

AY 2015

Procedures for Readmission (Undergraduate)

(Application Period: Spring Semester/Fall Semester)

This handbook contains important information on readmission procedures.

Read it thoroughly before you apply for readmission.

About Readmission Procedures - Important

1. Permission for readmission will be granted by the President to successful applicants who complete the procedures for admission (submission of the required documents and payment of the University Fee including readmission fees and tuition) by the due date. A readmission procedure completion notification and a readmission permission letter will not be sent.
2. Late payments and late submission shall not be accepted. Therefore you must submit the documents and pay the University Fee by the due date. You are not allowed to be readmitted to the University if you only pay the University Fee without submitting the required documents or vice versa.
3. Once paid, the readmission fee will not be returned under any circumstances.
4. University fees other than the readmission fee, and miscellaneous fees that have been paid at the time of registration for readmission for AY 2015 will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Re-admission Cancellation and Request for Refund of Fees (Excluding Re-admission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2015 for readmission in the spring semester and September 25, 2015 for readmission in the fall semester). However, the request will not be accepted after the deadline.
5. The letter of acceptance cannot be reissued; please keep your letter of acceptance in a safe place.
6. The College of Policy Science will be moving to Osaka-Ibaraki Campus in late March. If you have any questions, please contact the administrative office of the College.

Ritsumeikan University

1. Outline of Readmission Procedures

Successful applicants who have passed the readmission examination must pay all required school fees and submit all necessary documents by the prescribed deadline in accordance with the following instructions.

(1) School fees to be paid at the time of readmission procedures

① Required payment for readmission (see 3. University Fees for details)

University fees (readmission fee, tuition, etc.) and miscellaneous membership fees (Student Government Board, Academic Association, Parents Association of Student Education Assistance, etc.)

② Payment deadline

Readmission in the spring semester: Postmarked no later than Wednesday, March 25, 2015

Readmission in the fall semester: Postmarked no later than Wednesday, September 16, 2015

③ Notes

*1 The University processes payment of miscellaneous membership fees (Student Government Board, Academic Association, Parents Association of Student Education Assistance, etc.), which students are required to pay together with the University Fee, on behalf of the associated organizations. Some Colleges do not require students to pay academic association fees.

*2 Students who are readmitted in the fall semester may pay the University Fee and miscellaneous membership fees for the fall semester only.

*3 The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to apply for a visa in person and have made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by Friday, January 30, 2015 for readmission in the spring semester or by Friday, July 31, 2015 for readmission in the fall semester. Those who have difficulty in paying the amount by the due date are advised to consult with the administrative office of their College beforehand.

*4 The paid readmission fee will not be returned under any circumstances. However, University fees excluding readmission fee, and miscellaneous membership fees will be reimbursed at a later date only if a successful applicant declines the readmission offer due to unavoidable circumstances.

(2) Documents to be submitted in readmission procedures

Submit the following documents by the due date.

① Documents to be submitted

- Enrollment Card
- Student Information Card
- Photo Attachment Form for Student ID
- Pledge Form (back of this handbook—Form 1)
- Consent to Use of Personal Information (back of this handbook—Form 2)
- Copy of Certificate of Residence
- International Student Card * For non-Japanese nationals only
- Passport Copy * For non-Japanese nationals only
- Copy of your residence card (for attachment to International Student Card) * For non-Japanese nationals only

② Submission deadline

Readmission in the spring semester: Postmarked no later than Wednesday, March 25, 2015

Readmission in the fall semester: Postmarked no later than Wednesday, September 16, 2015

* The submitted documents will not be returned under any condition.

* In accordance with the revision of the Basic Resident Registration Act that came into effect on July, 9, 2012, non-Japanese residents are also subject to the Basic Resident Registration system and will have a certificate of residence issued by the municipality of their residence. Contact the municipal government, or ward or town office in your area of residence for details.

(3) After completing readmission procedures

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College. Student IDs are to be picked up at the administrative office of your College.

- Contact the Office of Student Services for scholarship information.

For students at Kinugasa Campus: Office of Student Services at Kinugasa

Tel: 075-465-8168

For students at BKC: Office of Student Services at BKC

Tel: 077-561-3917

- Foreign students (“Foreign exchange” residency status students)

International students who need to make a visa application by proxy should contact the International Center at their campus.

