain limitations apply to the use of other spaces. Please follow the directions of faculty and/or administrative staff members.
- (f) You will be regarded as violating network rules if you operate a PC where another user is logged in or you send an e-mail using another user's e-mail account, whether you do so intentionally or accidentally. Each user must be responsible for controlling their own IDs and passwords, especially passwords. Take care not to reveal your own passwords, to protect your privacy and also improve the security of the entire system.
- (g) You should keep back-ups of important data and files on USB memory. The University will not be responsible for damage or loss of your data due to an accident.
- (h) Please treat the shared equipment at the University with special care, as they are common assets for all users. You will not be blamed for problems which arise in the course of regular use, so please report such problems and/or damage to any faculty or Manabi Station staff member.
- (i) You are required to bring your personal equipment for some classes.

8.3 Required number of credits for graduation

You must earn 10 or more credits in Computing and Research Methods.

9. Policy Science Subjects

These are the specialty subjects of the College of Policy Science, consisting of Introductory Lectures and Advanced Lectures.

9.1 Policy Science Subjects – Introductory Lectures

(1) Significance and purpose

These subjects mainly cover basic theories of social science required to study policy, and the basis of numerical thinking which is required to understand and forecast social situations scientifically.

As was mentioned earlier, policy science is a complex field. Therefore, you will need to develop a fundamental grasp of important academic disciplines in policy science including:

- political science through Studies of Political Process
- law through Theories of Justice, Constitutional Law, and Civil Law
- economics through Microeconomics for Policy Studies, and Macroeconomics for Policy Science
- Introduction to Mathematics for Policy Studies to understand social phenomena numerically, and to forecast and control actions scientifically and logically.

At the CRPS Major at the College of Policy Science, you are expected not only to acquire basic knowledge of the above mentioned areas through lectures, but also to think how to utilize that knowledge to study policy.

9.2 Policy Science Subjects – Advanced Lectures

(1) Significance and Purpose

Advanced Lectures involve case studies of modern policy issues, including in-depth study of the theories employed in policy analysis. It is important to study past examples of both success and failure in order to understand today's policy issues and shape solutions for tomorrow. By studying theories of policy analysis, you will develop some solid focus points from which to approach problem-solving.

The Community and Regional Policy Studies Major at the College of Policy Science uses the following three focal points. To use a slightly difficult term, we can say that policy science is composed of three concepts of "rationality." These correspond with the three programs in Advanced Lectures, as follows:

- Sustainable Urban Policy Program = Scientific rationality
- Regional Economy and Development Program = Market rationality
- Multi-level Governance Program = Social rationality

Below are brief introductions to these three programs.

(a) Sustainable Urban Policy Program

Purpose	Theme
<ul style="list-style-type: none"> - To consider how to realize a sustainable society, through the study of global environmental issues including greenhouse gas emissions, energy, and climate change, and urban issues including city planning, housing, transportation, and safety. 	<ul style="list-style-type: none"> - Urban Planning for Sustainable Cities, Community Safety - Housing and Policy - Transportation and policy - Community Development and Planning - Environmental Policy

(b) Regional Economy and Development Program

Purpose	Theme
<ul style="list-style-type: none"> - To examine regional economy not only from domestic viewpoints but also global ones including international trade and finance - To develop regional communities through industrial development, regional infrastructure maintenance, and enterprise development through appropriate role-sharing and collaboration between national and local levels, and public and private sectors. 	<ul style="list-style-type: none"> - Introduction to Regional Development - International Trade and Finance - Development Economics - Public Economics - Economic Institution

(c) Multi-level Governance Program

Purpose	Theme
<ul style="list-style-type: none"> - To study paradigms of national and local governance as the foundation of public policy, including administrative systems, election systems, and policy planning processes, all of which are required to be operated fairly. - To study multi-level governance not only at the domestic and regional levels but also beyond borders, examining what role international organizations should play from international and historical perspectives. 	<ul style="list-style-type: none"> - Global Public Policies - Inter-Government Relation and Cooperation - Constitutional Law - Public Management - Social Welfare Policies

9.3 Policy Science Subjects– Seminars

Refer to page 38-40.

9.4 Policy Science Subjects – Policy Science Common Subjects

(1) Significance and Purpose

In these subjects, visiting professors from overseas will lead your study of rapidly developing research approaches and theories applied to contemporary and/or especially significant policy issues and disputes.

9.5 Policy Science Subjects – Exchange Study Courses –

(1) Significance and Purpose

These are the subjects to bridge the Community and Regional Policy Studies Major and PSc Major (Japanese-based Major of the College of Policy Science, hereinafter referred to as “PSc Major”). The following courses are offered in this category.

Subject	Remark
Cross Border Policy Issues	This is a joint class bringing Community and Regional Policy Studies Major students together with PSc Major ones. In principal, classes are composed of an equal number of students from each major. Students learn various phenomena and points at issue regarding policy science. Community and Regional Policy Studies Major students are not required to be proficient in spoken Japanese. Instructors and/or teaching assistants will interpret if necessary.
Introduction to On-site Research 1/2	This course corresponds with the special overseas project in Policy Science Seminar 2 for 2 nd year students of the PSc Major. It is offered in the 2 nd and 3 rd semesters.
Introduction to On-site Research Summer Session	This course corresponds with the special overseas project of Policy Science Seminar 2 for 2 nd year students of the PSc Major. Students are assigned to conduct research abroad during summer vacation.

9.6 Required number of credits for graduation

You must earn 50 or more credits in total, including 8 or more in Advanced Lectures.

10. Registration for PSc Major Subjects

You can register for some courses offered in the PSc Major under certain conditions and within prescribed limits.

These courses are held in Japanese. Please check the Syllabus and pre-requisites for registration before you take the course. The table below shows the course categories you can register for and subject categories for credit accreditation. (For the courses you can register for, please see Registration Handbook.)

<Students who were enrolled in September 2013>

Credit category in the PSc Major	Corresponding courses in the CRPS Major	Policy
ヴィジョン形成科目	Vision Building Subjects	Eligible
言語と技法 言語教育科目	Foreign Languages	“Other Languages” other than your mother tongue are eligible. (Classes are taught jointly across both majors. The general university time table is followed and no special measures are allowed.)
政策科学科目 導入科目	Policy Science Subjects: Introductory Lectures	Eligible as Policy Science Subjects: Introductory Lectures
政策科学科目 展開科目	Policy Science Subjects: Advanced Lectures	Eligible as Policy Science Subjects: Advanced Lectures

<Students who were enrolled in September, 2014 and after>

Credit category in the PSc Major	Corresponding courses in the CRPS Major	Policy
ヴィジョン科目 VB (Vision Broadening)	Vision Building Subjects	Eligible
政策科学基礎科目 MP (Meta-policy)	Policy Science Subjects: Introductory Lectures	Eligible as Policy Science Subjects: Introductory Lectures
グローバル言語科目 LGA (Languages for Global Actions)	Foreign Languages	“Other Languages” other than your mother tongue are eligible. (Classes are taught jointly across both majors. The general university time table is followed and no special measures are allowed.)
政策科学科目 PLC (Policy-Learning Courses)	公共政策 社会マネジメント 環境開発 Community Exchange Program (CEP) 展開科目	Eligible as Policy Science Subjects: Advanced Lectures
	系共通 演習 実習 特講	For details, please inquire Manabi Station

* EPS (English for Policy Science) Subjects are excluded.

11. Japanese Studies Courses

CRPS students are permitted to register for these courses, which are held for international students studying on a Japanese language basis. These courses are held in Japanese only. For the list of courses you can register for, please see Registration Handbook.

12. Study Abroad

Refer to page 57.

13. Courses Offered by Other Colleges

CRPS students are allowed to register for the specialist courses offered by other Colleges of Ritsumeikan University. For the courses open to the students of the College of Policy Science, please check “List of the courses open to other college”.

13.1 Registration Eligibility

3rd year students or above

13.2 Credit Registration Limit

Students can register up to 20 credits including previous credits earned.

IV. Other Programs

1. Study Abroad

2. Inter-university Credit Transfer System

1. Study Abroad

Ritsumeikan University provides a wide variety of study abroad programs to suit the goals and the academic levels of individual students, and has exchange agreements with many universities overseas. There are programs available to all students offered by the Ritsumeikan University International Center as well as unique programs run by individual Colleges and Schools.

1.1 Planning to Study Abroad

To have a successful in study abroad experience during their limited time as a student, students must have a clear objective, and thoroughly plan their study abroad experience and their university career for after they return.

When you plan your study abroad, we recommend that you do the following:

- 1) Be aware of your goals and reasons for studying abroad
- 2) Keep your family informed of your study abroad plan including costs
- 3) Continue to engage in studies as you prepare to study abroad
- 4) Think about your goals and options after your return to Japan

For long-term study abroad programs, as applications are sometimes open one year prior to the start of the program, it is recommended that students prepare early and make preparations to meet the application requirements, such as taking language proficiency tests. Remember that students who participate in long-term study abroad programs may require more than four years to graduate from the University, depending on the study abroad dates and the student's course registration status.

1.2 Types of Study Abroad Programs

	University-wide Programs	Programs run by College/Schools
Organized by	International Center	Colleges/Schools
Applicable Participants	All undergraduate students (some Colleges excluded)	Undergraduate students of the relevant College (Students from other specified Colleges permissible for some cases)
Type	<p>Three types of study abroad programs are available to suit the needs of students.</p> <p><i>Program type 1: Initiation (short-term programs)</i> These programs focus on improving the language skills of students and exploring a different culture.</p> <p><i>Program type 2: Motivation Improvement</i> Students attend lectures on particular themes and participate in fieldwork while improving their language skills.</p> <p><i>Program type 3: Advanced (long-term programs)</i> These are programs in which students take regular major courses taught at the host university to earn credits or a degree from the host university.</p>	<p>Short-term programs related to students' academic fields are offered.</p> <p>Medium to long-term study abroad programs are also available, depending on the College.</p>

- Program details, schedule and application requirements can be found in the application guidelines and on the website of the International Center or the College.
- Some programs offer scholarships. For details, refer to the application guidelines for the program.

1.3 Student Registry Status and Approval of Credits Earned while on Study Abroad

	Status of Student Registry	Approval of Credits
Study abroad on a program offered by the University	<p>1) Depending on the study abroad period/duration or requirements of the study abroad program, the status of the student may change from “在学” (enrolled) to “留学” (on study abroad) in the student registry. The period during which a student is on a study abroad program may not completely match up with that recorded on the student registry as the study abroad period. (*1)</p> <p>2) While a student’s status is recorded as being “on study abroad” in the student registry, the student cannot register for the courses at Ritsumeikan University in principle. Some exceptions may apply depending on the course, however. Contact Manabi Station for details. (*2)</p>	Credits are transferable or are awarded depending on the program content. For details, refer to the program’s application guidelines. (*3)
Study abroad while taking a leave of absence (self-funded study abroad) (*4)	Periods during which the student’s registry status is “休学” (on leave of absence) in the student registry are not counted toward the total enrollment period.	Credits earned will not be approved at the University.

*1: Refer to page 82, "10. Study Abroad" in "VII. Student Registry"

*2: Refer to page 15, "4. Course Registration" [Course registration after returning from Study Abroad] in "II. Taking Courses at Ritsumeikan University"

*3: Refer to page 22-23, "6. Granting and Approval of Grades" in "II. Taking Courses at Ritsumeikan University"

*4: Students who wish to study abroad while taking a leave of absence must apply for the study abroad program on their own and make travel arrangements by themselves. For further details on taking a leave of absence, refer to page 79, "8. Leave of Absence" in "VII. Student Registry" and contact Manabi Station beforehand.

1.4 Information on Study Abroad Programs Offered by RU

1) For university-wide programs, information is available on the International Center’s homepage.

For programs organized by individual Colleges/Schools, information is available on the homepage of each Colleges/Schools.

Study abroad programs website (available in Japanese)

CAMPUS WEB(Japanese) →便利リンク→『海外留学プログラム』

Details regarding programs as well as written reports by past participants can be found on the website.

2) International Center

- A “Study Abroad Information” brochure is available.

- In the international exchange lounge, there are materials about overseas universities that RU has exchange agreements with, reports written by previous study abroad participants, and a wide variety of

study abroad information.

- Study abroad advisors (students who have taken part in study abroad programs in previous years) are available for consultation at the study abroad advising booth.

2. Inter-university Credit Transfer System

2.1 The Consortium of Universities in Kyoto (Transfer Credit)

This program is only offered in Japanese.

The transfer credit system of the Consortium of Universities in Kyoto allows students to take courses offered by other universities mainly around Kyoto, and the earned credits are approved as credits for Ritsumeikan University. A variety of subjects covering almost all disciplines such as culture, arts, politics, economics, and natural science are provided so that students can take courses that are not offered by Ritsumeikan University according to their wide-ranging interests.

1) General Schedule

- Announcement of application details (Late March): CAMPUS WEB [Courses/Programs] -> Course Registration/Exams/Grades screen
 - * Explanations regarding application and taking courses are also released for students to read.
- Students apply for the courses they wish to take. (Early April <no additional application periods>): Students can apply for up to two courses each year on the designated website.
- Application results announced (Late April to Early May) : CAMPUS WEB [Courses/Programs] -> Course Registration/Exams/Grades screen
- Courses that are approved will not be included in the limit of the total number of annual credits that can be registered.
- Take appropriate course procedures at each university (Students must follow the instructions from the university offering the course.)
- Students take courses and exams, and submit reports to the universities offering the courses. (Students must follow the academic calendar, course schedule, and timetable of each university.)
 - * If final exams at Ritsumeikan University coincide with exams or classes at other universities (excluding summer session courses), students are able to take make-up exams at Ritsumeikan University.
- Grades announced. (Late March): Available in the Student Grade Report

2) Credit Approval

- Approval period: Fall semester
 - * Even for courses offered in spring semester or summer, their credits will be approved in the fall

semester.

- Fields of study that can be approved: The fields of study vary depending on the college. Please check the website below.

Website of the Credit Transfer System (CAMPUS WEB (Japanese) → 便利リンク → 単位互換制度)

- Grading: A grade of “N” will be given if the course is passed, and a grade of “F” if the course is failed.

3) Detailed Information

Visit the website above to see the application guidelines (including syllabi), restrictions, and information on how to apply.

2.2 Student Exchange Programs with Ritsumeikan Asia Pacific University (APU)

In these programs, students can take courses at APU while registered as students at Ritsumeikan University. There are two types of programs offered as below.

1) Student Exchange Program

① Program description

This program allows students to take courses at APU for a half-year (spring or fall semester) or one year as a special auditing student.

② General schedule (year-long or spring or fall semester)

- October/April – Students attend introductory guidance session at RU.
- November/May – Students apply for program students they wish to take.
- December/June – Application results announced.
- February/July – Students attend pre-departure guidance session at RU.
- Late march/Mid September – Students leave for APU.
- April/late September – Courses start at APU.

③ Credit approval

- Fields of study that can be approved: Determined by College of Policy Science.
- Grading: A grade of “N” will be given if the course is passed.

2) Summer Session Program

① Program description

This program allows students to take intensive courses offered at APU during summer sessions.

② General schedule

- June – Students apply for courses they wish to take. (A student can apply online for one course per

academic year.)

- Late July – Application results announced. (The results will be uploaded on to the Web Message Board in CAMPUS WEB. Courses that are approved will be registered as 受講登録制限外.)
- Early August – Summer session period at APU.
- Mid September – Grades announced at APU.
- Late March – Credits earned are transferred to RU.

③ Credit approval

- Approval period: Fall semester
- Fields of study that can be approved: Determined by College of Policy Science.
- Grading: A grade of “N” will be given if the course is passed, and a grade of “F” if the course is failed.

3) Detailed Information

Visit the website below to see the application guidelines, restrictions, and information on how to apply.

APU Student Exchange Program website (available in Japanese):

CAMPUS WEB(Japanese) → 便利リンク → APU 交流プログラム

V. Advancement to Graduate School

- 1. Graduate School of Policy Science**
- 2. Purpose and Goal of the Graduate School of Policy Science**
- 3. Desirable Qualities for Study in the Graduate School of Policy Science (Admission Policy)**
- 4. Admission to the Graduate School of Policy Science**
- 5. Advancement to Graduate School Program**
- 6. Advancing to Graduate School**

V. Advancement to Graduate School

1. Graduate School of Policy Science

The Graduate School of Policy Science consists of 2-year Master's Program and 3-year Doctoral Program. The enrollment capacity is 40 for the Master's Program and 15 for the Doctoral.

2. Purpose and Goal of the Graduate School of Policy Science

The purpose of the Master's Program of the Graduate School of Policy Science is to provide a curriculum that integrates knowledge from various academic fields, encouraging students to find problems and solutions and to respond to the needs of contemporary society. Our goal is to further develop students' practical capabilities and to foster research skills essential to comprehend the policy issues confronted in contemporary society and develop solutions for them. Furthermore, through the research in the field of policy science, we aim to cultivate highly talented persons fully capable of dealing with the social issues we face today.

The Doctoral Program is designed to produce researchers.

3. Desirable Qualities for Study in the Graduate School of Policy Science (Admission Policy)

The Master's Program of the Graduate School of Policy Science seeks to enroll students who have:

- 1) A wide-ranging interest in social problems
- 2) A desire to work towards solving such problems
- 3) Flexible thinking and broad outlook to apply multi-directional approaches to the renovation of existing academic disciplines
- 4) Excellent skills of logical thinking

4. Admission to the Graduate School of Policy Science

There are two admission cycles each year, in April and September. For details, please check the Application Guideline and/or briefings held every year.

5. Advancement to Graduate School Program

Students who passed the examination for the Advancement to Graduate School Program are eligible to take graduate courses during the 4th year of their undergraduate study. If the student later enrolls in the Graduate School of Policy Science, a maximum of 12 credits earned under this program can be transferred as the graduation requirements.

Participants for the program are recruited during the 3rd year of the undergraduate study.

(Students who want to advance to the Graduate School of Policy Science should apply, undergo, and pass the admission process for "M.A. in Policy Science at the Graduate School of Policy Science".)

6. Advancing to Graduate School

We recommend you begin to prepare for Graduate School well in advance. You can consult with the instructors of your small group seminars, ask your seniors who have already gained admission to the Graduate School of Policy Science, attend Graduate School information sessions, and read our brochures.

To be eligible to apply, you must have earned a minimum number of credits and maintained a certain grade point average. In this sense, your preparation for admission to Graduate School begins at the start of your undergraduate degree.

VI. Learning Support System

- 1. Aid to Students**
- 2. Policy Science Association**
- 3. Syllabus**
- 4. manaba+R/QR Code Stickers**
- 5. Group Application (TOEFL/TOEIC)**

VI. Learning Support System

1. Aid to Students

Ritsumeikan University provides assistance as below to small group class and/or student-initiated seminars. We hope you would fully utilize this system for your study.

1.1 Small-group Class Education Promotion Subsidy

We offer this subsidy for expenses incurred in purchasing goods and/or traveling in fieldwork in small-group classes to support students' voluntary and collective study activities. To access this subsidy, at the beginning of the year, you need to choose one student who is responsible for accounting in each class during the designated period. This person must be registered at Manabi Station. For details, please inquire at Manabi Station.

1.2 Aid for Student-initiated Seminars

This scheme is designed to support study groups or student-initiated seminars comprising members of the College of Policy Science to develop their learning in curricular or extracurricular programs. To access this scheme, you need to register at Manabi Station in advance. For details, please inquire Manabi Station.

(1) Eligibility for registration

- (i) The group must consist of at least 5 members.
- (ii) The group must comprise students of the College of Policy Science.

* You need to register every semester every year, even if you were approved in the previous semester.

(2) Support for self-initiated seminars

Your group will be approved by the College of Policy Science as a registered group and be given the right to use University venues for activities, as well as receiving a 2,000 yen photocopying coupon for producing materials. To use venues on campus, you need to apply at the Office of Student Affairs.

(3) Registration procedure

Date: To be notified in April (for spring semester) and September (for fall semester)

Where to apply: Manabi Station

* Please submit the designated form by the due date. (You can obtain the form at Manabi Station.)

2. Policy Science Association

You will be a member of the Policy Science Association, Ritsumeikan University after you are enrolled at the College of Policy Science. This association was organized to develop the research and education at the College more voluntarily and creatively, enrich and develop the College, and promote interchange with various sectors more widely. The Policy Science Association consists of the faculty members and undergraduate and graduate students of the College of Policy Science and is operated cooperatively by them.

The main activities of the Association are:

- (a) issuing an academic journal, *POLICY SCIENCE*
- (b) hosting study groups and lectures
- (c) assisting research and student activities
- (d) managing other publication and/or events

3. 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 for and attending a class.

- Refer to “Study Support Handbook” for details

Syllabus

(URL: <http://www.ritsumeit.ac.jp/acd/ac/kyomu/gaku/onlinesyllabus.htm>)

or CAMPUS WEB → SUPPORT TOOLS → Syllabus

4. manaba+R/QR Code Stickers

4.1 manaba+R

Ritsumeikan University has introduced a system known as manaba+R, a web-based tool which supports in-and out-of-class learning. manaba+R has wide-ranging functions for courses; each course has an electronic bulletin board, resume post, report topic announcement corner, and a quiz tool. As the system is used differently depending on the course, students should follow the instructions given by the instructor.

- * Refer to “Study Support Handbook” for details.

4.2 QR Code Stickers

[QR Code Stickers]

QR code stickers contain the personal data of a student (student ID number and name). Keep them somewhere safe, be careful not to lose them and do not exchange them with friends. The stickers can continue to be used in the following years provided the student ID number does not change.

[Use of QR Code Stickers]

QR code stickers are used to check the attendance of students in class and therefore they must carry the stickers on them when attending classes. Once a student has used all their stickers, they can have more stickers issued at the Office of Academic Affairs for Kinugasa Campus or Manabi Station for BKC and OIC. The student ID is required for issuance.

- * Refer to “Study Support Handbook” for details.

5. Group Application (TOEFL/TOEIC)

Ritsumeikan University provides students with the opportunity to take the TOEFL ITP® and TOEIC® IP tests several times a year to evaluate their academic achievements in their courses and to support their foreign language learning.

TOEFL ITP® Test

TOEFL® Test is an English proficiency test that is widely available in the world for non-native speakers of English.

TOEFL ITP® Test is a group test of English to be administered based on questions taken out of past TOEFL® Tests. The scores can be used to apply for a sub-major English course or a study abroad program offered by the University.

TOEIC® IP Test

TOEIC® Test is a common English test, which is globally administered to evaluate communication skills in English.

TOEIC® IP Test is an Institutional Program test and an Official Score Certificate is not issued.

However, you can take tests that are the same level as the TOEIC SP (Secure Program) Test.

Due to many companies asking students to fill in TOEIC scores on their application forms as a criterion for recruitment, we encourage students to take the test offered at their university.

* For details about the schedule, contact the Language Education Center starting from April.

VII. Student Registry

- 1. Name and Address in the Student Registry**
- 2. Student Identification Number**
- 3. Student Identification Card**
- 4. Enrollment Period**
- 5. Student Year (Kaisei)**
- 6. Graduation**
- 7. Restriction on Double Registration**
- 8. Leave of Absence**
- 9. Reenrollment**
- 10. Study Abroad**
- 11. Transferring**
- 12. Withdrawal**
- 13. Removal from the Student Registry (Dismissal)**
- 14. Readmission**
- 15. Certificates, Student Discount Certificate and Certificate Stamps**

VII. Student Registry

Student Registry indicates the registration status of students within the University. It is set when a student enters the University and expires when a student graduates, withdraws from the University, or is removed from the student registry.

1. Name and Address in the Student Registry <Ritsumeikan University Regulations on Student Status, Article 24>

1.1 Name

Nationality	Name Used in Registry	Remarks
Students with Japanese nationality	Name on the family register	Display format to be used in certificates etc. written in English: Ritsumei (surname) Taro (first name) → displayed as RITSUMEI Taro
Students with non-Japanese nationality (international students)	Name as shown on a copy of the Certificate of Residence (Juminhyo) or printed in alphabet letters on the passport	Display Format in Registry: Ritsumei (surname) Saionji (middle name) Taro (first name) → displayed as RITSUMEI Taro Saionji
Students with non-Japanese nationality (special permanent residents excluding international students)	Name or alias as shown on a copy of the Certificate of Residence (Juminhyo)	—

The name on any certificates the University issues will be determined in accordance with the rules stated above. Students may not alter their name and/or use an alias without permission. A student who wishes to use an alias should contact Manabi Station. The University may grant the use of the alias after deliberation at the Faculty Council of the relevant College.

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 a copy of the Certificate of Residence (Juminhyo) in Roman characters.

1.2 Change in Address

Reason for Change	Procedure	Place of Submission
Change in current address or phone number	Submit 住所変更届 (Change of Address Notification) form	Manabi Station
Change in address or phone number of home, billing address, or guarantor		
Change in name or nationality of guarantor or billing addressee	Submit 保証人・学費請求先氏名・姓名・国籍の変更届 (Change of Guarantor or Billing Addressee Information) form	

* Your guarantor, regardless of whether they are in or outside Japan, must be your parent or other person who is financially-stable to cover your tuition and can fulfill the obligations as a guarantor.

2. Student Identification Number

A student identification number is assigned upon enrollment. The number remains unchanged during enrollment and after graduation.

Structure of Student ID Number (11 digits)

○	○	●	●	△	△	□	□	□	□	—	■
---	---	---	---	---	---	---	---	---	---	---	---

Each code indicates:

○○: College, ●●: Department/major/course, △△: Entrance year, □□□□: Individual number, ■: Security code

The ID number may change if a student is transferred to another major or readmitted.

3. Student Identification Card

3.1 Student ID Card

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 certificates issued etc.
- 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 an ID is lost or stolen, report it to the nearest police station and Manabi Station.

■ 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.

3.2 Changing, Reissuing, or Returning Student ID Card

Reason	Procedure
Change of items in student ID card	Contact Manabi Station
Reissue of student ID card	To have it reissued, bring the following: <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 of student ID card	Return the student ID card to the office upon graduation*, withdrawal from the University, removal from the student registry, or taking a leave of absence. *There will be an opportunity to return the ID at the commencement ceremony.

4. Enrollment Period

4.1 Standard Enrollment Period

Students are required to study at RU for the minimum numbers of years indicated below in order to earn a degree from Ritsumeikan University.

< College of Policy Science >

Student Type	Minimum Number of Years
Students who enrolled from the 1 st year	4 years
Students who transferred directly to the 2 nd year	3 years
Students who transferred directly to the 3 rd year	2 years

4.2 Enrollment Period Limit

The enrollment period limit is the maximum number of years students can enroll and study at RU, and students cannot enroll at the University for longer than this period. Semesters during which a student takes a leave of absence, withdraws from the University, or is removed from the student registry shall not count toward the total enrollment period. However, if the day a student withdraws from the University or is removed from the student registry falls on the last day of the semester, that semester will count toward the total enrollment period.

<College of Policy Science>

Students Type	Enrollment Period Limit
Students who enrolled from the 1 st year	8 years
Students who transferred directly to the 2 nd year	7 years
Students who transferred directly to the 3 rd year	6 years
Students who re-enrolled	A total of 8 years, including the enrollment period before the student re-enrolled
Students who transferred to a College or Department other than the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 8 years, including the enrollment period before the student transferred
Students who transferred to the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 12 years, including the enrollment period before the student transferred
Students who transferred from the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 8 years, including the enrollment period before the student transferred
Students who are readmitted	A total of 8 years, including the enrollment period before the student withdrew from the University or was removed from the student registry

5. Student Year (Kaisei)

5.1 Student Year Progression

Students become first-year students upon enrollment and proceed to the next year each year, regardless of the number of credits they have earned. If a student fails to earn enough credits to graduate at the end of the fourth year, the student will proceed to the next year (the fifth-year in this case) each year they fail until the eighth-year. Note students are not allowed to enroll in the University beyond their eighth year.

5.2 How Taking a Leave of Absence Affects Student Year Progression

For students who were admitted to RU in September and took a leave of absence:

- Students who were enrolled in the spring semester → Proceed to the next year upon return.
- Students who did not enroll in the spring semester (were on a leave of absence) → Remain in the same year upon return.

6. Graduation <Ritsumeikan University Regulations, Article 54 / Regulations on Student Status, Article 21>

To graduate, students must enroll at the University for a certain number of years and acquire a certain number of credits as set by their College. Students who fulfill the aforementioned requirements will be conferred a Bachelor's degree. The graduation day will be the Autumnal Equinox Day in the spring semester or March 20 in the fall semester. Check the academic calendar for the exact graduation ceremony dates.

7. Restriction on Double Registration

Students are not allowed to register with another university while being registered at RU. 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. Contact Manabi Station for details.

Students who have received permission to take courses at other universities within the Kyoto Consortium transfer credit system or via a program with APU do not need to seek further permission from the University.

8. Leave of Absence <Ritsumeikan University Regulations, Article 46 / Regulations on Student Status, Article 2 to 5 / Regulations for the Payment of Tuition and Fees, Article 10>

8.1 Requirements for Leave of Absence

If a student is unable to attend classes for more than two consecutive months due to illness or other unavoidable reasons, the student may file a request to take a leave of absence. The College will determine whether the request is accepted. A student determined to be unfit to attend classes due to an illness may be ordered to take a leave of absence.

- 1) The leave of absence period does not count toward the total enrollment period.
- 2) The leave of absence period should not exceed two consecutive years but may be extended by a maximum of one year with the approval of the University under special circumstances.
- 3) The leave of absence period should not exceed a total of three years since the initial admission to the University.

For example, if a student takes a leave of absence for two years in AY 2016 and AY 2017, re-enrolls in AY 2018 and takes another leave of absence for one year in AY 2019, the student is not permitted to take any more leave of absence.

- 4) Students are exempt from having to pay tuition while on a leave of absence; however, they are required to pay a matriculation fee instead.

8.2 Procedures for Taking a Leave of Absence

- 1) Form and other necessary documents

To request a leave of absence, students must submit to Manabi Station the designated 休学願 (Request for Leave of Absence) form containing the signature of their guarantor and one of the following documents proving the student cannot attend classes for more than two consecutive months.

Reason for Leave of Absence	Documents Required for Submission
Illness	Physician's note
Family matter	Statement of Reason
Financial reason	Statement of Reason
Work-related circumstance	Certificate from employer
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	A document certifying that the student cannot attend classes for more than two consecutive months

2) Deadline to submit documents and dates of leave of absence

Students must submit their request for a leave of absence by the dates listed below. Leaves of absence are granted in units of one academic semester or one year. If a student receives permission to take a leave of absence after the semester or academic year starts, the specified start date of the leave of absence is the date the student permitted to begin their leave of absence. However, the period of time between the day the semester or academic year starts and the day before the specified start date for the leave of absence are also counted as part of the total leave of absence period.

Leave of Absence Period	Submission Deadline
Spring semester or Whole year	By May 31
Fall semester	By November 30

8.3 Matriculation Fees during Leave of Absence Period

The matriculation fee during the leave of absence period is 5,000 yen per semester. Students may also be asked to pay other miscellaneous fees. The matriculation fee must be paid within two weeks of the specified start date for the leave of absence.

8.4 Procedures to End Leave of Absence Period

The University will send a 休学期間終了に伴う手続について (information about the procedures related to the end of the leave of absence period) letter to the student/their guarantor shortly before the leave of absence period ends (late July for spring semester, late January for fall semester). The student is required to complete the procedures listed below. If the procedures are not completed by the end of the leave of absence period, the student will be removed from the student registry as of that date.

When a Leave of Absence Ends	What to Submit when a Leave of Absence Ends	Due Date
End of spring semester	Submit 復学願 (Request for Reenrollment) form, 休学願 (Request for Leave of Absence) form, or 退学願 (Request for Withdrawal from the university) form during the periods of Aug. 1 through the end of Aug.	Aug. 1 – end of Aug.
End of fall semester	Submit 復学願 (Request for Reenrollment) form, 休学願 (Request for Leave of Absence) form, or 退学願 (Request for Withdrawal from the university) form during the periods of Feb. 1 through the end of Feb.	Feb. 1 – end of Feb.

9. Reenrollment <Regulations on Student Status, Article 6 to 7>

9.1 Procedures for Reenrollment

A student who plans to re-enroll must submit a 復学願 (Request for Reenrollment) form containing the signature of their guarantor to Manabi Station.

- A student who took a leave of absence due to an illness must submit a doctor's note and get a checkup at the university's medical center.
- A student who re-enrolls is required to pay the tuition for the academic year they are reenrolling in.

[Application period]

Semester of Reenrollment	Application Period
Spring semester	Feb. 1 – end of Feb.
Fall semester	Aug. 1 – end of Aug.

[Application period for international students who need to acquire residence status]

Semester of Reenrollment	Application Period
Spring semester	Dec. 1 – end of Dec.
Fall semester	June 1 – end of June

9.2 Student Identification Numbers and Applicable Curriculum after Reenrollment

These will remain unchanged from prior to the leave of absence.

10. Study Abroad <Ritsumeikan University Regulations, Article 50 / Regulations on Student Status, Article 10 to 13>

10.1 Study Abroad

1) Study abroad programs

Students will be permitted to participate in a study abroad program offered by RU, provided that the student's participation is considered to be beneficial for their education.

If a student finds a study abroad program on their own, the program may be recognized as study abroad provided that the student's College has given its approval after considering whether participation would be beneficial for the student's education and upon agreement with the host institution (independent study abroad). Prior consultation with Manabi Station is required.

2) Period of study abroad

The period of study abroad is counted as part of the total period of university enrollment. The dates of study abroad as determined by the host institution abroad may not match up with the academic schedule at RU; however, the start date of study abroad shall be considered to be the first day of the RU semester that the study abroad is approved for and the end date of the study abroad shall be the last day of the RU semester.

10.2 Procedures Relating to Study Abroad

1) Completing the application form

Students who wish to study abroad must submit a 留学願 (Study Abroad Form) form, jointly signed by their guarantor, to Manabi Station.