For students at Kinugasa Campus: International Center at Kinugasa (1F, Meigakukan Hall)

Tel: 075-465-8230

For students at BKC: International Center at BKC (1F, Across Wing)

Tel: 077-561-3946

<Important Note>

Telephone numbers may change once the relocations to the new Osaka-Ibaraki Campus are complete.

For new telephone numbers, please check the university homepage (to be updated in March, 2015).

2. Documents to be Submitted to Complete Readmission Procedures

Unless specific instructions are given, documents required for readmission should be written in block letters using a black ballpoint pen and numbered in Arabic numerals. If you make any corrections to the documents, use correction fluid or tape.

(1) Things you should prepare for Readmission procedures

●Photos:

Three color portrait without a hat or cap (3 cm long x 2.5 cm wide) to the designated space shown on the card

(Instant photos should be avoided). Please put your name and College on the back of your photo.

* Documents with photo attached

Enrollment Card, Student Information Card, Photo Attachment Form for Student ID, International Student Card
<for international students only>

(2) Documents to be Submitted to Complete Readmission Procedures

● Enrollment Card (Student Registration Card)

The Enrollment Card, which is kept at each College, contains the student's name, address, status within the University and guarantor information.

[Front side]

Student ID number: Leave this space blank. The university will enter your student ID number, as issued by the college.

* Do not fill in the spaces marked with “*”.

① College and major

Write the name of the College/course to which you will be readmitted. Also specify your course/specialty/area, if applicable, in the space to the right of “Major.”

② Name

After admission, the name of a student will be listed in accordance with the following:

<Students with Japanese nationality>

Students must write their name as recorded on their Certificate of Residence. If a student wishes to use an alias, the student should contact the administrative office of their readmitted college. The college may approve the use of an alias upon deliberation at a committee meeting (faculty council) of the student's college.

<Students with non-Japanese nationality (international students)>

The University uses the Roman alphabet as a basis when listing names. Students must write their name as written on their Certificate of Residence or passport in Roman characters. The name should be written in the following order: surname (uppercase)/first name (the first letter in uppercase and the rest in lowercase)/middle name (the first letter in uppercase and the rest in lowercase).

E.g., If a student's name is TARO (first name) SAIONJI (middle name) RITSUMEI (surname) → the name should be listed as “RITSUMEI Taro Saionji”.

For a name with no distinction of surname and first name, the following order is used: the first part of the name in uppercase, and the first letter of the second part in uppercase and the rest in lowercase.

If the total number of characters in alphabet exceeds the number allowed by the university's computer system, the middle name will be abbreviated with the initial followed by a period, e.g., RITSUMEI Taro S.

If a student wishes to use an alias, the student should contact the administrative office of their readmitted college. The college may approve the use of an alias upon deliberation at a committee meeting (faculty council) of the student's college.

<Students with non-Japanese nationality (special permanent residents excluding international students)>

Students must write their name written on their Certificate of Residence or passport. If a student wishes to use an alias after re-enrolled, the student should write the alias listed on the certificate of residence and write the real name beside the alias in parentheses.

***What to remember when using an alias**

When a student uses an alias, the alias will be written on the student registry, certificate of graduation, and certificate of degree along with the name as specified according to nationality.

<Students with Japanese nationality>

Write the alias along with the name listed on the family register.

<Students with non-Japanese nationality (international students)>

Write the alias along with the name written on the Certificate of Residence or passport in Roman characters.

<Students with non-Japanese nationality (special permanent residents excluding international students)>

Write the alias along with the name written on the Certificate of Residence.

Only the alias will be written on documents not stated above (such as certificates including Certificate of Enrollment and Transcript of Academic Record, individual class schedule that identifies individuals and academic transcripts).

For students with non-Japanese nationality (international students), however, the name will be written in Roman characters, even if they use an alias (e.g., name in Kanji).

③Date of birth, Nationality, Sex

Fill out information as written on the Certificate of Residence. (For date of birth, use the western calendar.)

Put a check mark (✓) in the gender box.