2) RU university fees while on study abroad

For university agreement-based programs, the arrangement regarding RU university fees varies by program. For details, check the study abroad handbook available at the International Center. If a student goes on an independent study abroad program (not through RU) the student must pay university fees at RU and also pay program fees to the host university by themselves.

3) Procedures for completion of study abroad

Students must submit a 留学終了届 (notification of completion of study abroad) form and a 単位認定願および単位認定書 (a document certifying credits earned, the study abroad dates and grades) form after return to Japan.

11. Transferring <Ritsumeikan University Regulations, Article 42・49 / Regulations on Student Status, Article 8 to 9 / Ritsumeikan University Regulations for the Payment of Tuition and Fees / Ritsumeikan University Regulations on Student Charges>

Transferring is a system where students relocate from their current College or Department at Ritsumeikan to a different Ritsumeikan College or Department.

11.1 Requirements for Transfer

If a student wishes to transfer to another College and that College is accepting transfers, the student may apply for a transfer at the end of their first or second academic year provided that the student meets the requirements listed below. The application will be reviewed by the student's current College as well as the College the student wishes to transfer to. Transferring is only accepted at the beginning of their second or third year and is not permitted in the middle of the academic year.

For application requirements and other information, refer to the transfer guide issued around June each year (available at Manabi Station). Which Colleges/Departments are accepting students from other Colleges varies from year to year.

[Application requirements]

Transferring when proceeding to the 2nd year (for current 1st year students)	Those who, at the end of their first year, have completed all foreign language courses required of first-year students and expect to earn at least 30 credits that count toward their graduation requirement.
Transferring when proceeding to the 3rd year (for current 2nd year students)	Those who, at the end of their second year, have completed all foreign language courses required of first- and second-year students and expect to earn at least 60 credits that count toward their graduation requirement.

- Students should check the transfer guidelines as additional requirements other than those stated above may apply depending on the College/Department.
- International students have other requirements for application. Please read the Transfer Guidelines carefully.
- Students will not be permitted to transfer to lower year levels.

11.2 Application Procedures for Transfer

Transfer applications must be submitted by the designated deadline. The applicants must submit a 転籍願 (transfer request form jointly signed by their guarantor) form and other necessary documents, and pay an application screening fee of 3,000 yen. Students cannot apply for more than one transfer at the same time.

11.3 University Fees after Approval of Transfer

If a transfer is approved, the students will be required to pay university fees for the academic year of the College the students are transferring to. For payment deadlines, refer to University Fees.

12. Withdrawal <Ritsumeikan University Regulations, Article 52 / Regulations on Student Status, Article 18 to 19>

12.1 Requirements and Procedures for Withdrawal

A student who wishes to withdraw from Ritsumeikan University must submit a 退学願 (Request for Withdrawal from the University) form, jointly signed by their guarantor, to Manabi Station and obtain approval from the College.

12.2 Date of Withdrawal

The date of a student's withdrawal will be determined by the President of the University after deliberation at the College's faculty meeting. 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.)

13. Removal from the Student Registry (Dismissal) <Article 53 of the Ritsumeikan University Regulations, Article 20 of the Regulations on Student Status>

Students who fall within one of the following categories will be removed from the student registry and forfeit their student status at RU.

Reason for Removal	Date of Removal from the Student Registry
Students who do not pay tuition, special registration fees, or enrollment fees	Spring semester: the end of August Fall semester: the end of February
Students whose enrollment period exceeds the enrollment period limit	The final day of the enrollment period limit
Students who do not return to the University even after a leave of absence period exceeds a total of three years	The last day of the leave of absence period
Students who did not complete the prescribed procedures by the last day of their leave of absence period	The last day of the leave of absence period

14. Readmission <Ritsumeikan University Regulations, Article 28 to 30 / 入学の出願および入学手続に関する規程第 4 ～ 6 条>

14.1 Requirements for Readmission

If a student who has withdrawn from the University or was removed from the student registry applies for readmission within two years from the day following the last day of their final semester, the student may be permitted to return to the University subject to approval via the screening process. However, a students who were removed from the student registry as a result of their enrollment period exceeding the enrollment period limit, or students who were expelled due for disciplinary reasons are not eligible to apply for readmission.

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.

14.2 Application Procedures for Readmission

Students who wish to be readmitted must submit a 再入学志願票 (request for readmission) form, jointly signed by their guarantor, during the following application periods. For details on how to apply, refer to the Ritsumeikan University Undergraduate Readmission Examination Guidelines available at Manabi Station.

[Application period]

Semester Applied for Readmission	Application Period
Spring semester	Feb. 1 – end of Feb.
Fall semester	Aug. 1 – end of Aug.

[Application period for international students who need to acquire residence status]

As it takes time to receive a resident status, international students applying for the new status must submit the form during the periods below:

Semester Applied for Readmission	Application Period
Spring semester	Dec. 1 – end of Dec.
Fall semester	June 1 – end of June

14.3 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.

15. Certificates, Student Discount Certificate and Certificate Stamps

15.1 Certificates and Student Discount Certificate

Certificates for currently enrolled students and student discount certificates can be issued at automated certificate-issuing machines. Check webpage of Certificate (CAMPUS WEB → SUPPORT TOOLS → Certificate) for service hours and locations of the automated certificate-issuing machines.

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 students to pay a handling fee for issuance; this fee should be paid to Manabi Station in certificate stamps.

15.2 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.

VIII. Tuition

1. Tuition

VIII. Tuition

1. Tuition

1.1 Tuition (University Fees)

1. Tuition is set based on the year of enrollment and the fee amount for each academic year will be clarified to students at the time of admission.
2. As a principle, the base amount of the tuition fee payable annually will not be revised from year to year and will be the same each year.
3. See the tuition fee webpage for further details on tuition for the current academic year.

1.2 Tuition Payment/Deadlines

(1) Tuition Payment Guide

Semester	Payment Notice Mail Contents	Payment Notice Sent
Spring semester (Or full academic year=Lump-sum payment for a whole academic year, spring and fall semesters)	<ul style="list-style-type: none">• Tuition Payment Guide• Deferment (installments) & Scholarship Guide• 学費等納付書 (payment form)	Beginning of April
Fall semester	<ul style="list-style-type: none">• Tuition Payment Guide• Deferment (installments) & Scholarship Guide• 学費等納付書 (payment form)	Beginning of September (*)

*: If you pay the full year's tuition in the spring semester, the September notice will not be sent.

(2) Postal Address for Payment Notice

A payment notice will be sent to the address registered with the University as the tuition fee billing address. If the billing address changes after admission, students should notify Manabi Station of the change. Please be sure to designate a Japanese address for the University will not send that overseas.

(3) Payment of Tuition

Students are asked to pay tuition via a financial institution by the due date.

Tuition	Payment Deadline
Spring Semester or Full Year's Tuition	April 30
Fall Semester Tuition	September 30

If the payment deadline falls on the financial institution's holiday, the deadline will be extended to their next business day.

(4) How to Pay

<Inside Japan>

Please pay tuition via financial institution using the 学費等納付書 (payment form specified by the University).

<Outside Japan>

Please transfer payment to the following bank account by overseas remittance.

Bank: SUMITOMO MITSUI BANKING CORPORATION

Branch: Kyoto Branch

Account holder: Ritsumeikan University

Account Number: 5411699

Bank Address: 8, Naginatabokocho, Shimogyo-ku, Kyoto 600-8008 JAPAN

Bank Phone Number: 75-211-4131

SWIFTCD: SMBC JP JT

Points to Consider:

- 1) Please pay an extra 10,000 yen along with the tuition payment to cover the overseas remittance abroad handling charges by the banks.
- 2) Make sure to include your transfer code (printed on payment slip as “振込依頼人コード”), full name, and student ID number in the message field of the electronic bank transfer.

1.3 Tuition Deferred Payment (Installment) System

If a student has difficulty paying the full tuition for the spring or fall semester by the due date stipulated in “1.2 Tuition Payment/Deadlines”, they can make use of the deferred payment (installment) system. In this case, the student should submit the 「延納（分納）願」 “Application Form for Deferred Payment (Installment Payment)” by the due date stipulated in “1.2 Tuition Payment/Deadlines” to the Office of Student Affairs at their campus. (Submission by mail is also acceptable.)

	Spring semester	Fall semester
Deadlines in the case that deferment is approved	July 10	December 20

If the payment deadline falls on the financial institution’s holiday, the deadline will be extended to their next business day.

1.4 Scholarships

For details and how to make use of the scholarship system, consult with the International Center and the Office of Student Affairs at your campus.

1.5 Disciplinary Action against Failure to Pay Tuition (Removal from the Registry)

Failure to pay tuition by the stipulated deadline will result in dismissal (removal of a student from the registry). Please plan ahead and pay on time.

1.6 Conditions Pertaining to Tuition Payable by Students whose Total Enrollment Period Exceeds the Standard Enrollment Period

Tuition payable over the enrollment period is as explained in section 1.1 Tuition (University Fees).

However, tuition* for the applicable semester for students who meet all of the following conditions will be one half of the usual fee* for the relevant semester. Reduction of the fee is not applicable to long-term degree students.

- (1) Students whose total enrollment period exceeds the standard enrollment period.
- (2) Students for whom the sum of the total number of credits for registered courses for which grades will be awarded in the applicable semester and the total number of credits earned via study abroad and/or the credit transfer system that are recognized as credits countable toward the credit requirement for graduation is eight or less.

Website offering information on tuition (available in Japanese)

CAMPUS WEB(Japanese) →便利リンク→学費

Website offering information on scholarships (available in Japanese)

CAMPUS WEB(Japanese) →便利リンク→奨学金

Regulations

- 1. Ritsumeikan University Regulations**
- 2. Ritsumeikan University Regulations on Student Status**
- 3. Ritsumeikan University Regulations on Curricular Classes**
- 4. Ritsumeikan University Final Examination Regulations**
- 5. Ritsumeikan University Student Identification Card Regulations**
- 6. Ritsumeikan University Regulations for the Payment of Tuition and Fees**
- 7. Ritsumeikan University Student Disciplinary Regulations**
- 8. Ritsumeikan University Student Medical Examination Regulations**

The following regulations can be found online (available in Japanese).

1. Ritsumeikan University Regulations, 3. Ritsumeikan University Regulations on Student Status, 4. Ritsumeikan University Regulations on Curricular Classes, 5. Ritsumeikan University Final Examination Regulations 6. Ritsumeikan University Student Identification Card Regulations, 7. Ritsumeikan University Regulations for the Payment of Tuition and Fees, 8. Ritsumeikan University Student Disciplinary Regulations, 9. Ritsumeikan University Student Medical Examination Regulations

Ritsumeikan University Regulations (Excerpt)

Chapter 1 General Provisions

Section 1 Purposes

(Purposes)

- Article 1. The purposes of this University are to work in line with Ritsumeikan's founding spirit and educational ideals to cultivate individuals in whom rich individual qualities blossom on a sound foundation of academic ability and who can become active as global citizens equipped with a sense of justice and ethics, and to contribute as an institution of education and research to the peaceful, democratic and sustainable development of Japan and the world.
2. The educational and research purposes of each College shall be prescribed in the College regulations.

Section 5 Academic year, semesters and days off

(Academic year and semesters)

- Article 15. The academic year shall commence on April 1 and end on March 31 of the following year.
2. The academic year shall be divided into two semesters: First semester and second semester. Classes shall operate for 15 weeks in each semester.
- (1) First semester: April 1 to September 25
- (2) Second semester: September 26 to March 31

(Days off)

- Articles 16. Days on which classes are not operated (hereinafter referred to as "days off") shall be as follows.
- (1) Sunday and Saturday
- (2) Days designated by the Presidents from among those prescribed in the National Holidays Act
- (3) Ritsumeikan Founders' Day
- (4) Summer vacation
- (5) Winter vacation
- (6) Spring vacation
2. Days off in each academic year shall be prescribed by the President at the beginning of the academic year following deliberation by the University Senate.
3. When judged necessary by the President and following deliberation by the University Senate, the days off in the preceding two paragraphs may be changed temporarily or extra days off prescribed.

Chapter 2 General College Regulations

Section 1 Standard completion term and maximum term of enrollment

(Standard completion term)

- Article 17. The standard completion term shall be 4 years. In the College of Pharmaceutical Sciences, the standard completion term shall be 6 years.

(Maximum term of enrollment)

- Article 18. The maximum term of enrollment shall be 8 years. In the College of Pharmaceutical Sciences, the maximum term of enrollment shall be 12 years.

(Long - term study in a curricular program)

- Article 19. Notwithstanding the provision of Article 17, students enrolling at first year level under an admission program designed for working adults may, in light of work commitments and other circumstances, apply to undertake a planned course of study leading to graduation in a specified period in excess of the standard completion term. Upon receiving such application, the Dean may, following deliberation by the Faculty Council, grant permission to undertake the proposed course of study over a period not exceeding the maximum term of enrollment.

Section 2 Admission

(Admission dates)

Article 20. Students shall be admitted to the University in April each year. However, the President may authorize admission in September following deliberation by the Faculty Council.

(Eligibility for admission)

Article 21. Students must fulfill one of the following conditions to be eligible for admission to the University.

- (1) Graduation from a senior high school or secondary school in the Japanese education system
- (2) Completion of 12 years of school education under the regular curriculum (or completion of school education equivalent thereto under a curriculum other than the regular curriculum)
- (3) Completion of a 12 - year school education curriculum outside Japan or equivalent thereto designated by the Minister of Education, Culture, Sports, Science and Technology
- (4) Completion of a curriculum at an educational facility outside Japan with certification from the Minister of Education, Culture, Sports, Science and Technology that the said curriculum equivalent to that operated at a senior high school in Japan
- (5) Completion of an upper secondary program at a vocational school (only one meeting the conditions prescribed by the Minister of Education, Culture, Sports, Science and Technology including the condition requiring a standard completion period of three years or more) nominated separately by the Minister of Education, Culture, Sports, Science and Technology, on or after the date of that nomination.
- (6) Nomination by the Minister of Education, Culture, Sports, Science and Technology
- (7) Successful completion of the qualifying examination for recognition of academic ability equivalent to a senior high school graduate under the senior high school graduate qualifying examination rules (including successful completion of the university entrance qualification examination under the rules for approval of qualification of admission to universities)
- (8) Recognition by the University, pursuant to individual assessment of eligibility for admission, of academic ability equivalent to a senior high school graduate, where the applicant is aged 18 or over.

(Application for admission)

Article 22. Students wishing to be admitted to the University must apply by the prescribed date using an application form accompanied by the entrance examination fee prescribed in Article 62 - 2 and documentation prescribed in the Ritsumeikan University Regulations on Application and Procedures for Admission (hereinafter referred to as the "Admission Regulations").

2. Notwithstanding the preceding paragraph, the Entrance Examination Fee shall not be collected in the following cases.

- (1) The applicant is a Japanese government scholarship foreign student recommended by an Embassy or university
- (2) A non - collection arrangement has been made pursuant to an agreement with another university or organization

3. Matters concerning application for Admission shall be prescribed in the Admission Regulations.

(Selection of students for admission)

Article 23. Applicants for admission shall be selected pursuant to methods prescribed separately, and successful applicants shall be determined by the President following deliberation by the Faculty Council.

2. The College Deans shall notify successful applicants under the preceding paragraph of their admission.

3. Necessary matters concerning the selection of applicants for admission shall be prescribed in the Guidelines for Admission to Ritsumeikan University produced each academic year.

(Admission procedures and permission to enroll)

Article 24. Persons receiving notification of selection under paragraph 2 of the preceding article

must pay the prescribed amounts and submit enrollment documents by the prescribed date, pursuant to the stipulations of the Admission Regulations.

2. The President shall grant admission to persons who have completed the enrollment procedures under the preceding paragraph.

(Eligibility for advanced entry)

Article 25. Students must fulfill one of the following conditions to be eligible for admission to the University by advanced entry.

- (1) Graduation from a junior college, including junior colleges outside Japan and schools within Japan designated as equivalent to junior colleges outside Japan (Japan campuses of foreign universities (junior college equivalent) nominated by the Minister of Education, Culture, Sports, Science and Technology)
- (2) Graduation from a higher technical college (*koto senmon gakkō*)
- (3) Completion of a specialist curriculum at a vocational school (*senshu gakkō*) (only if the curriculum has a standard completion period of two years or more and total class hours of 1,700 or more).

(Eligibility for transfer entry)

Article 26. Students must fulfill one of the following conditions to be eligible for admission to the University by transfer entry.

- (1) Second year:

Enrollment of at least one year and completion of at least 30 credits at a university (including a university outside Japan)

- (2) Third year

Enrollment of at least two years and completion of at least 60 credits at a university (including a university outside Japan)

(Eligibility for graduate entry)

Article 27. Students must possess a bachelor's degree to be eligible for admission to the University by graduate entry.

2. Graduates of the University who wish to be admitted to a different department, etc. in their College of graduation may be permitted to do so by the Dean of the College following deliberation by the Faculty Council.

(Eligibility for re - admission)

Article 28. Students who have withdrawn or been removed from the register may be eligible for re-admission within a period of two years counting from the day following the last day of the semester in which they withdrew or were removed. However, students removed from the register after expiration of the maximum term of enrollment prescribed in Article 18 and those subjected to disciplinary withdrawal pursuant to paragraph 1 of Article 57 are not eligible for re-admission.

(Years of enrollment after transfer entry, advanced entry, graduate entry, and re-admission)

Article 29. The year levels of enrollment and required number of years of enrollment for those admitted by transfer entry, advanced entry, graduate entry or re-admission shall be determined by the Dean following deliberation by the Faculty Council.

(Application, selection, enrollment procedures and permission to enroll in cases of advanced entry, etc.)

Article 30. The provisions of Article 20 and Articles 22 through 24 shall apply correspondingly to cases of advanced entry, transfer entry, graduate entry and re-admission.

2. Notwithstanding the provisions of the preceding paragraph, entrance examination fees shall not be collected in cases of re-admission.

Chapter 3 Educational Programs, Study Methods, etc.

(Policies on the organization of educational programs)

Article 31. The University shall organize its educational programs systematically and offer curricular subjects necessary to achieve the educational objectives of the College, department, etc.

Educational programs shall be organized with attention given both to imparting specialist knowledge in the College and department concerned and to fostering broad, profound culture and integrated judgment, and rich human sensibilities.

(Educational programs for certification)

Article 31 - 2. Specially designated educational programs for certification shall be provided for persons seeking qualifications required to obtain a teacher's license and other certifications including Museum Curator, Librarian, and School Library Teacher.

(Curricular subjects)

Article 32. Curricular subjects shall be classified and arranged in subject divisions prescribed in the regulations of each College.

2. Curricular subjects shall be classed into mandatory subjects, elective subjects and optional subjects, and allocated in each academic year.

(Determining responsibility for teaching curricular subjects)

Article 32 - 2. The Dean shall determine responsibilities for teaching curricular subjects following deliberation by the Faculty Council and with regard to subject suitability.

(Class methods)

Article 33. Classes shall be conducted as lectures, seminars, laboratory work, field work, or practicum, or a combination thereof.

2. If judged necessary by the Faculty Council, classes under the preceding paragraph may be conducted at venues other than those usually used for the classes, making advanced use of diverse media tools.

3. The number of credits earned through the class method stated in the preceding paragraph shall not exceed 60.

4. If judged necessary by the Faculty Council, and pursuant to the separate stipulations of the Minister of Education, Culture, Sports, Science and Technology, a portion of the classes stated in paragraph 1 may be conducted at venues other than campuses and affiliated facilities (including outside Japan).

(Credit calculation methods)

Article 34. A standard curricular subject shall comprise course work requiring 45 hours of study per credit, and the following standards shall be used depending on the method by which the class is taught and taking account of the subject's educational efficacy and the amount of study required outside class time.

(1) One credit shall be granted for 15 weeks of classes operated using the lecture or seminar methods with one to two class contact hours per week, as prescribed by the Faculty Council.

(2) One credit shall be given for 15 weeks of classes operated using the laboratory work, field work, or practicum methods with two to three class contact hours per week, as prescribed by the Faculty Council.

(3) In the case of curricular subjects that are operated using a combination of two or more of the methods of lecture, seminar, laboratory work, field work, or practicum, one credit shall be given for a number of class hours prescribed by the Faculty Council depending on the combination of methods used and taking account of the standards prescribed in the preceding two clauses.

2. Notwithstanding the provisions of the preceding paragraph, credits for curricular subjects such as graduation thesis and graduation research may be prescribed by the Faculty Council taking account of the nature of study required for such subjects, if it is judged more appropriate to confer credits on the basis of evaluation of study outputs.

(Class hours in curricular subjects)

Article 35. Classes in curricular subjects shall be conducted over semester units of 15 weeks in duration. However, if judged necessary by the Faculty Council, classes may be conducted over a specified shorter duration.

(Academic grades)

- Article 35 - 2. Academic grades of A+, A, B, C, P and F shall be used for curricular subjects. The grades of A+, A, B, C and P shall be passing grades, and F shall be a failing grade.
2. Academic grades under the preceding paragraph shall be calculated on a 100 - point scale, with A+ generally being awarded for 90 points and above, A for 80 - 89 points, B for 70 - 79 points, C for 60 - 69 points, F for less than 60 points, and P as a passing grade in specified subjects.
 3. The preceding two paragraphs shall also be applied when taking subjects offered in a different College and for approval of credit earned in curricular subjects under Ritsumeikan University's non - degree student system prior to enrollment.
 4. Notwithstanding the provisions of paragraphs 1 and 3, approval of credit earned at another institution shall be represented by the grade N (*nintei* - approved).

(Conferral of credits)

- Article 36. A prescribed number of credits shall be conferred on students who have completed a curricular subject and passed the examinations therein.
2. Credits shall not be cancelled once conferred or approved. However, this shall not apply if authorized by the Academic Affairs Board.

(Maximum registered credits)

- Article 36 - 2. The maximum numbers of credits for which students may register in any one year or semester shall be prescribed in the regulations of each College.

(Optional subjects)

- Article 36 - 3. Credits for optional subjects shall not be counted in the number of credits required for graduation.

(Subjects offered in a different College)

- Article 36 - 4. When judged educationally beneficial by the Faculty Council, students may be permitted to take curricular subject offered in a different College of Ritsumeikan University.

(Taking subjects offered in other institutions)

- Article 37. When judged educationally beneficial by the Faculty Council, students may be allowed to take curricular subjects offered at other universities or junior colleges based on discussions with those institutions.
2. Credits earned in subjects taken pursuant to the provisions of the preceding paragraph may be approved as credits for the purposes of graduation from the University, up to a maximum of 60 credits.
 3. The provisions of the preceding two paragraphs shall apply correspondingly in cases of study at universities or junior colleges outside Japan.

(Study at educational facilities other than universities)

- Article 38. When judged educationally beneficial by the Faculty Council, study undertaken by students at a junior college or specialist course of a higher technical college (*koto senmon gakkō*), and other study prescribed by the Minister of Education, Culture, Sports, Science and Technology, may be deemed equivalent to completion of curricular subjects of the University and credits conferred accordingly.
2. The number of credits that may be conferred pursuant to the preceding paragraph must not exceed 60 when combined with the number of credits approved pursuant to paragraphs 1 and 2 of the preceding article.

(Approval of credits earned before admission)

- Article 39. When judged educationally beneficial by the Faculty Council, credits earned by students for subjects completed in universities or junior colleges (including those outside Japan) prior to admission to the University (including credits earned under non-degree study programs) may be deemed to have been earned by completing curricular subjects after enrollment in the University.

2. When judged educationally beneficial by the Faculty Council, study as provided in paragraph 1 of the preceding article which is undertaken prior to enrollment in the University may be deemed to be completion of curricular subjects at the University and credit conferred accordingly.
3. The number of credits which may be deemed earned or conferred pursuant to the preceding two paragraphs shall be 30 at the most, and shall not exceed 60 when combined with the number of credits deemed earned in the University pursuant to paragraphs 1 and 2 of Article 37 and paragraph 1 of the preceding article.

(Authority for approval of credits, etc.)

Article 40. Conferral and approval of credits in accordance with Article 36 and Articles 36 - 4 through 39 shall be determined by the Dean following deliberation by the Faculty Council.

(Approval of credits for advanced entry, transfer entry and graduate entry)

Article 41. Persons enrolled under advanced entry, transfer entry and graduate entry systems may, pursuant to the provisions of Article 39, be deemed to have completed and earned credits at the University in regard to credits earned at other institutions prior to admission, up to a maximum of 30 credits if entering at second year level and 62 credits if entering at third year level.

However, this maximum may be raised to 34 credits for persons enrolling at the second year level in the College of Science and Engineering or the College of Information Science and Engineering, to 70 credits for those enrolling at the third year level in one of the aforementioned two Colleges, and 92 credits for those transferring to the third year level after completing the second year level of a university curriculum under one of the College of Science and Engineering's special programs with a university outside Japan.

2. When authorized by the Faculty Council, credits earned prior to advanced entry, transfer entry or graduate entry in subjects concerning professional teaching and school curricula, subjects concerning curatorship, and licensed social welfare worker designated subjects may be deemed completed and earned in the University. In such cases, credits in subjects not counted for the purposes of graduation credit requirements may be approved in excess of the maximums prescribed in the preceding paragraph.

(Credit approval in cases of transfer within the University)

Article 42. The provisions of the preceding paragraph shall apply correspondingly to persons transferring within the University. However, persons transferring within a single College may be conferred credits in excess of the maximums prescribed in paragraph 1 of the preceding article.

(Other matters)

Article 45. Exceptions to the provisions of this section concerning types of curricular subjects, credits, methods for taking curricular subjects, credits required for graduation, and approval of credits in the regulations of each College.

Section 4 Leave of absence, reinstatement, transfer, transfer within the university, study abroad, domestic exchange, withdrawal, and removal from the register

(Leave of absence)

Article 46. Students who are unable to engage in their studies for two months or more due to illness or other unavoidable reason may apply for leave of absence.

2. The Dean may approve an application for leave of absence following deliberation by the Faculty Council.
3. The Dean may, following deliberation by the Faculty Council, order leave of absence for students who are judged unfit for study due to illness.
4. The maximum continuous period of leave of absence shall be two years. However, approval may be granted for an extension of this period of up to one year on special grounds.
5. Leave of absence may not exceed three years in total.
6. Notwithstanding the provision of the preceding paragraph, if the reason for application pursuant

to paragraph 1 is a disaster or emergency situation recognized by the President, the leave of absence period shall not be included in the three years total under the preceding paragraph.

7. Leave of absence periods shall not be counted as time enrolled at the University.

(Reinstatement)

Article 47. When students currently on leave of absence apply for reinstatement, the Dean may permit such reinstatement, following deliberation by the Faculty Council.

(Transfer to another university)

Article 48. If a student wishes to transfer to another university, the Dean may permit such transfer, following deliberation by the Faculty Council.

(Transfer within the university)

Article 49. A current student of the University who wishes to transfer to another College, department, or major, etc. prescribed in Article 5 of these regulations may be permitted to do so at the beginning of the second or third year of study by the Dean of the post - transfer College, after screening and following deliberation by the Faculty Councils of both the current and post - transfer Colleges.

2. Transfer to lower year levels shall not be permitted.

3. Notwithstanding the previous paragraph, students applying for transfer to the third year level in the College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Sciences and College of Life Sciences may, in light of their credit records, be permitted to transfer to second year level.

(Study abroad)

Article 50. "Study abroad" means enrolling in regular curricular subjects for a period equivalent to at least one semester at a university, junior college or comparable institution of higher education outside Japan, under a formal agreement or arrangement.

2. Students applying to undertake study abroad may be permitted to do so by the Dean, if judged educationally beneficial and following deliberation by the Faculty Council.

3. Periods of study abroad shall be counted as time enrolled at the University.

(Domestic exchange)

Article 51. "Domestic exchange" means dispatch under a formal agreement with another university or junior college within Japan to enroll in regular curricular subjects at that university or junior college for a period equivalent to at least one semester.

2. Students applying to undertake domestic exchange may be permitted to do so by the Dean, if judged educationally beneficial and following deliberation by the Faculty Council.

3. Periods of domestic exchange shall be counted as time enrolled at the University.

(Withdrawal)

Article 52. Students wishing to withdraw must obtain permission from the President, following deliberation by the Faculty Council.

(Removal from the register)

Article 53. Students to whom any of the following apply shall be removed from the register by the President, following deliberation by the Faculty Council.

(1) Failure to pay tuition, matriculation fees, or special enrollment fees

(2) Expiration of the maximum term of enrollment prescribed in Article 18

(3) Failure to reinstate after expiration of the leave of absence period prescribed in paragraph 5 of Article 46

(4) Failure to complete the prescribed procedures by the final day of a leave of absence period

(5) Death

(Procedures)

Article 53 - 2. Procedures concerning leave of absence, reinstatement, transfer within the university, study abroad, domestic exchange, withdrawal and removal from the register other than those

provided in this section shall be prescribed in the Ritsumeikan University Regulations on Student Status.

Section 5 Graduation and degrees

(Approval of graduation)

Article 54. Students who have been enrolled for at least the standard completion term and have earned the credits necessary for graduation as prescribed in the regulations of their College shall be approved for graduation by the President following deliberation by the Faculty Council, and be conferred a certificate of graduation and degree certificate.

2. Students who have been enrolled in a College of the University other than the College of Pharmaceutical Sciences for three years or more, and who are judged by the Faculty Council to have earned the credits necessary for graduation with excellent academic performance, may be approved for graduation by the President notwithstanding the provisions of the preceding paragraph.

(Degrees)

Article 55. Matters concerning degrees and the award thereof are provided in the Ritsumeikan University Academic Degree Regulations.

Section 6 Awards and punishments

(Awards)

Article 56. The President may award those whose conduct as a student is deserving of award.

(Punishments)

Article 57. The President shall, following deliberation by the Faculty Council, take disciplinary action against persons who have behaved in a manner contrary to their obligations as students.

2. The types of disciplinary action shall be withdrawal and suspension.

3. Periods of suspension shall be counted as time enrolled at the university but not included in the standard completion term.

4. Matters concerning disciplinary action shall be prescribed in the Ritsumeikan University Student Discipline Regulations.

Section 7 Non - degree students, auditing students, special auditing students, international students

(Non - degree students)

Article 58. Persons who apply to take curricular subjects at the University may, after screening and following deliberation by the Faculty Council, be permitted by the Dean to enroll as non-degree students.

2. Matters concerning non - degree students shall be prescribed in the Ritsumeikan University Non - Degree Student Regulations.

(Auditing students)

Article 59. Persons who apply to audit curricular subjects at the University may, after screening and following deliberation by the Faculty Council, be permitted by the Dean to enroll as auditing students.

2. Matters concerning auditing students shall be prescribed in the Ritsumeikan University Auditing Students Regulations.

(Special auditing students)

Article 60. Persons who apply to take subjects at the University pursuant to an agreement, etc. with another university or junior college (including institutions outside Japan) may, after screening and following deliberation by the Faculty Council, be permitted by the Dean to enroll as special auditing students.

2. Matters concerning special auditing students shall be prescribed in the Ritsumeikan University

Special Auditing Students Regulations.

(International students)

Article 61. Persons of non - Japanese nationality who enter Japan for the purpose of receiving university education, are admitted to the University and enroll in a degree program shall be treated as international students.

Section 8 Tuition, dues and charges

Article 62. (Omitted.)

(Entrance examination fees)

Article 62 - 2. (Omitted.)

(Admission fee)

Article 62 - 3. (Omitted.)

(Tuition)

Article 62 - 4. Students must pay first and second semester tuition fees each year in accordance with their College, department, major and year level. However, for students who entered the university in September, the first semester tuition fee shall constitute tuition for the second semester prescribed in paragraph 2 of Article 15, and the second semester tuition fee shall constitute tuition for the first semester of the same.

2. Tuition fees under the preceding paragraph are prescribed in Fee Annexures 3 - 1 - 1 and 3 - 1 - 2.
3. Notwithstanding the preceding paragraph, for individuals who are exceeding the standard number of years of enrollment, in semesters in which the combined total of registered credits in curricular subjects for which grades will be awarded in that semester and credits approved as credits required for graduation in accordance with paragraph 2 of Article 37 is 8 or less, the tuition shall be one half of the tuition fee prescribed in Fee Annexures 3 - 1 - 1 and 3 - 1 - 2.
4. Notwithstanding the preceding two paragraphs, tuition for persons permitted to undertake a program of study over a longer term as prescribed in Article 19 (hereinafter referred to as "long-term degree students") shall be an amount calculated by multiplying the per-credit tuition prescribed in Fee Annexure 3 - 2 by the yearly number of credits registered.

(Laboratory fees)

Article 62 - 5. Students taking specified subjects or courses must pay laboratory fees prescribed in the Ritsumeikan University Regulations on Payment of Tuition and Other Fees.

(Matriculation fee)

Article 62 - 6. Students on leave of absence must pay in lieu of tuition the matriculation fee prescribed in Fee Annexure 4 - 1 each semester for the applicable period (including the semester in which the leave was commenced).

(Special enrollment fee)

Article 62 - 7. Students who are studying at another university in a degree program operated pursuant to an agreement between the University and that other university and are required to pay fees to that university (except those who have entered or transferred to the University as part of the program) must pay, in lieu of tuition, the special enrollment fee prescribed in Fee Annexure 4-2 each semester for the applicable period.

(Non - degree tuition, etc.)

Article 64. Persons applying to take curricular subjects as non-degree students must pay the non - degree student screening fee by the designated date.

2. Persons permitted to be non-degree students must pay the non-degree student registration fee by the designated date.

3. Notwithstanding the preceding two paragraphs, the non-degree student screening fee and non-degree student registration fee shall not be charged to students to whom any of the following apply.
 - (1) Graduate students of the University
 - (2) Participants in the Study in Kyoto program
 - (3) Students subject to a non-collection of fees arrangement under an agreement with another university or organization
4. Non-degree students must pay the non-degree tuition prescribed in Fee Annexure 5 - 1 by the designated date.
5. Notwithstanding the preceding paragraph, non-degree tuition shall not be charged if either clause (1) or (3) of paragraph 3 applies.