④Academic background

Write the name of your high school, together with the course of your enrollment (e.g., xxx course, xxx Prefectural xxx High School). Or write: "I passed the High School Equivalency Exam" or "I passed the University Entrance Qualification Exam," if you qualified for high school graduation by passing either of these examinations.

Specify how you completed the high school program by checking the box that applies to you (full-time, part-time, correspondence, or credit-based, equivalency exam, or other)

Also specify the name of any university (undergraduate program), graduate school, junior college, or technical college you attended in the past in the space for "University (Undergraduate)" or "Graduate School," as applicable. Write all names completely, even if the student has a very long name.

⑤Guarantor name and information

A guarantor should be your father, mother, elder sister, elder brother, or spouse. However, if any of them cannot serve as your guarantor, you may appoint someone who is financially independent and capable of fulfilling the responsibility as your guarantor in a responsible manner.

A guarantor is also required to put his or her signature and seal on the Pledge Form and Consent to Use of Personal Information. If a student is a working adult, their spouse, brother, sister or son/daughter of adult age can be a guarantor. If the guarantor's address is outside of Japan, write the address in Roman characters. (Please do not use kanji or hangul characters.)

⑥Home country contact information

Write the address of the family home where you stay during summer and winter holidays. If you stay with

your guarantor, just write “same address as the guarantor.”

⑦Your current contact information

Write the address of the place where you will be living (including dormitory and lodging house) after entering Ritsumeikan University and your telephone number. If a student does not have an address where the student will be living after being readmitted, the student can leave it blank on the Enrollment Card, but must provide the address later by either submitting a prescribed form to the administrative office of the student’s college or updating their contact information on CAMPUS WEB.

⑧Family member names

Write the name of your father, mother, and/or spouse at the time of completing readmission procedures.

⑨Photo

Refer to page 2.

[Back side] Write your name only and do not write anything on the student ID number space. The University will assign a new student ID number.

●Student Information Card

Your Student Information Card is kept and used by the university for the purpose of supporting your study, research, and campus life at graduate school and for sending information to you as necessary. Fill out the card correctly, following the instructions given below.

[Front side] * Student ID Number: Leave this space blank.

①College

Write the college you wish to enroll.

②Name, date of birth, gender

Refer to information on ② of (2) Enrollment Card in 2. Documents to be Submitted to Complete Readmission Procedures. For gender, circle one.

③Last University or Institution

Specify the type (national, prefectural, private, etc.) and the name of your high school. Or write: “I passed the High School Equivalency Exam” or “I passed the University Entrance Qualification Exam,” if you qualified for high school graduation by passing either of these examinations. Also specify the name of the university or graduate school you graduated from or completed, as applicable, in the blank space provided below in this column.

④Emergency contact info (Guarantor’s address)

In principle, enter the name, address and telephone number of the guarantor shown on your Enrollment Card and his or her relationship to you.

⑤Photo

Refer to page 2.

[Back side] Leave this side blank.

●Photo Attachment Form for Student ID

This is to create a student ID card. Fill out the space within the thick lines and attach your photo. The department & school code of each college is as shown in the following table. A bar code for photo attachment form for student ID is not needed.

○Photo

Refer to page 2.

●**Pledge Form (back of this handbook– Form 1)**

Complete the Pledge Form after carefully reading the below.

- ① “Regulations of Ritsumeikan University”
- ② “Disciplinary Actions Overview for Students”
- ③ “Motorbike/Bicycle Registration and the Prohibition of Commuting by Car”

The guardian shall be the same person as the one shown on the Enrollment Card. You and your guardian cannot share the same personal seal.

●**Consent to Use of Personal Information (back of this handbook – Form 2)**

At Ritsumeikan University, we manage and handle personal information under the “Basic Personal Information Protection Policy of the Ritsumeikan Trust” and the “Personal Information Protection Regulations of the Ritsumeikan Trust,” which have been established to ensure full compliance with laws, ordinances, and other standards concerning personal information protection.

Fill out the “Consent to Use of Personal Information” after perusing the “Management of Personal Information at Ritsumeikan University” (back of this **handbook** – Form 2) and then submit it.

The guarantor here shall be the same person as the guarantor written on the Enrollment Card. The student and the guarantor cannot share the same personal seal.