(Auditing fee, etc.)

- Article 64 - 2. Persons seeking to become auditing students must pay the auditing student screening fee by the designated date.
2. Auditing students must pay the auditing fee prescribed in Fee Annexure 5 - 2 by the designated date.
 3. Notwithstanding the preceding two paragraphs, the auditing student screening fee and auditing fee shall not be charged if so arranged under an agreement with another university or organization.

(Fee amounts, etc.)

- Article 64 - 3. Matters concerning the amounts and payment of the non-degree student screening fee, non-degree student registration fee and auditing student screening fee shall be prescribed in the Ritsumeikan University Regulations on Student Charges.

(Special course fee)

- Article 64 - 4. Special auditing students must pay the special course fee prescribed in Fee Annexure 5 - 3 by the designated date.
2. Notwithstanding the preceding two paragraphs, the special course fee shall not be charged if so arranged under an agreement with another university or organization.

(Tuition and fee waivers)

- Article 65 - 2. Notwithstanding Articles 22, 62 - 3, 62 - 4, 62 - 6 and 62 - 7, the entrance examination fee, admission fee, tuition, matriculation fee and special enrollment fee may be waived in part or full.
2. Matters in regard to the preceding paragraph shall be prescribed in the Ritsumeikan University Tuition Reduction Regulations for Students Experiencing Hardship in Times of Disaster and Emergency, the Ritsumeikan University International Student Tuition Reduction Regulations, and the Ritsumeikan University Regulations on Entrance Examination Fee Waiver for Applicants in Areas Eligible under the Disaster Relief Act.

(Payment of tuition and other fees)

- Article 66. Matters concerning the payment of entrance examination fees, admission fees, tuition, laboratory fees, matriculation fees, special enrollment fees, non-degree tuition, auditing fees and special course fees shall be prescribed in the Ritsumeikan University Regulations on Payment of Tuition and Other Fees.

(Refund of tuition and other fees)

Article 68. Entrance examination fees, admission fees, tuition, laboratory fees, matriculation fees, special enrollment fees, non - degree tuition, auditing fees and special course fees already paid shall not be refunded.

2. Notwithstanding the preceding paragraph, a refund may be made, limited only to regular tuition already paid, if the intention to decline admission is notified by the following dates:

(1) Persons scheduled for admission in April: By March 31 of the academic year prior to scheduled admission

(2) Persons scheduled for admission in the second semester: By September 25 of the academic year of scheduled admission

3. Notwithstanding paragraph 1, persons who are withdrawn or removed from the register shall be refunded an amount already paid equal to tuition for the second semester of the current academic year and thereafter if withdrawal or removal occurs on or before September 25, or an amount already paid equal to tuition for the first semester of the following academic year if withdrawal or removal occurs on or before March 31.

4. Notwithstanding paragraph 1, long - term degree students, non - degree students and auditing students who have made payments of tuition, non - degree tuition or auditing fees in first semester that include portions due for second semester and have then cancelled second semester subject(s) as part of second semester course registration shall be refunded an amount of tuition and fees paid corresponding to the number of subjects cancelled.

Section 9 Scholarship programs and tuition fee loan programs

(Scholarship programs)

Article 69. Scholarship programs and tuition fee loan programs shall be established at the University.

2. Matters concerning scholarship programs and tuition fee loan programs shall be prescribed in regulations.

Chapter 3 Public lectures

(Public lectures)

Article 70. Public lectures shall be offered at the University to facilitate broad public access to education and research at the University and to enrich education and culture in the local community.

Chapter 4 International Dormitory

(International dormitory)

Article 70 - 2. An international dormitory shall be established at the university.

2. Matters concerning the international dormitory shall be prescribed in facilities regulations.

Chapter 5 Amendment, Abolition and Detailed Regulations

(Amendments)

Article 71. Amendment of these regulations shall be determined by the Board of Trustees following deliberation by the College Faculty Councils, the University Senate, and the Executive Board of Trustees. However, amendments pertaining only to certain Colleges and / or Graduate Schools shall not require deliberation by the other Colleges and Graduate Schools.

(Detailed regulations)

Article 72. Detailed regulations and other matters necessary for the operation of these regulations shall be prescribed separately.

Supplementary provision (March 23, 2012: Amendment of Graduate School Regulations in full and partial amendments for deletion of Institute of Science and Engineering, etc.)

These regulations are effective from April 1, 2012.

Supplementary provision (March 23, 2012: Partial amendment for alteration of Ritsumeikan University tuition and fees for the 2012 academic year)

1. These regulations are effective from April 1, 2012.
2. Notwithstanding the preceding paragraph, for persons to whom any one of the following applies, until March 31 2016 (March 31 2018 for the College of Pharmaceutical Sciences) the pre - amendment provisions of Article, 46, Article 50, Article 62, Articles 62 - 3 through 65 - 7, Article 63, Article 65, Article 65 - 2, Article 66 and paragraphs 1 through 3 of Article 68 shall apply, and clause (1) of Article 53 shall be read as “failure to pay fees, matriculation fees, or special enrollment fees” .
 - (1) Enrolled as of March 31, 2012
 - (2) Entered the university at second year level or above by re - admission, transfer entry, advanced entry or graduate entry in the 2012 academic year
 - (3) Entered the university at third year level or above by re - admission, transfer entry, advanced entry or graduate entry in the 2013 academic year
 - (4) Entered the university at fourth year level or above by re - admission in the 2014 academic year
 - (5) Entered the university at fifth year level or above by re - admission in the 2015 academic year
 - (6) Entered the College of Pharmaceutical Sciences at sixth year level or above by re-admission in the 2016 academic year
 - (7) Entered the College of Pharmaceutical Sciences at seventh year level or above by re-admission in the 2017 academic year
3. Notwithstanding the preceding two paragraphs, tuition, amenities and program development fees and laboratory fees in the Colleges of Science and Engineering, Information Science and Engineering, Life Sciences, Sport and Health Science and Pharmaceutical Sciences for those to whom any one of the clauses of the preceding paragraph applies shall be as set forth in the following table until the 2015 academic year (the 2017 academic year for the College of Pharmaceutical Sciences).

Unit: Japanese yen College, Department, etc.		Fee type	First year (annual amount)	Second year (annual amount)	Third year (annual amount)	Fourth year (annual amount)
College of Science and Engineer - ing	Department of Physics, Department of Electrical and Electronic Engineering,	Tuition	1,098,000	1,098,000	1,098,000	1,098,000
	Department of Photonics, Department of VLSI System Design, Department of Mechanical Engineering,	Laboratory Fees (Students enrolled in or before the 2007 academic year)	—	—	—	135,000
	Department of Robotics, Department of Micro System Technology, Department of Civil Engineering, Department of Environmental System	Laboratory Fees (Students enrolled in the 2008 academic year or thereafter)	105,000	105,000	105,000	105,000

	Engineering and Department of Architecture and Urban Design	Amenities and Program Development Fee	155,000	315,000	315,000	315,000
	Department of Mathematics	Tuition	1,098,000	1,098,000	1,098,000	1,098,000
		Laboratory Fees (Students enrolled in or before the 2007 academic year)	—	—	—	65,000
		Laboratory Fees (Students enrolled in the 2008 academic year or thereafter)	50,000	50,000	50,000	50,000
		Amenities and Program Development Fee	155,000	315,000	315,000	315,000
College of Information Science and Engineering	Department of Computer Science, Department of Information and Communication Science, Department of Media Technology, Department of Human and Computer Intelligence, Department of Bioinformatics	Tuition	1,098,000	1,098,000	1,098,000	1,098,000
		Laboratory Fees (Students enrolled in or before the 2007 academic year)	—	—	—	135,000
		Laboratory Fees (Students enrolled in the 2008 academic year or thereafter)	105,000	105,000	105,000	105,000
		Amenities and Program Development Fee	155,000	315,000	315,000	315,000
College of Life Sciences	Department of Applied Chemistry, Department of Biotechnology, Department of Bioinformatics, Department of Biomedical Sciences	Tuition	1,098,00	1,098,000	1,098,000	1,098,000
		Laboratory Fees	135,000	135,000	135,000	135,000
		Amenities and Program Development Fee	155,000	315,000	315,000	315,000
College of Sport and Health Science	Department of Sport and Health Science	Tuition	915,000	915,000	915,000	915,000
		Amenities and Program Development Fee	103,000	263,000	263,000	263,000
College of Pharmaceutical Sciences	Department of Pharmaceutical Sciences	Tuition	1,574,000	1,574,000	1,574,000	1,574,000
		Laboratory Fees	242,000	242,000	242,000	242,000
		Amenities and Program Development Fee	242,000	452,000	452,000	452,000
		Fee type	Fifth year	Sixth year (see note 1)		
		Tuition	1,134,000	1,134,000		
		Laboratory Fees	242,000	242,000		
		Amenities and Program Development Fee	452,000	452,000		

Note 1. Amounts applicable in the fifth year and thereafter (seventh year and thereafter in the College of Pharmaceutical Sciences) shall be the same as those for fourth year (sixth year in the College of Pharmaceutical Sciences)

4. Notwithstanding paragraph 1, in the event that an individual to whom any one of the clauses in paragraph 2 applies and any one of the following clauses also applies satisfies all the conditions set forth in the applicable category of the table below, the said individual shall, for each applicable year until the 2015 academic year (2017 academic year for the College of Pharmaceutical Sciences), pay tuition equal to one half of the annual amount of tuition prescribed, and shall not be charged the Amenities and Program Development Fee and Laboratory Fees. However, this shall not apply to long - term degree students.

- (1) Enrolled in fifth or subsequent year level exceeding the standard period for completion (seventh or subsequent year for the College of Pharmaceutical Sciences)
- (2) Enrolled in fourth or subsequent year level in the College of Information Science and Engineering after having repeated a year level
- (3) Enrolled in sixth or subsequent year level in the College of Pharmaceutical Sciences after having repeated a year level

Category		Conditions
April enrollees	Enrolled in the first semester of the applicable year (excludes study abroad and domestic exchange)	<ol style="list-style-type: none"> (1) Total number of registered credits in the first semester, comprising registered credits in regular subjects in the first semester of the applicable year and credits recognized pursuant to the amended provisions of paragraph 2, Article 37, must be between 1 and 8 inclusive. (2) Must be qualified for prospective graduation following course registration in the first semester. (3) Course registration in the second semester must also meet the conditions set forth in (1) above (except if graduated in the first semester).
	On leave of absence, study abroad or domestic exchange in the first semester of the applicable year and re - admitted in the second semester.	<ol style="list-style-type: none"> (1) Total number of registered credits in the second semester, comprising registered credits in regular subjects in the first semester of the applicable year and credits recognized pursuant to the amended provisions of paragraph 2, Article 37, must be between 1 and 8 inclusive. (2) Must be qualified for prospective graduation following course registration in the second semester.
September enrollees	Enrolled in the second semester of the applicable year (excludes study abroad and domestic exchange)	<ol style="list-style-type: none"> (1) Total number of registered credits in the second semester, comprising registered credits in regular subjects in the first semester of the applicable year and credits recognized pursuant to the amended provisions of paragraph 2, Article 37 must be between 1 and 8 inclusive. (2) Must be qualified for prospective graduation following course registration in the second semester. (3) Course registration in the first semester must also meet the conditions set forth in (1) above (except if graduated in the second semester).
	On leave of absence, study abroad or domestic exchange in	(1) Total number of registered credits in the first semester, comprising registered credits in regular subjects in the first semester of the applicable year and credits recognized
	the second semester of the applicable year and re - admitted in the first semester.	<p>pursuant to the amended provisions of paragraph 2, Article 37, must be between 1 and 8 inclusive.</p> <ol style="list-style-type: none"> (2) Must be qualified for prospective graduation following course registration in the first semester.

Supplementary provision (March 23, 2012: Partial amendments for alteration of enrollment capacity in the College of International Relations, etc.)

1. These regulations are effective from April 1, 2013.

2. Notwithstanding the amended provisions of Article 5, enrollment capacity in the College of International Relations for the academic years 2013 through 2015 shall be as follows.

College	Department	2013 academic year	2014 academic year	2015 academic year
College of International Relations	Department of International Relations	1,217	1,214	1,217

Supplementary provision (July 27, 2012: Partial amendments for Entrance Examination Fee waiver institution and review, etc.)

These regulations are effective from July 27, 2012, and applied from May 1, 2012.

Supplementary provision (January 25, 2013: Partial amendments for addition of provisions on certification programs and taking subjects offered in other Colleges, changes to amendment and abolition procedures, etc.)

1. These regulations are effective from April 1, 2013.

2. Notwithstanding the preceding paragraph, students enrolled as of March 31, 2013 shall be subject to the pre-amendment provisions.

Supplementary provision (January 25, 2013: Partial amendment for interim measures related to the March 23, 2012 amendments)

Notwithstanding paragraph 2 of the supplementary provision pertaining to March 23, 2012 amendments, Institute Fees shall not be charged from the 2013 academic year.

Supplementary provision (March 22, 2013: Partial amendments for addition of non-degree tuition fees for the junior / senior high school teacher's license (science, health and physical education) certification program pursuant to a cooperative agreement with Bukkyo University)

These regulations are effective from April 1, 2013.

Supplementary provision (May 24, 2013: Partial amendment of Article 62 - 2 Fee Annexure following changes to Entrance Examination Fee category titles)

These regulations are effective from May 24, 2013.

Supplementary provision (January 24, 2014: Partial amendment of procedures for amendment)

These regulations are effective from April 1, 2014.

Fee Annexure 1 (Entrance examination fees) (Pursuant to Article 62 - 2)

Unit: Japanese yen

Category		Amount
All entrance examinations other than the types shown below		35,000
Entrance examinations where the applicant is applying for multiple departments, programs, or majors using the same entrance examination held on the same day		45,000
National Center for University Entrance Examinations method		18,000
Special entrance examinations using two-stage screening	First stage	15,000
	Second stage	20,000
International student AO method entrance examination (English - basis) and recommendation method entrance examination (English - basis) in the Global Studies major, College of International Relations		5,000
AO method entrance examination (English - basis) and recommendation method entrance examination (English - basis) in the Community and Regional Policy Studies Major, College of Policy Science		5,000

Fee Annexure 2 (Admission fees) (Pursuant to Article 62 - 3)

Unit: Japanese yen

Category	Amount
Admission, advanced entry, transfer, graduate entry	300,000
Re - admission	10,000

Fee Annexure 3 - 1 - 1 (Tuition) (Pursuant to Article 62 - 4)

Unit: Japanese yen

College, Department, etc.		Fee type	First year	Second year	Third year	Fourth year (see note 1)
College of Law	Department of Law	First semester tuition	311,000	471,000	471,000	471,000
		Second semester tuition	471,000	471,000	471,000	471,000
College of Economics	Department of Economics	First semester tuition	311,000	471,000	471,000	471,000
		Second semester tuition	471,000	471,000	471,000	471,000
	Department of International Economics	First semester tuition	372,000	532,000	532,000	532,000
		Second semester tuition	532,000	532,000	532,000	532,000
College of Business Administration	Department of Business Administration	First semester tuition	311,000	471,000	471,000	471,000
		Second semester tuition	471,000	471,000	471,000	471,000
	Department of International Business Administration	First semester tuition	372,000	532,000	532,000	532,000
		Second semester tuition	532,000	532,000	532,000	532,000

College of Social Sciences	Department of Social Sciences: Major in Sociology and Social Studies, Major in Media and Society, Major in Sports and Society, Major in Human Welfare	First semester tuition	396,000	556,000	556,000	556,000
		Second semester tuition	556,000	556,000	556,000	556,000
	Department of Social Sciences: Major in Children and Society	First semester tuition	429,000	589,000	589,000	589,000
		Second semester tuition	589,000	589,000	589,000	589,000
College of Letters	Department of Humanities : Area Studies Program, Psychology Program	First semester tuition	392,400	552,400	552,400	552,400
		Second semester tuition	552,400	552,400	552,400	552,400
	Department of Humanities: Human Studies Program Educational Anthropology Major, Japanese History Program Archaeology and Cultural Heritage Major	First semester tuition	382,000	552,400	552,400	552,400
		Second semester tuition	542,000	552,400	552,400	552,400
	Department of Humanities: Human Studies Program Philosophy and Ethics Major, Japanese Literature Program, Japanese History Program, Japanese History Major, East Asian Studies Program, Global Studies Program, Communication Program	First semester tuition	382,000	542,000	542,000	542,000
		Second semester tuition	542,000	542,000	542,000	542,000
College of Science and Engineering	Department of Mathematics	First semester tuition	571,500	731,500	731,500	731,500
		Second semester tuition	731,500	731,500	731,500	731,500
	Department of Physics, Department of Electrical and Electronic Engineering, Department of Electronic and Computer Engineering, Department of Mechanical Engineering, Department of Robotics, Department of Civil Engineering, Department of Environmental System Engineering and Department of Architecture and Urban Design	First semester tuition	599,000	759,000	759,000	759,000
		Second semester tuition	759,000	759,000	759,000	759,000
College of International Relations	Department of International Relations	First semester tuition	452,500	612,500	612,500	612,500
		Second semester tuition	612,500	612,500	612,500	612,500
College of Policy Science	Department of Policy Science	First semester tuition	405,000	565,000	565,000	565,000

		Second semester tuition	565,000	565,000	565,000	565,000
College of Information Science and Engineering	Department of Computer Science, Department of Information and Communication Science, Department of Media Technology, Department of Human and Computer Intelligence, Department of Bioinformatics	First semester tuition	599,000	759,000	759,000	759,000
		Second semester tuition	759,000	759,000	759,000	759,000
College of Image Arts and Sciences	Department of Image Arts and Sciences	First semester tuition	739,500	899,500	899,500	899,500
		Second semester tuition	899,500	899,500	899,500	899,500
College of Life Sciences	Department of Applied Chemistry, Department of Biotechnology, Department of Bioinformatics, Department of Biomedical Sciences	First semester tuition	614,000	774,000	774,000	774,000
		Second semester tuition	774,000	774,000	774,000	774,000
College of Sport and Health Science	Department of Sport and Health Science	First semester tuition	429,000	589,000	589,000	589,000
		Second semester tuition	589,000	589,000	589,000	589,000

Note 1. Amounts applicable in the fifth year and thereafter shall be the same as those for fourth year.