●**Certificate of items entered in the certificate of residence (住民票記載事項証明書) (back of this handbook – Form 3)**

The University will check the contents of documents (e.g. enrollment card) a student submits using the certificate of items entered in the certificate of residence. Be sure to submit the certificate, as it contains necessary information.

*Only if the local government office does not have a designated form for the certificate of items entered in the certificate of residence or they cannot provide the typed certificate, the student should fill out the form (証明願) attached at the back of this handbook, bring it to the local government office where your residence is to be approved, and submit the certificate to the University.

[Japanese nationals]

Students must go to the local government office (e.g. city hall or ward office) of the city where they have registered their residency in and have their certificate of items entered in the certificate of residence (not certificate of residence) issued. The following items must be included on the certificate.

- Name
- Date of birth

- Sex
- Current address

* Be sure to submit the certificate of items entered in the certificate of residence as the certificate of residence may contain more personal information (registered domicile, previous address, name of householder) than the University needs. However, it is acceptable for you to submit the certificate of residence in full should you acknowledge that you are submitting unneeded personal information and have no objections to this.

[International students (include special permanent residents)]

Students must go to the local government office (e.g. city hall or ward office) of the city where they (will) have registered their residency in and have their certificate of items entered in the certificate of residence (not certificate of residence) issued. The following items must be included on the certificate.

- Name
- Date of birth
- Sex
- Current address
- Nationality
- Status of Residence
- Period of Stay
- Expiry Date for Period of Stay
- Residence Card Number

International students enrolled in Ritsumeikan University and who are granted the status of residence of “College Student” under the Immigration Control and Refugee Recognition Act during the enrollment period are eligible to receive financial assistance from the university, including scholarships for international students and tuition exemption/reduction. However, these students are subject to restrictions on part-time jobs and other activities not permitted under this status of residence during their stay in Japan. You should be aware of these conditions and restrictions pertaining to your status of residence during the enrollment period when completing the admission procedures. Additionally, those with the residence status “College Student” are required to submit the “International Student Card” with copies of their passport and Residence Card (or Certificate of Alien Registration).

3. Fees for Payment at Time of Readmission Procedures

University fees for 1st to 4th year students who are readmitted in AY 2015:

(Unit: Yen)

College	Readmission Fee	1st Year			2nd to 4th Year		
		Spring Semester Tuition	Fall Semester Tuition	Total	Spring Semester Tuition	Fall Semester Tuition	Total
College of International Relations	10,000	452,500	612,500	1,065,000	612,500	612,500	1,225,000
College of Policy Science	10,000	405,000	565,000	970,000	565,000	565,000	1,130,000

Miscellaneous fees for 1st to 4th year students who are readmitted in AY 2015:

(Unit: Yen)

College	Student Government Board	Academic Society Fee	Parents Association of Student Education Assistance	Alumni Association	Alumni Association of College
	Annual Fee		Annual Fee	Lifetime Fee	Lifetime Fee
College of International Relations	5,000	Annual fee of 8,000 (4,000 per semester)	10,000	30,000	10,000
College of Policy Science	5,000	Annual fee of 8,000 (4,000 per semester)	10,000	30,000	10,000

- Students who were enrolled in AY 2009 or before (AY 2010 for College of Economics only) have already paid for the Academic Society fee in one payment and will not be asked to pay at the time of readmission.
- The annual fees for the Student Government Board and the Parents Association of Student Education Assistance shall be paid in one payment.
- The Academic Society fee should be paid prior to the beginning of each semester. However, students who pay for both spring and fall semester tuition fees in one payment shall make a one-time payment for the annual fee of the Academic Society.
- The Alumni Association fee and the Alumni Association of College fee applies to fourth-year students (or six-year students in Department of Pharmacy, College of Pharmaceutical Sciences) only.