Fee Annexure 3 - 1 - 2 (Tuition in six - year programs) (Pursuant to Article 62 - 4)

Unit: Japanese yen

College	Department	Fee type	First year	Second year	Third year	Fourth year	Fifth year	Sixth year
College of Pharmaceutical Sciences	Department of Pharmaceutical Sciences	First semester tuition	924,000	1,134,000	1,134,000	1,134,000	1,134,000	1,134,000
		Second semester tuition	1,134,000	1,134,000	1,134,000	1,134,000	1,134,000	1,134,000

Note 1. Amounts applicable in the seventh year and thereafter shall be the same as those for sixth year.

Fee Annexure 3 - 2 (Per - credit tuition for long - term degree students) (Pursuant to Article 62 - 4)

Unit: Japanese yen

College, Department, etc.		Amount
College of Law		29,000
College of Economics	Department of Economics	29,000
	Department of International Economics	33,000
College of Business Administration	Department of Business Administration	29,000
	Department of International Business Administration	33,000
College of Social Sciences	Department of Social Sciences: Contemporary Society Major, Media and Society Major, Sports and Society Major, Human Welfare Major	34,600
	Department of Social Sciences: Children and Society Major	36,700
College of Letters	Department of Humanities: Area Studies Program, Psychology Program	34,300
	Department of Humanities: Human Studies Program Educational Anthropology Major, Japanese History Program Archaeology and Cultural Heritage Major	34,200

	Department of Humanities: Human Studies Program Philosophy and Ethics Major, Japanese Literature Program, Japanese History Program Japanese History Major, East Asian Studies Program, Global Studies Program, Communication Program	33,700
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Fee Annexure 4 - 1 (Matriculation fee) (Pursuant to Article 62 - 6)

Unit: Japanese yen

College, Department, etc.	Amount
All Colleges	5,000 (per semester)

Fee Annexure 4 - 2 (Special enrollment fee) (Pursuant to Article 62 - 7)

Unit: Japanese yen

College, Department, etc.	Amount
All Colleges	5,000 (per semester)

Fee Annexure 5 - 1 (Part - time tuition) (Pursuant to Article 64)

Unit: Japanese yen

Category	Amount
Subjects in the College of Law, College of Economics, College of Business Administration, College of Social Sciences, College of International Relations, College of Policy Science, College of Letters, and College of Sport and Health Science, and subjects other than major subjects in the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and College of Image Arts and Sciences	21,000 (per credit)
Major subjects in the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and College of Image Arts and Sciences	31,000 (per credit)
APU Teacher's License (English) Program (for APU domestic students)	First year: 53,000
	Second and subsequent years: 120,000 (annually)
Junior / Senior High School Teacher's License (Science) Program pursuant to cooperative agreement with Bukkyo University	First and second years: 243,000 (annually) Third year: 241,000 (annually)
Junior / Senior High School Teacher's License (Health and Physical Education) Program pursuant to cooperative agreement with Bukkyo University	First to third years: 182,000 (annually)
Study in Kyoto Program	366,000 (per semester)
Kyoto Future Leaders Development Program Training Course	500,000 (per year)

Fee Annexure 5 - 2 (Auditing fees) (Pursuant to Article 64 - 2)

Unit: Japanese yen

Category	Amount
Subjects in the College of Law, College of Economics, College of Business Administration, College of Social Sciences, College of International Relations, College of Policy Science, College of Letters, and College of Sport and Health Science, and subjects other than major subjects in the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and College of Image Arts and Sciences	12,500 (per credit)
Major subjects in the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and College of Image Arts and Sciences	18,500 (per credit)

Fee Annexure 5 - 3 (Special course fee) (Pursuant to Article 64 - 4)

Unit: Japanese yen

College, Department, etc.	Amount
All Colleges	366,000 (per semester)

Ritsumeikan University Regulations on Student Status (Excerpt)

Chapter 1. Purposes

Article 1. These regulations prescribe matters concerning students' leave of absence, reinstatement, transfer within the university, study abroad, domestic exchange, withdrawal, removal from the register, graduation, completion and other necessary matters pursuant to the Ritsumeikan University Regulations (hereinafter "the University Regulations") and the Ritsumeikan University Graduate School Regulations (hereinafter "the Graduate School Regulations").

Chapter 2. Leave of Absence

(Applying for leave of absence)

Article 2. An applicant for leave of absence must submit to the College Dean or Graduate School Dean an application for leave of absence accompanied by the documents set forth below pertaining to the grounds for leave of absence. These documents must furnish proof that the applicant is unable to study at Ritsumeikan University for two months or more in the period between the first day of classes and the last day of the final examinations in the semester in question.

- (1) Illness: A medical certificate written by the medical practitioner in charge of the applicant
- (2) Household circumstances: A statement of reasons
- (3) Financial circumstances: A statement of reasons
- (4) Work commitments: Certification from the applicant's place of work
- (5) Overseas travel (privately - financed study abroad): Proof of acceptance from the host institution
- (6) Emergency or disaster as determined by the President: Form prescribed by the University
- (7) Other grounds: Form prescribed by the College Dean or Graduate School Dean

(Starting date and unit of duration of leave of absence)

Article 3. Leave of absence shall be taken for the duration of first semester, the second semester, or one whole academic year.

2. Notwithstanding the preceding paragraph, if leave of absence is granted after the start of the semester or academic year, the starting date shall be the date on which the leave of absence was approved.
3. The period from the start of the semester or academic year and the starting date of the leave of absence under the preceding paragraph shall also be counted as leave of absence.

(Due date for applications for leave of absence)

Article 4. The last date on which applications for leave of absence are accepted shall be May 31 if the leave of absence is required for the first semester or the whole academic year, and November 30 if the leave of absence is required for the second semester.

(Procedures upon completion of leave of absence)

Article 5. Persons completing a leave of absence must submit an application for reinstatement or application for leave of absence to the College or Graduate School Dean, or an application for withdrawal to the President, during the period set forth below that corresponds to the type of leave taken.

- (1) Leave of absence expiring at the end of the first semester: From August 1 to the last day of August of the academic year in question

- (2) Leave of absence expiring at the end of the second semester: From February 1 to the last day of February of the academic year in question
- 2. Applicants who are international students required to obtain the status of residence of “College Student” shall, as alternative to the periods prescribed in the preceding paragraph, be permitted to apply during the period set forth below that corresponds to the type of leave taken.
 - (1) Leave of absence expiring at the end of the first semester: From June 1 to the last day of June of the academic year in question
 - (2) Leave of absence expiring at the end of the second semester: From December 1 to the last day of December of the academic year in question

Chapter 3. Reinstatement

(Applying for reinstatement)

- Article 6. Applicants for reinstatement must submit to the College Dean or Graduate School Dean an application for reinstatement during the period set forth in the preceding article.
- 2. If leave of absence was taken on grounds of illness, the applicant must in addition to the document prescribed in the preceding paragraph submit a medical certificate written by the medical practitioner in charge of the applicant, and undergo examination by a medical practitioner at the Ritsumeikan University Health Center.

(Date of reinstatement)

- Article 7. The date of reinstatement shall be the first date of the semester for which reinstatement is approved.

Chapter 4. Transfer within the University

(Eligibility for transfer within the university)

- Article 8. To transfer to another College, a student must satisfy the conditions set forth below pertaining to the type of transfer sought.
- (1) Transfer at second year level: Completed all foreign language subjects allocated at first year level and earned at least 30 credits countable towards graduation requirements
 - (2) Transfer at third year level: Completed all foreign language subjects allocated at first and second year levels and earned at least 60 credits countable towards graduation requirements
- 2. Notwithstanding the provisions of the preceding paragraph, students who have entered the College of Science and Engineering, College of Information Science and Engineering and College of Life Sciences under a special admission system for foreign students shall be allowed to transfer to another College if they satisfy the conditions set forth below pertaining to the type of transfer sought.
 - (1) Transfer at second year level: Earned at least 30 credits countable towards graduation requirements
 - (2) Transfer at third year level: Earned at least 60 credits countable towards graduation requirements
- 3. Notwithstanding the provisions of paragraph 1, students who have entered the College of Laws, College of Economics, College of Business Administration, College of Social Sciences, College of Policy Science, College of Letters, College of Image Arts and Sciences and College of Sports and Health Science under a special admission system for foreign students shall be allowed to transfer to another College if they satisfy the conditions set forth below pertaining to the type of transfer sought.
 - (1) Transfer at second year level: Earned 6 credits in foreign language (Japanese) subjects and 4 credits in subjects on Japanese studies, and earned at least 30 credits countable towards graduation requirements
 - (2) Transfer at third year level: Earned 6 credits in foreign language (Japanese) subjects and 4 credits in subjects on Japanese studies, and earned at least 60 credits countable towards graduation requirements.

(Applying for transfer within the university)

- Article 9. Applicants for transfer within the university must by the prescribed date submit an

- application for transfer, accompanied by other required documentation and transfer screening fee, to the Dean of the College or Graduate School from which they are transferring.
2. Application for transfer within the university may not be made to more than one College or Graduate School at once.

Chapter 5. Study Abroad

(Applying for study abroad)

Article 10. Applicants for study abroad must submit an application for study abroad, accompanied by a letter of consent from the host institution, to the College Dean or Graduate School Dean by the prescribed date.

(Study abroad starting and ending dates)

Article 11. The starting and ending dates for a period of study abroad shall be the first and last days of the semester for which study abroad was approved.

(Procedures on completion of study abroad)

Article 12. Those who have completed study abroad and returned to Japan must submit to the College Dean or Graduate School Dean a notification of completion of study abroad together with a document certifying credits earned, study period and grades.

(Revocation of study abroad)

Article 13. If any of the following apply, permission to study abroad may be revoked by the College Dean following deliberation by the Faculty Council in the case of undergraduate students, and by the Graduate School Dean following deliberation by the Graduate School Committee or Graduate School Faculty Council (hereinafter “the Graduate School Committee”).

- (1) Study or research performance adjudged unsatisfactory
- (2) Failed to complete procedures relating to study abroad
- (3) Student visa not granted
- (4) Otherwise contravened the obligations of a student

Chapter 6. Domestic exchange

(Applying for domestic exchange)

Article 14. Applicants for domestic exchange must submit an application for domestic exchange, accompanied by a letter of consent from the host institution, to the College Dean by the prescribed date.

(Domestic exchange starting and ending dates)

Article 15. The starting and ending dates for a period of domestic exchange shall be the first and last days of the semester for which domestic exchange was approved.

(Procedures on completion of domestic exchange)

Article 16. Those who have completed domestic exchange must submit to the College Dean a notification of completion of domestic exchange together with a document certifying credits earned, study period and grades.

(Revocation of domestic exchange)

Article 17. If any of the following apply, permission to undertake domestic exchange may be revoked by the College Dean following deliberation by the Faculty Council.

- (1) Study or research performance adjudged unsatisfactory
- (2) Failed to complete procedures relating to domestic exchange
- (3) Otherwise contravened the obligations of a student

Chapter 7. Withdrawal

(Applying for withdrawal)

Article 18. Applicants for withdrawal must submit an application for withdrawal to the President.

(Date of withdrawal)

Article 19. The date of withdrawal for a person permitted to withdraw shall be determined by the President following deliberation by the Faculty Council or Graduate School Committee.

Chapter 8. Removal from the Register

(Date of removal from the register)

Article 20. The date of removal from the register for a person subject to removal pursuant to Article 53 of the University Regulations or Article 65 of the Graduate School Regulations shall be as set forth in the Annexure.

Chapter 9. Dates of Graduation and Completion

(Dates of graduation and completion)

Article 21. The date of graduation from undergraduate Colleges shall be the day of the vernal equinox. However, the date of graduation for those who satisfy graduation requirements by the end of the first semester shall be the day of the autumnal equinox.

2. The date of completion of Master's and Professional Graduate Degree Programs in the Graduate Schools shall be the day of the vernal equinox. However, the date of completion for those who satisfy completion requirements by the end of the first semester shall be the day of the autumnal equinox.
3. The date of completion of Doctoral, integrated Master's/Doctoral, and four-year Doctoral programs in the Graduate Schools shall be March 31. However, the date of completion for those who satisfy completion requirements by the end of the first semester shall be September 25.

(Dates of graduation and completion after suspension)

Article 22. If a person qualified for graduation or completion is subjected to a punishment of suspension for three months or less, and the date on which that suspension expires falls after the graduation or completion date prescribed in the preceding article, the graduation or completion date shall be the day following the date of expiry of the suspension.

2. If a date of graduation or completion prescribed in the preceding paragraph or a date of graduation or completion for a person subjected to suspension of more than three months falls during the course of first or second semester, the President may, on application by the person affected and following deliberation by the Faculty Council or Graduate School Committee, order the graduation or completion date to conform to the date prescribed in the preceding article.
3. Tuition for the semester that includes the date of graduation or completion prescribed in the preceding two paragraphs shall be determined in accordance with Article 8 of the Ritsumeikan University Regulations for Payment of Tuition and Fees.

Chapter 10. Other Matters

(Guarantor)

Article 23. A student's Guarantor must be a parent or other self-supporting person who is capable of reliably discharging the liabilities of a Guarantor. The College Dean or Graduate School Dean may order a change in Guarantor if they judge a person unfit to be a Guarantor.

2. A Guarantor must take full responsibility for matters concerning the student guaranteed while that student is enrolled at Ritsumeikan University.
3. Notification must be lodged without delay upon death of a Guarantor or change of Guarantor. The same applies in the event of change in a Guarantor's address.

(Students' names)

Article 24. Students' personal names shall be determined as prescribed in the following clauses for the purposes of the student register, graduation diplomas degree certificates and other official documents.

- (1) Students with Japanese citizenship: The name recorded in the Family Register shall be used.
- (2) Students with non-Japanese citizenship other than international students: The name recorded

on the Resident Registration Certificate, or an unofficial name shall be used.

- (3) International students with non-Japanese citizenship: The name in Western alphabet on the Resident Registration Certificate or passport shall be used.
2. In the event that a student subject to clause (1) or (3) of the preceding paragraph requests the use of an unofficial name, the College Dean or Graduate School Dean may permit such use following deliberation by the College Faculty Council or Graduate School Committee respectively. However, for students subject to clause (3), the unofficial name shall not be used on certification documents.
 3. In the event that an unofficial name is used on the student register, graduation diploma, or degree certificate, it shall be accompanied by the name prescribed in the applicable clause of paragraph 1.

(Prohibition on dual enrollment)

Article 25. Students cannot enroll as regular or part-time students of other Colleges, Graduate Schools or universities (including junior colleges) while currently enrolled.

2. Notwithstanding the provision of the preceding paragraph, in the event that a student desires to become a part-time student of Ritsumeikan University or a regular or part-time student of another university (including a junior college), the College Dean or Graduate School Dean may permit such enrollment following deliberation by the College Faculty Council or Graduate School Committee respectively, provided it is judged to be necessary for educational or research purposes and not to constitute any impediment to learning at either institution involved.

Supplementary Provision (partial amendment following complete revision of the Graduate School Regulations and change to eligibility for application to transfer for working adult students and international students in the College of International Relations, December 16, 2011)

1. These regulations are effective from April 1, 2012.
2. Notwithstanding the preceding paragraph, the pre-amendment provisions shall apply to students who are currently enrolled as of March 31, 2012.

Supplementary Provision (partial amendment following interim measure pursuant to complete revision of the Graduate School Regulations and change to eligibility for application to transfer for working adult students and international students in the College of International Relations, March 16, 2012)

Paragraph 2 of the December 16, 2011 Supplementary Provision is altered to the following:

Notwithstanding the preceding paragraph, the pre-amendment provisions of paragraph 2 of Article 8 shall apply to students who entered the Colleges of Law, Economics, Business Administration and Social Sciences under the working adults entrance examination in the 2011 academic year or prior thereto and are currently enrolled as of March 31 2012.