University fees for 5th year and after students who are readmitted in AY 2015:

(Unit: Yen)

College	Readmission fee	5th year and after			
		Tuition	Amenities and Program Development Fee	Laboratory Fee	Total
College of International Relations	10,000	952,000	273,000	—	1,225,000
College of Policy Science	10,000	878,000	252,000	—	1,130,000

Miscellaneous fees for 5th year and after students who are readmitted in AY 2015:

(Unit: Yen)

College	Student Government Board	Academic society fee	Parents Association of Student Education Assistance	Alumni Association	Alumni Association of College
	Annual fee		Annual fee	Lifetime fee	Lifetime fee
College of International Relations	5,000	Annual fee of 8,000 (4,000 per semester)	10,000	30,000	10,000
College of Policy Science	5,000	Annual fee of 8,000 (4,000 per semester)	10,000	30,000	10,000

- Students who were enrolled in AY 2009 or before (AY 2010 for College of Economics only) have already paid for Academic Society fee in one payment and will not be asked to pay at the time of readmission.
- The annual fees for the Student Government Board and the Parents Association of Student Education Assistance shall be paid in one

payment.

- The Academic Society fee should be paid prior to the beginning of each semester. However, students who pay for both spring and fall semester tuition fees in one payment shall make a one-time payment for the annual fee of the Academic Society.
- The Alumni Association fee and the Alumni Association of College fee applies to fourth-year students (or six-year students in Department of Pharmacy, College of Pharmaceutical Sciences) only.

4. Student Government Board, Academic Associations, Parents Association of Student Education Assistance

(1) Student Government Board

The Ritsumeikan University Student Government Board is an autonomous student organization made up of all students that strives to contribute to the advancement and improvement of curricular studies and extracurricular activities, and overall progress of the Ritsumeikan Trust. The Board's main duties are to respond to requests to create a better learning environment, improve facility use conditions for extracurricular activities, and improve amenities for student activities. At the University, we believe that the self-sustained and voluntary management of these duties are an essential part of students' development. Membership Fees (yearly membership: ¥5,000, initial fee: ¥3,000) are mainly used for new student welcoming events and student festivals, as well as expenses of student extracurricular activity groups (such as sports, academic activities, arts clubs, volunteer organizations, student academic committee activities, the cheer team and the Broadcasting Center).

Subsequently, decisions regarding the collection of Membership Fees are made by the University based on yearly budget and finance reports by the Student Government Board. The actual income and expenditure procedures for the Membership Fees must go through the University.

(2) Academic Associations

At Ritsumeikan University, most Colleges and Graduate Schools have own academic associations established.

Each academic association aims to stimulate and finance research.

Academic association members are provided with learning opportunities in their College/Graduate School. They will periodically receive the Annual Review (academic journal) that presents the most distinguished of its faculty's and students' research papers, book reviews, and academic trends. They will be informed of events such as academic lectures by renowned speakers and seminar conferences.

Each academic association is made up of its participating faculty and students, including graduate students (it is possible for graduates/alumni to be members of an academic association if they follow certain procedures).

The University recognizes the activities of each academic association as significant, and when a student enrolls in a College or Graduate School that holds an academic association, the student will automatically be considered as having joined the academic association, and the University will automatically collect the Membership Fees on behalf of the academic association by including the fee in the student's tuition.

If the amount of money required for membership is insufficient in the tuition payment of the first academic year, this will be seen as declining membership in the academic association. Declining membership in the academic association will not incur any disadvantage to a student's studies or research at the University, but they lose the ability to participate in various events by and receive support from the academic association.

(3) Parents Association of Student Education Assistance

The aims of the Ritsumeikan University Parents Association of Student Education Assistance are to "work in line with the educational policies of Ritsumeikan University to facilitate close communication with parents of current students, support educational initiatives, and foster friendly relations among members."

Members are asked to pay an annual fee of 10,000 yen (in addition to a once-off joining fee of 5,000 yen) to cover the cost of the association's activities.

To withdraw a membership, you need to contact the secretariat by the end of November.

If the new student's brother/sister is/was an undergraduate student of Ritsumeikan University, the new student's Registration Fee of the Parents Association of Student Education Assistance (5,000 yen) will be reimbursed.

If the new student's brother/sister IS an undergraduate student of Ritsumeikan University at the moment, one of their Membership Fees (10,000 yen) will be reimbursed.

5. Motorbike/Bicycle Registration and the Prohibition of Commuting by Car

In view of the responsibility students have, as members of the University, toward their surroundings, the neighbors and the living environment, and in order to reduce the likelihood of any involvement in traffic accidents, students are strongly encouraged to commute to the University on foot, by bicycle, or by means of public transportation such as bus or train. Please observe the following points relating to commuting:

① Commuting by car

Commuting to the University by car is prohibited.

If it is discovered that you have been commuting by car, you will be disciplined in accordance with University regulations.

② Commuting by motorbike

The University strongly recommends that students refrain from commuting by motorbike as there has been a rise in accidents around campus involving motorized bicycles and motorbikes. Accidents not only cause major injuries but students may also be found to be at fault for them. Commutation by motorbike has also been a source of disturbances to residents living near the campus. There have been complaints regarding noise, traffic obstruction, and nuisance parking. These are particularly frequent and significant as the campus is located in a residential area. The University, therefore, requires students who have no other choice but to commute by motorbike to register their motorbike. Registered motorbikes must be parked in a designated lot at/near the campus. In order to register a motorbike, the following procedures must be taken.

1) Attend the “motorbike safety instruction session” during the orientation period. <mandatory>

At this session, we present the most common accident scenarios, accident black spots to beware of, and safety precautions; we use actual examples of motorbike accidents involving our students and the actuality of road conditions around each campus. Please be advised that students are not permitted to commute by motorbike without attending this session.

2) Register your motorbike (Registration Fee is required)

Students must register their motorbike and park in a designated lot at/near the campus. The registration procedure will be explained at the “motorbike safety instruction session”.

3) Sign up for both vehicle liability insurance and voluntary insurance.

The amount of compensation incurred for damage caused by motorbike accidents can be extremely high and may exceed the limits of the coverage provided by the compulsory vehicle liability insurance. If you enroll in voluntary insurance, you will be able to have the insurance company directly negotiate with the other party in the event of an accident, and you can avoid serious trouble as the victim or as the person at fault. Ensure to take every precaution to avoid accidents.

③ Commuting by bicycle

Since many students commute to campus by bicycle, there have been demands from neighboring residents for students to ride safely and observe traffic laws. Accidents involving bicycles occur frequently. Not only are

students often injured, there have been incidents where the student on the bicycle has hit and injured a pedestrian severely; such cases often involve a large sum of compensation. Also, many bicycle-related troubles such as bicycle theft and improper parking in and outside campus have been frequently reported. The University, therefore, requires all students who would like to commute by bicycle to register their bicycle. Registered bicycles must be parked in a designated lot at the campus. In order to register your bicycle, the following procedures must be taken.

(1) Registration of bicycle

- 1) Attend “the bicycle safety instruction session” during the orientation period. <mandatory>
- 2) Register your bicycle
- 3) Registration is permitted only when you fulfill all requirements including:
 - Sticking a crime-prevention registration sticker on the bicycle
 - Equipping the bicycle with a headlamp and double locks
 - Purchasing Personal Liability Insurance (coverage amount: 100 million yen)

(2) “The bicycle safety instruction session” during the orientation period

Around 80% of bicycle accidents are the result of rule violations. In such cases, the cyclist is likely to be liable for negligence. The most important measure you can take to avoid such situations is to enhance your understanding of traffic rules and learn to cycle safely. At this session, we explain bicycle traffic rules, the most common accident scenarios, accident black spots to beware of, safety precautions, and we present the actuality of road conditions around each campus.

(3) Remarks

Bicycles without registration seals are permitted in the parking lots over a limited period of time before registration is completed. After enrolling in the university, attend “the bicycle safety instruction session” and register your bicycle as soon as possible.

6. Disciplinary Actions Overview for Students

Disciplinary action will be imposed on graduate students who are or have engaged in acts subject to disciplinary action stipulated in the Ritsumeikan University Regulations, Ritsumeikan University Regulations and other regulations, and on those who have committed a criminal offense. Such action will be taken in accordance with the School Education Act and the Ordinance for Enforcement of the School Education Act, Article 57 of the Ritsumeikan University Regulations, and Ritsumeikan University Student Disciplinary Regulations.

The decision to impose disciplinary action on a student will be made by the President of the University with the deliberation of the Faculty Council based on the findings of an investigation by the relevant College. Details of the decision will be notified to the student and his/her guarantor. A public notice of the disciplinary action will be posted and the student's disciplinary record will be retained in the Graduate Student Registry.

If disciplinary action is taken against a student who is a scholarship recipient, the award of the scholarship program will be suspended or cancelled pursuant to the terms and conditions of the program.