Supplementary Provision (partial amendment following amendments to the Immigration Control and Refugee Recognition Act and the Residential Basic Book Act, December 17, 2012)

1. These regulations are effective from April 1, 2013.
2. Notwithstanding the preceding paragraph, the names of international students enrolled as of March 31, 2013 shall be written in accordance the pre-amendment provisions.

Supplementary Provision (partial amendment following establishment of four-year doctoral program in Graduate School of Pharmacy, February 18, 2014)

These regulations are effective from April 1, 2014.

Annexure: Date of removal from register (Article 20)

Person subject to removal from register		Date of removal
(1) Person failing to pay tuition, matriculation fee or special enrollment fee	(a) Person failing to pay first semester tuition (or second semester tuition if entered the university in September), person failing to pay first semester matriculation fee, person failing to pay first semester special	Last day of August

	enrollment fee (b) Person failing to pay second semester tuition (or first semester tuition if entered the university in September), person failing to pay second semester matriculation fee, person failing to pay second semester special enrollment fee	Last day of February
(2) Person exceeding the maximum number of years of enrollment		The last day before the maximum number of years of enrollment is exceeded
(3) Person not being reinstated after a leave of absence		The last day of the period of leave of absence
(4) Person failing to complete the prescribed procedures by the end of a period of leave of absence		The last day of the period of leave of absence
(5) Deceased person		Date of death
(6) Person judged by the Graduate School Academic Affairs Committee to have not prospect of continuing study		A date determined by the President following deliberation by the Graduate School Academic Affairs Committee
(7) Person enrolled in the Department of Pharmacy in the College of Pharmaceutical Sciences who fails to fulfill the conditions to advance to the next year during the same academic year for the second time.		The last day of the semester where the person did not fulfill the conditions to advance to the next year during the same academic year for the second time.

Ritsumeikan University Regulations on Curricular Classes (Excerpt)

(Purpose)

Article 1. These regulations prescribe necessary matters concerning the conduct of curricular classes pursuant to the Ritsumeikan University Regulations and Ritsumeikan University Graduate School Regulations.

(Class hours)

Article 2. Regular classes shall be held in the hours set forth below. However, class hours for intensive teaching and irregular class hours shall be prescribed by the Colleges and Graduate Schools.

	Period	Colleges and Graduate Schools other than those listed on the right	College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Sciences, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy
Class times	1 st period	9:00 to 10:30	9:00 to 9:45
	2 nd period	10:40 to 12:10	9:45 to 10:30
	3 rd period	13:00 to 14:30	10:40 to 11:25
	4 th period	14:40 to 16:10	11:25 to 12:10
	5 th period	16:20 to 17:50	13:00 to 13:45
	6 th period	18:00 to 19:30	13:45 to 14:30
	7 th period	19:40 to 21:10	14:40 to 15:25
	8 th period		15:25 to 16:10
	9 th period		16:20 to 17:05
	10 th period		17:05 to 17:50
	11 th period		18:00 to 18:45
	12 th period		18:45 to 19:30
	13 th period		19:40 to 20:25
	14 th period		20:25 to 21:10

(Definition of officially approved absence)

Article 6. “Officially approved absence” means an absence from class that is not counted as non-attendance, and applies to persons who satisfy the conditions prescribed in Article 7 and complete the procedures set forth in Article 9.

(Eligibility officially approved absence)

Article 7. A person to whom any of the following clauses apply is eligible to seek officially approved absence.

- (1) Absence from class to undertake practicum in a certification class offered as part of the regular curriculum:
 - a) Teaching practicum
 - b) Care - giving experience
 - c) Onsite training in a certified social worker education program
 - d) Japanese language teaching practicum
 - e) Museum curator practicum
 - f) Onsite training in a certified psychiatric social worker education program
- (2) Performance of obligations as a lay judge pursuant to the Act on Criminal Trials Examined under Lay Judge System
- (3) Non-attendance order issued by the University in consideration of the public impact of a contagious disease prescribed in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act.
- (4) Any case judged by the Academic Affairs Board to necessitate special treatment comparable to the preceding three clauses

(Period of officially approved absence)

Article 8. The period of an officially approved absence shall be as follows.

- (1) In the case of clause (1) of the preceding article: The period necessary to undertake the practicum
 - (2) In the case of clause (2) of the preceding article: The period nominated by the court
 - (3) In the case of clause (3) of the preceding article: The period for which the University orders non-attendance in consideration of the public impact of the contagious disease
 - (4) In the case of clause (4) of the preceding article: The period judged necessary by the Academic Affairs Board
2. The College Dean or Graduate School Dean may add extra days as necessary to the above period in cases that involve remote locations or that are judged to constitute special grounds.

(Procedures for officially approved absence)

Article 9. Persons seeking officially approved absence must undertake the procedures set forth below.

- (1) Absence under clauses (1), (2) or (4) of Article 7: Submit to the College or Graduate School administrative office an application for officially approved absence and a document issued by the host organization that specifies the period involved.
 - (2) Absence under clause (3) of Article 7: Under the direction of the University, submit to the College or Graduate School administrative office written evidence of the matter to which the non-attendance pertains.
2. The College Dean or Graduate School Dean shall review the documents submitted, determine whether or not to grant an officially approved absence, and, if the absence is granted, affix evidence thereof to the application form or produce a certificate of officially approved absence, and then tender the said form or certificate the applicant.
3. The applicant shall submit the approved application form or certificate of officially approved absence to his / her class instructor.

(Class attendance in case of officially approved absence)

Article 10. Class instructors shall not record an absence from class during a period of officially approved absence as a non-attendance, and shall not count classes during such a period for attendance requirements.

(Classes upon completion of study abroad or domestic exchange)

Article 11. In the event that a student does not complete a study abroad or domestic exchange by the first day of class, the student shall not be permitted to take the subject in question. However, this provision does not apply to subjects which the College or Graduate School Faculty Council has allowed the student to take.

(Special measure for interrupted study in year - long subjects)

Article 12. If judged necessary by the College or Graduate School Faculty Council, a student whose study in a year - long subject is interrupted due to study abroad or domestic exchange may be permitted to resume that subject upon completion of his / her study abroad or domestic exchange.

Ritsumeikan University Final Examination Regulations (Excerpt)

(Purpose)

Article 1. These regulations prescribe necessary matters concerning examinations implemented pursuant to Article 36 of the Ritsumeikan University Regulations and Article 24 of the Ritsumeikan University Graduate School Regulations.

(Examination dates)

Article 2. Examinations in curricular subjects shall be held during the final examinations period stipulated in the academic calendar.

(Conduct of examinations)

Article 3. Examinations shall be conducted separately for each subject. Supplementary examinations may be conducted in some circumstances.

2. In addition to the preceding paragraph, the College of Pharmaceutical Sciences and the School of Law may conduct repeat examinations depending on assessment results.

(Final examinations)

Article 4. Final examinations are examinations held each semester. A final examination held in first semester is termed a first semester examination, one held in second semester is termed a second semester examination, and one held in the summer vacation is termed a summer intensive session examination.

(Supplementary examinations)

Article 5. A supplementary examination is an examination conducted for a person who was unable to take a final examination as prescribed in the preceding article, for one of the unavoidable reasons listed in Annexure 1. A supplementary examinations held in the first semester is termed a first semester supplementary examination, one held in the second semester is termed a second semester supplementary examination, and one held for a person unable to take a summer intensive session examination is termed a summer intensive session supplementary examination.

2. The result of a supplementary examination shall be treated as the final examination grade for the subject in question.

3. A person who is unable to take final examinations may take supplementary examinations in up to five subjects in total. However, supplementary examinations cannot be taken by a person who is not a regular student, a part-time student or a special auditing student.

4. An application to take a supplementary examination must be made prior to the scheduled date of the final examination in the subject in question, and accompanied by the documentation stipulated in Annexure 1 pertaining to the reason for inability to take the final examination. However, in exceptional circumstances approved by the Dean of the College or Graduate School in question, an application after the scheduled date of the final examination may be accepted if submitted within three days counting from that date.

(Repeat examinations)

Article 6. A repeat examination is conducted in a subject that has been stipulated as eligible for repeat examinations, for a person who is qualified based on their results in the final examination or supplementary examination in the subject in question.

2. A person is qualified for a repeat examination if he / she achieves one of the grades prescribed below in the final examination or supplementary examination for an eligible subject, and he / she has attended at least two - thirds of classes for that subject.

(1) School of Law: Grade of “C” or “F”

(2) College of Pharmaceutical Sciences : Grade of “F”

3. The dates, methods and application procedures for repeat examinations shall be prescribed by the College Faculty Council or Graduate School Faculty Council.

(Fees)

Article 7. A fee must be paid when taking a supplementary examination or repeat examination. However, the fee shall be waived if the final examination could not be taken due commitments in another subject or associated field activities.

2. The fee to be paid under the preceding paragraph shall be prescribed in the Ritsumeikan University Regulations on Student Charges.

(Duration of examinations)

Article 8. The duration of final examinations shall be 60 minutes. However, if the Faculty Council considers it necessary, the duration may be extended to 90 minutes.

2. Final examinations prescribed in the preceding paragraph shall be conducted as set forth in Annexure 2.

3. Notwithstanding the preceding two paragraphs, the duration of final examinations in the School of Law shall be 90, 120 or 180 minutes. However, final examinations of other durations may be held if the Faculty Council considers it necessary.

(Special measures in light of physical disability, etc.)

Article 8 - 2. Special consideration in terms of examination duration, answer method and other conditions may be afforded to an individual student in light of physical disability or other circumstances. Such consideration shall be determined by the College Faculty Council or Graduate School Faculty Council following deliberation by the Academic Affairs Board. In such cases, examination duration may be extended to a maximum of 1.5 times the regular duration.

2. When special consideration is granted for examination duration as prescribed in the preceding paragraph, duration may be set within limits that enable the examination to be conducted rigorously.

(Examination method)

Article 9. Final examinations shall be conducted in writing. However, a final paper may take the place of a written examination.

2. Notwithstanding the preceding paragraph, in subjects involving laboratory work, field work, practicum, graduation research and the like, the product of the laboratory work or field work, a practical examination, or the submission of a graduation thesis or the like may take the place of a final examination.

(Eligibility)

Article 10. Final examinations can only be taken by persons with current student status at the time of the examination and only in the subjects in which they are enrolled.

2. Notwithstanding the preceding paragraph, students who are suspended at the time of the examination are not eligible.

Article 11. Persons to whom any of the following apply shall lose their eligibility to take the final examination in the subject(s) in question.

- (1) Failure to bring student identification card to the examination
 - (2) Arrival at the examination venue more than 20 minutes late
 - (3) Failure to follow the directions of invigilators
 - (4) Improper conduct in the examination
2. Persons to whom clause 1 of the preceding paragraph applies shall be permitted to take the examination with an examination permission slip.
3. Persons wishing to have an examination permission slip issued must apply to the administrative office of their College or Graduate School of affiliation or to the office with proxy responsibility for issuance.

(Leaving during the examination)

Article 12. Examinees may leave the examination venue after at least 30 minutes have elapsed since the start of the examination and if permitted by an invigilator.

2. Notwithstanding the preceding paragraph, examinees are not permitted to leave during the examination in subjects stipulated by the College or Graduate School.

(Obligations on examinees)

Article 13. Examinees must comply with each of the following.

- (1) Place student identification cards on the desk with the photograph side up.
- (2) Follow the directions of invigilators.
- (3) Do not borrow or lend any writing implements or other items during the examination
- (4) Switch off mobile phones and other devices and do not place them on the desk during the exam. Such devices may not be placed on desks even for the purpose of keeping time.
- (5) Write student identification number and name on each answer sheet, and do not take answer sheets outside the examination venue regardless of whether they have been completed or not.
- (6) Do not engage in any improper conduct as defined in Article 15 or any actions that may be construed as improper conduct.

(Invalid answer sheets)

Article 14. Examination answer sheets shall be invalidated if any of the following apply.

- (1) Produced by a person without eligibility as prescribed in Article 10
- (2) Produced by a person to whom the first paragraph of Article 11 applies
- (3) Impossible to determine the examinee

(Categories of improper conduct)

Article 15. Improper conduct in a final examination is conduct that falls into any of the following categories.

- (1) Revealing an answer to another examinee
- (2) Exchanging answers with another examinee
- (3) Possessing and / or using a cheat sheet
- (4) Using notes, reference materials, a dictionary or other material that is not permitted in the examination venue
- (5) Using a mobile telephone, personal computer, electronic dictionary, or other information and communications device
- (6) Writing on personal effects, a desk or the like in advance and / or using such writing
- (7) Talking or peeping
- (8) Using or acting as a stand - in examinee
- (9) Entering false information on an answer sheet, attendance list or other material, or deliberately failing to write one's name on an answer sheet
- (10) Failure to submit answer sheets by taking them out of the examination venue, destroying them or other
- (11) Failure to follow the directions of an invigilator in regard to the production of answers
- (12) Other conduct that is judged to obstruct the fair implementation of an examination

(Treatment of improper conduct)

Article 16. A student who has engaged in improper conduct in a final examination shall be subject to the Ritsumeikan University Student Disciplinary Regulations.

2. Student to whom the preceding paragraph applies shall have their final examinations invalidated either the subject in question or in all their subjects in the semester in question, and shall receive the grade of “F” in that subject / subjects.

Supplementary Provision (partial amendment following alteration of matters concerning supplementary examinations, July 8, 2013)

These regulations are effective from July 8, 2013, and apply from April 1, 2013.

Annexure 1. Supplementary examinations

Reason for failure to take regular examination	Evidence and documentation required
Illness of the examinee	Medical certificate issued by a medical practitioner
Bereavement (spouse and first or second degree relative)	Official proof of death (Accepted as valid reason for failure to take examinations up to 7 days [including weekends and holidays] after the death of a spouse or first - degree relative and 5 days [including weekends and holidays] after the death of a second - degree relative)
Natural disaster	Disaster victim's certificate
Employment examination	Official documentation concerning the employment examination
Teaching practicum	Notification of examination nonattendance due to teaching practicum
Work experience in nursing care, etc.	Notification of examination nonattendance due to work experience in nursing care, etc.
Late arrival of public transport that operates according to a timetable	Certificate of late arrival issued by a public transport operator showing a delay of more than 20 minutes
Extracurricular activity	On application, to be judged by the Faculty Council following deliberation by the Student Affairs Conference
Lay judge duty	Writ of summons
Other unavoidable grounds	On application, to be judged by the Faculty Council

Annexure 2. Examination duration

Period	Examination time
1st period	9:30 to 10:30
2nd period	11:00 to 12:00
3rd period	13:30 to 14:30
4th period	15:00 to 16:00
5th period	16:30 to 17:30 16:30 to 18:00 (specified subjects)
6th period	18:30 to 19:30
7th period	20:00 to 21:00 20:00 to 21:30 (specified subjects)

Ritsumeikan University Student Identification Card Regulations (Excerpt)

(Purpose)

Article 1. These regulations prescribe necessary matters pertaining to identification certificates for regular students of the University (“student cards”) and identification certificates for auditing students, non - degree students, special auditing students, trainee students, research students, professional training students, special research students and foreign research students (collectively, “non-regular students”) of the University (“ID cards”).

(Issuing student cards)

Article 2. Regular students must ensure they are issued with a student card and enrolment confirmation label.

2. Non - regular students must ensure they are issued with an ID card.

(Student card photograph)

Article 3. The photograph used on a student card must be a full color photograph taken within three months, and must show the student’s upper torso and head with no headwear.

(Student card validity)

Article 4. Student cards shall be valid for the duration of the holder’s enrolment in the University. However, enrolment confirmation labels shall be valid for one year from April 1 to March 31.

2. ID cards shall be valid for the period that the holder is permitted to be a non - regular student of the University.

(Carrying student cards)

Article 5. Regular students and non - regular students must carry their student cards and ID cards respectively at all times, and must show them whenever requested by faculty and administrative staff of the university.

2. Persons not carrying student cards or ID cards may not use classrooms, libraries or other university facilities.

(Re - issuing student cards)

Article 6. Students granted leave of absence must return their student cards and be issued with leave of absence student cards.

2. Students granted reinstatement must return their leave of absence student cards and be issued with a regular student cards.

3. If a photograph on a student card is indistinct, the holder must apply for re - issuance using the prescribed form.

4. If a student card is damaged or lost, the holder must apply for re-issuance using the prescribed form and attaching the student card re-issuance fee.

(Return of student cards)

Article 7. Regular students must return their student cards immediately upon graduation, completion, withdrawal or removal from the register.

2. Non - regular students must return their ID card s immediately upon expiry of the period for which they are permitted to be a non - regular student of the University, or if their status as a non-regular student is revoked.

**Ritsumeikan University Regulations for the Payment of Tuition and Fees
(Excerpt)**

(Purpose)

Article 1. The purpose of these regulations is to stipulate matters pertaining to entrance examination fees, admission fees, tuition, practicum fees, matriculation fees, special enrollment fees, non-degree tuition, auditing fees, special course fees, trainee fees, researcher fees, foreign researcher fees and professional training fees pursuant to Article 66 of the Ritsumeikan University Regulations (“University Regulations”) and Article 88 of the Ritsumeikan University Graduate School Regulations (“Graduate School Regulations”).