<Acts subject to disciplinary action>

- 1) Acts that disturb social order (criminal acts)
- 2) Serious violation of traffic laws and regulations
- 3) Harassment
- 4) Acts that violate information ethics
- 5) Acts that violate academic ethics
- 6) Acts that obstruct legitimate activities of learning and research by other students as well as education and research activities by staff/faculty members
- 7) Dishonest practices during examinations, etc.
- 8) Any other act that constitutes a neglect of one's duties as a student

<Types and content of discipline>

- 1) Withdrawal: a revocation of an individual's status as a student.
- 2) Suspension: a cessation of a student's participation in curricular and extracurricular activities for a certain period of time.

*The duration of the suspension shall be either indefinite or definite lasting a period of not less than one month but not more than six months.

- 3) Reprimand: confirming the responsibility of a student for his/her act and reprimanding the student in writing against recurrences in the future.

*While it does not constitute disciplinary action, the student may be admonished. An admonition involves ensuring that the student recognizes the gravity of his/her act and that he/she repents the act.

<Disciplinary action against student groups>

Disciplinary action will be imposed on groups of students that are or have engaged in acts subject to disciplinary action stipulated in the various regulations of Ritsumeikan University/Graduate School, and on groups that have committed criminal offenses. Such action shall be taken in accordance with the Ritsumeikan University Disciplinary

7. Cancelling Readmission and Requesting a Refund for Fees (Excluding Readmission Fee)

Applicants who have completed payment for 2015 readmission (including the readmission fee, tuition and membership fees) but thereafter cancel their readmission to Ritsumeikan University, will be refunded the tuition and membership fees they paid at a later date, if their request is made by the specified deadline in compliance with College procedures.

***Note that the readmission fee is non-refundable.**

(1) Documents to be submitted

- 1) Form for Readmission Declination and refund Request for the Fees Paid (Excluding Readmission Fee)
University-designated form, Form 4 attached at the end of this brochure)
 - 2) Copy of payment slip on the right side of the Letter of Acceptance (Ensure that the financial institution's stamp is clearly visible on the copy.)
 - 3) Copy of Letter of Acceptance issued by Ritsumeikan University
- Affix documents in 2) and 3) to the designated sections on the back of the form mentioned in 1).

(2) Submission deadline

For spring semester readmission: **Must be postmarked no later than Tuesday, March 31, 2015**

For fall semester readmission: **Must be postmarked no later than Friday, September 25, 2015**

The request must be submitted by registered express mail (KAN-I KAKITOME SOKUTATSU). Any missing documents or incomplete forms may delay or invalidate your refund request. The request cannot be cancelled or modified after submission. The submitted documents will not be returned.

(3) Where to submit

Submit to the Administrative Office of the College to which you are applying for readmission

[Ritsumeikan University, Kinugasa Campus]
56-1, Toji-in KitamachiKita-ku, Kyoto, 603-8577
College of International Relations 075-465-1211 / College of Policy Science 075-465-7877 (until March 20)

[Ritsumeikan University, Osaka Ibaraki Campus]
2-150 Iwakura-cho, Ibaraki City, Osaka 567-8570
Administrative Office of College of Policy Science 072-665-2080
Phone lines will open on March 24. For service hours, contact the administrative office of each College.

(4) Scheduled refund date

For spring semester readmission: Around the middle of May 2015

For fall semester readmission: Around the middle of October 2015

The refund will be remitted to the bank account indicated on the request form.

For overseas bank accounts, the refund will be remitted after bank remittance service charges are deducted.

Ritsumeikan University Regulations

(Excerption)

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.

(Self-inspection, evaluation, etc.)

Article 2. In order to raise its standards of education and research and achieve the social mission and purposes stated in the preceding article, the University shall endeavor to comprehend the status of its educational and research activities, institute systems necessary in each area, and improve the quality of education and research.

(Information disclosure)

Article 3. The University shall be pro-active in disclosing information on its activities in education, research, etc., through insertion in printed publications and other methods enabling broad public exposure.

(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.

3. 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 gakko)
- (3) Completion of a specialist curriculum at a vocational school (senshu gakko) (only if the curriculum has a standard completion period of two years or more and total class hours of 1700 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.