(Tuition payment dates)

- Article 5. Due dates for payment of tuition are set forth in Annexure 1 - 1.
2. Notwithstanding the preceding paragraph, due dates for payment of tuition in the Graduate School of Management are set forth in Annexure 1 - 2.
 3. Notwithstanding the preceding two paragraphs, due dates for payment of tuition by students undertaking a curricular program on a long-term basis as prescribed in Article 19 of the University Regulations (“long - term degree students”) are set forth in Annexure 1 - 3.
 4. Notwithstanding the preceding three paragraphs, the due date for payment of tuition by a foreign student required to obtain a new “College Student” status of residence in Japan pursuant to reinstatement shall be within two weeks following the day on which permission for reinstatement was granted.

(Late payment of tuition)

- Article 6. If a Graduate School student claims difficulty in paying first semester tuition by the due date in his / her first year of enrollment, and that claim is accepted by the Dean of the applicable Graduate School, payment may be permitted at a later date. However, this provision does not apply in the Graduate School of Management.
2. If the Dean of Student Affairs accepts that it is difficult for a student to pay tuition by the due date in a College or Graduate School in cases other than those covered by the preceding paragraph, payment may be permitted at a later date.
 3. The due dates for payment of tuition in cases of late payment accepted under either of the preceding two paragraphs are set forth in Annexures 1 - 1, 1 - 2, and 1 - 3.

(Settlement of first semester tuition for long - term degree students in their first year of enrollment)

Article 7. Any discrepancy in the amount of first semester tuition for long - term degree students in their first year of enrollment shall be settled after first semester tuition is fixed following course registration. The due date reimbursement or additional payment in such cases is set forth in Annexure 2.

(Tuition on delay of graduation or completion pursuant to punitive action)

Article 8. A student whose graduation or completion date is delayed to the following semester pursuant to punitive action must pay tuition for that following semester.

(Practicum fees)

Article 9. Practicum fees prescribed in Article 67 of the University Regulations and Article 78 of the Graduate School Regulations are set forth in Annexure 3. However, Practicum fees in the case of a university - organized study abroad program shall be prescribed in the program guidelines, application guidelines and/or similar documentation pertaining to the said program.

2. Due dates for payment of practicum fees shall be prescribed in program guidelines, application guidelines and / or similar documentation.

(Matriculation fee payment date)

Article 10. The matriculation fee shall be due within two weeks following the day on which leave of absence was granted.

(Special enrollment fee payment date)

Article 11. The due dates for payment of special enrollment fees are as follows.

(1) First semester fee: April 30

(2) Second semester fee: September 30

(Payment dates for non - degree tuition, auditing fees, special course fees, trainee student fees, research student fees, foreign research student fees and professional training fees)

Article 12. Non - degree tuition, auditing fees, special course fees, trainee fees, researcher fees, foreign researcher fees and professional training fees shall be due within two weeks from the day on which the activity to which the fee pertains was approved.

(Payments due on a financial institution holiday)

Article 13. In the event that a due date for payment prescribed in these Regulations falls on a holiday for financial institutions, the payment shall be due on the day following the holiday.

Supplementary Provision

1. These regulations are effective from April 1, 2012.

2. Notwithstanding the preceding paragraph, until March 31, 2016 (March 31, 2018 in the College of Pharmaceutical Sciences), the pre - amendment provisions shall apply to undergraduate students falling under any of the following categories.

(1) Currently enrolled as of March 31, 2012

(2) Re - entering, transferring, gaining advanced entry, or gaining graduate entry at second year level or above in the 2012 academic year

(3) Re - entering, transferring, gaining advanced entry, or gaining graduate entry at third year level or above in the 2013 academic year

(4) Re - entering at fourth year level or above in the 2014 academic year

(5) Re - entering at fifth year level or above in the 2015 academic year

(6) Re - entering at sixth year level or above in the 2016 academic year

(7) Re - entering at seventh year level or above in the 2017 academic year

Annexure 1 - 1: Due dates for payment of tuition

(Pursuant to paragraph 1, Article 5)

Enrollment category	Tuition type	Due date	Due date if late payment is permitted
April enrollees	First semester tuition for the first year of enrollment	Date stipulated in the enrollment guidelines	Half the total of first semester tuition: On the date stipulated in the enrollment guidelines
			Half the total of first semester tuition: On April 30
	First semester tuition other than the above	April 30	July 10
	Second semester tuition	September 30	December 20
September enrollees	First semester tuition for the first year of enrollment	Date stipulated in the enrollment guidelines	Half the total of first semester tuition: On the date stipulated in the enrollment guidelines
			Half the total of first semester tuition: On September 30
	First semester tuition other than the above	September 30	December 20
	Second semester tuition	April 30	July 10

Annexure 1 - 3: Due dates for payment of tuition by long - term degree students

(Pursuant to paragraph 3, Article 5)

Tuition type	Due date	Due date if late payment is permitted
First semester tuition for the first year of enrollment	Date stipulated in the enrollment guidelines	Late payment not permitted
First semester tuition other than the above	July 10	Late payment not permitted
Second semester tuition	September 30	December 20

Annexure 2: Due date for refund or additional payment of long - term degree students' first semester tuition

(Pursuant to Article 7)

Category	Due date
Refund of overpaid amount	July 31
Additional payment of amount in deficit	July 10

Annexure 3 (Practicum fees)

(Pursuant to Article 9)

(Amounts in yen)

Name	Category		Amount	Notes
Certified Social Researcher practicum fee			10,000 (per subject)	For Certificate in Social Research I to IV
Certified Social Worker program welfare education fee			70,000	Students taking both the Certified Social Worker and Certified Psychiatric Social Worker programs concurrently shall not be charged twice for the welfare training fee
Certified Psychiatric Social Worker program welfare education fee			70,000	
Welfare field training fee			28,000	
Elementary school teacher's license program (College of Social Sciences method) program fee	College of Social Sciences students in majors other than the Major in Children and Society	First and second years	150,000	
		Third year	100,000	
	Undergraduate students other than those in the College of Social Sciences	First and second years	200,000	
		Third year	160,000	
Care work experience program fee			3,000	
Curator program fee			3,000	
Librarianship program fee			15,000	
School library teacher training program fee			8,000	
Laboratory fee			3,000 (per subject)	
Externship program fee			52,500	
Teaching practicum fee			5,000	
Museum practicum fee	Elective course		1,000 (per occasion)	
	Scheduled course		10,000	
	Non - degree students		12,000	
Librarianship program fee			15,000	
School library teacher training program fee			8,000	
Teaching practicum fee			20,000	
Information and communications fee			20,000	

Ritsumeikan University Student Disciplinary Regulations (Excerpt)

(Purpose) Article 1.

The purpose of these regulations is to provide for disciplinary proceedings stipulated in Article 57 of the Ritsumeikan University Regulations (hereinafter referred to as “the university regulations”).

(Scope of individuals subject to disciplinary action) Article 2.

1. Individuals subject to disciplinary action hereunder refer to undergraduate and graduate students (hereinafter referred to as “student(s)”).
2. Auditors, special auditors, short-term international students, non-degree students, special students, doctoral research students, post-master’s research students, and special research students shall be subject to respective regulations pertaining to them.

(Concept of disciplinary action) Article 3.

1. Disciplinary action shall be imposed on students who are engaged in acts subject to disciplinary action set forth in Article 5 hereof to make such students fulfill their obligations as students at Ritsumeikan University (hereinafter referred to as “the university”) in accordance with the School Education Act and the Ordinance for Enforcement of the School Education Act.
2. Disciplinary action shall be taken based on sound educational principles, while making an overall review of the manner, results, etc. of acts subject to disciplinary action.
3. Disadvantages imposed on students due to disciplinary action shall be restricted to the minimum necessary to achieve the objectives of disciplinary action.

(Period subject to disciplinary action) Article 4.

Students may be subject to disciplinary action during the enrollment period after admission to the university.

(Acts subject to disciplinary action) Article 5.

1. Acts that fall under any of the following items shall be subject to disciplinary action.
 - (i) Acts that disturb social order (criminal acts)
 - (ii) Serious violation of traffic laws and regulations
 - (iii) Harassment
 - (iv) Acts against information ethics
 - (v) Acts against academic ethics
 - (vi) Acts that disturb reasonable activities including learning and research by students as well as education and research by faculty / staff members
 - (vii) Cheating or disruption of examinations, etc.
 - (viii) Other acts that are contrary to students’ obligations
2. When there are other regulations that provide for items set forth in the preceding paragraph, such regulations shall take priority.

(Types of disciplinary action) Article 6.

Disciplinary action set forth in Article 57 of the university regulations shall be as follows.

- (1) Withdrawal is intended to deprive an individual of the status as a student.
- (2) Suspension is intended to suspend participation in curricular and extracurricular activities, etc. by a student for a certain period of time.
- (3) Admonition is intended to confirm the responsibilities of a student for his/her acts and admonish in writing the student against recurrence in the future.

(Period of suspension) Article 7.

Suspension shall be either for an indefinite term or for a definite term (not less than one month but not more than six months).

(Reprimand) Article 8.

1. If acts of a student are not serious enough to deserve disciplinary action, the undergraduate or graduate dean may reprimand the student when the Faculty Council or the Department Committee Meetings finds it appropriate.
2. Reprimand is intended to make the student recognize the gravity of his / her acts and encourage him/her to repent such acts.

(Investigation into facts) Article 9.

1. If acts subject to disciplinary action or suspicions of such acts arise, the undergraduate or graduate dean shall conduct an investigation (e.g., questioning the student concerned) without delay to confirm facts.
2. In conducting an investigation set forth in the preceding paragraph, the undergraduate or graduate dean shall notify in advance the student in question of the summary of such investigation orally or in writing, and provide the student with an opportunity to explain relevant facts.
3. The provisions of the preceding paragraph shall not be applicable when there are extraordinary circumstances (e.g., acts committed by the student evidently constituting a serious crime).

(Procedure to make a decision about disciplinary action) Article 10.

1. When the undergraduate or graduate dean considers it appropriate to take disciplinary action based on the investigation into facts set forth in the preceding article, the undergraduate or graduate dean shall commence the procedure for disciplinary action.
2. The undergraduate or graduate dean shall prepare a draft for disciplinary action, and file a petition to the President after consideration by the Student Affairs Conference and based on deliberations at the Faculty Council or the Department Committee Meetings.
3. When the Dean of Student Affairs considers it necessary to deliberate the draft set forth in the preceding paragraph at the Guidance Council, the Dean of Student Affairs may request the President to hold deliberations at the Guidance Council based on deliberations at the Student Affairs Conference.

(When disciplinary action becomes effective) Article 11.

1. Disciplinary action shall be taken by the President based on deliberations at the Faculty Council or the Graduate School Faculty Committee.
2. Disciplinary action becomes effective from the date on which the letter detailing the disciplinary action is dispatched to the student in question.

(Notification to the student in question and notice to his/her guarantor) Article 12.

1. The President shall notify the student in question of the details of disciplinary action in writing.
2. The President shall give notice to the student's guarantor about the details of the disciplinary action in writing.
3. Notification and notice shall be considered complete upon dispatch.

(Public notice) Article 13.

1. When disciplinary action has been taken, the President shall post a public notice without delay.
2. The student's information disclosed on the public notice shall comprise the name of the college or graduate school, division (major), and program / year to which he/she belongs, as well as the type of and reasons for disciplinary action.
3. A public notice shall be posted for a period of one month.
4. When there are extraordinary circumstances, all or part of the information of the public notice may be removed from the public notice after consideration by the Student Affairs Conference on deliberations at the Faculty Council or the Departmental Committee Meetings.

(Lifting of indefinite suspension) Article 14.

1. Indefinite suspension may not be lifted unless six months have elapsed from the date on which disciplinary action became effective.
2. When the undergraduate or graduate dean considers it appropriate to lift indefinite suspension six months more after disciplinary action becomes effective, the undergraduate or graduate dean shall initiate the lifting of such indefinite suspension.
3. The indefinite suspension shall be lifted by the President after consideration by the Student Affairs Conference and based on deliberations at the Faculty Council or the Departmental Committee Meetings.
4. Notification to the student and notice to the guarantor about the lifting of the indefinite suspension shall be made in writing.

(Records regarding disciplinary action) Article 15.

The undergraduate or graduate dean shall record the facts of disciplinary action in the register of the university.

(Appeals) Article 16.

1. A student on whom disciplinary action has been imposed may file an appeal regarding the disciplinary action within 30 days from the date on which such disciplinary action became effective. However, when there are justifiable grounds which prevent the student from filing an appeal within the period set forth in this paragraph, the student may file an appeal within 30 days from the date on which such grounds became extinct.
2. A student who wants to file an appeal shall submit an appeal form to the President.

(Appeals Screening Committee) Article 17.

1. The President shall set up an Appeals Screening Committee (hereinafter referred to as "the committee") based on the appeal set forth in the preceding article.
2. The committee shall comprise five persons including (i) a Vice President and (ii) undergraduate deans or associate deans of undergraduate schools or graduate deans or associate deans of graduate schools to which the student who files an appeal does not belong.
3. When the committee considers it necessary, the committee may request the attendance of experts including attorneys.
4. The committee shall conduct screening based on the appeal form submitted from the student in question.
5. A student who files an appeal may deliver a statement in writing and present relevant materials.
6. When the committee considers the details of disciplinary action to be appropriate, the committee shall make a recommendation to the President to dismiss the appeal.
7. When the committee considers the details of disciplinary action to be inappropriate, the committee shall make a recommendation to the President to rescind or change the disciplinary action.
8. When the President receives either of the recommendations of the two preceding paragraphs, the President shall give notice regarding the decision to the student who made an appeal.

(Redeliberations) Article 18.

1. When the President receives a recommendation set forth in Paragraph 7 of the preceding article, the President shall request the undergraduate or graduate dean in question to hold redeliberations.
2. In the case of the preceding paragraph, the undergraduate or graduate dean shall hold redeliberations at the Faculty Council or the Departmental Committee Meetings.

(Handling of an application for withdrawal from a student who is subject to disciplinary action) Article 19.

When the undergraduate or graduate dean receives an application for withdrawal from a student who is subject to investigation (including questioning) set forth in Article 9 before a decision is made about disciplinary action, the undergraduate or graduate dean shall not accept such application until a decision is made about disciplinary action.

(Guidance during the suspension period) Article 20.

1. Educational guidance shall be provided during the suspension period.
2. The undergraduate or graduate dean may allow the student in question to use facilities and attend regular classes when such activities are considered necessary in terms of educational guidance.

(Auxiliary provision) Article 21.

In addition to what is provided for in these regulations, other matters that are necessary for enforcement of these regulations shall be separately determined.

Supplementary provision

These regulations shall come into effect on April 1, 2010.

Ritsumeikan University Student Medical Examination Regulations (Excerpt)

(Purpose)

Article 1. These regulations prescribe necessary matters concerning medical examinations for students and subsequent measures pursuant to Article 12 of the Ritsumeikan Trust School Health and Safety Management Regulations.

(Implementing division)

Article 2. The Ritsumeikan Medical Service Center (hereinafter referred to as the “Center”) shall conduct medical examinations.

(Types of medical examinations)

Article 3. The Center shall provide the following medical examinations each year. However, examinations 2 to 10 are only applicable to persons who are engaged in hazardous work to which the respective medical examination is relevant.

- (1) Periodical medical examination
- (2) Pneumoconiosis medical examination
- (3) Decompression sickness medical examination
- (4) Ionizing radiation medical examination
- (5) Specific chemical substances medical examination
- (6) Asbestos medical examination
- (7) Medical examination for lead related diseases
- (8) Tetraalkyl lead medical examination
- (9) Organic solvent medical examination
- (10) Carbon monoxide poisoning medical examination

2. In addition to the preceding paragraph, when approved by the President, the Center shall provide additional medical examinations.

(Obligation to undergo a medical examination)

Article 4. When the director of the Center notifies a student, the student must undergo a medical examination listed in Article 3.

2. If the student fails to undergo the medical examination, the student must submit a certificate of health containing the results of the diagnostic tests included in the medical examination in question to the director of the Center within the period prescribed by the director.

3. If the student cannot submit the certificate of health referred to in the preceding paragraph, the student must notify the director of the Center to receive instructions.

(Report of the results of medical examinations)

Article 5. The director of the Center shall report the results of medical examinations to students who have undergone them.

(Subsequent measures)

Article 6. The director of the Center shall report the results of a medical examination to the President of the University if the student who underwent the medical examination is required to receive treatment for a disease or follow instructions to improve his/her health.

(Issuance of certificates)

Article 7. If a student who has undergone a medical examination needs a certificate of health, the director of the Center shall issue a certificate of health to the student only during the academic year in which the medical examination was conducted.

(Amendment and abolition)

Article 8. Amendment and abolition of these regulations shall be determined by the Medical Services Board.

Supplementary provision

These regulations are effective from April 1, 2014.