2. 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, suspension and reprimand.

3. Periods of suspension shall be counted as time enrolled at the university but not included in the standard completion term. However, periods of suspension of three months or less may be 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

(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

(Entrance examination fees)

Article 62-2. Entrance examination fees are prescribed in Fee Annexure 1.

(Admission fee)

Article 62-3. Enrolling students must pay the admission fee prescribed in Fee Annexure 2.

(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.

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.

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.

Basic Policy of Personal Information Protection

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

We, the Ritsumeikan Trust (hereinafter, the “Trust”), declare that we will introduce voluntary rules and systems, in order to comply with laws, ordinances, and other standards concerning personal information protection when using the personal information of our students (hereinafter, “Personal Information”) for educational and research purposes, and that we will establish, implement, and maintain a basic personal information protection policy (hereinafter, the “Basic Policy”) as set forth below. The handling of personal information for the purpose of academic research shall be set forth separately.

1. To ensure that the Basic Policy is carried out in full, the Trust will establish the “Personal Information Protection Regulations of the Ritsumeikan Trust” (hereinafter, the “Regulations”), publish these Regulations, and will ensure full compliance of the Trust’s faculty and staff members, including, but not limited to, trustees, teachers, administrators, and part-time/temporary staff members.
2. The Trust will take appropriate information security measures, including, but not limited to, measures against unauthorized access and computer viruses, in order to prevent Personal Information from being lost, destroyed, manipulated, and/or divulged.
3. The Trust will acquire Personal Information by legitimate and fair means, without using unlawful methods. Additionally, the Trust will either obtain consent for the purpose of use of Personal Information and other relevant matters from the owners of such information, or will publish necessary matters on its official website.
4. In case Personal Information is to be obtained indirectly, the Trust will ensure that the provider of the information has obtained it lawfully from the owner thereof, and will publish the purpose of use of such Personal Information and other necessary matters on its official website.
5. The Trust acknowledges that the right to disclose, correct, delete, and/or suspend the use of Personal Information belongs to the owner of such information, and will respect the request of the owner to do so if such request arises.
6. When the Trust shares Personal Information with a third party or provides Personal Information to a third party for subcontracting, the Trust will conduct an investigation into such third party, enter into an agreement with the third party as necessary, and will otherwise take all measures that are legally required.
7. The Trust will use the utmost caution when handling Personal Information submitted by individuals for the purpose of enrollment in any of the schools administered by the Trust, as well as the Personal Information of students who are or were enrolled in any of the schools administered by the Trust.
8. To be specific, the Trust will observe the following principles in acquiring and handling Personal

Information.

- Personal Information shall be used only by persons so authorized, in order to perform their specific duties, within the original purpose of acquiring the particular information, and only to the extent necessary to perform their duties.
- Personal Information shall not be provided to any third parties, in principle.
- The Trust shall not divulge Personal Information by using it for any purpose other than that specified, nor shall the Trust make use of such information outside the normal area of use, transmit it externally, or by other means.
- Employees of the Trust shall not inform third parties of any Personal Information that has come to their knowledge during the course of performing their duties nor use any Personal Information for inappropriate purposes. This provision shall remain applicable even after the employees are released from such duties.
- The Trust shall not acquire, use, or offer Personal Information concerning:
 - Personal thought, belief, and religious faith
 - Matters that can be the cause of social discrimination

April 1, 2005

Management of Personal Information at Ritsumeikan University

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

Ritsumeikan University (hereinafter, the “University”) handles personal information submitted by individuals to complete enrollment procedures (hereinafter, “Personal Information”) in the following manner, in compliance with the laws and ordinances concerning personal information protection and the “Personal Information Protection Regulations of the Ritsumeikan Trust.”

Purposes of Use

The University shall use the Personal Information of students exclusively for the following purposes.

- To support students in their study at the University, e.g., by managing information concerning student enrollment, class schedules, academic records, and university fees
- To support students to ensure meaningful campus life, e.g., by offering student-life counseling, supporting extra-curricular activities, and managing scholarships and health programs
- To support students in their career development after graduation, e.g., by offering career guidance and assistance in job searching and managing career and recruitment information
- To share information concerning student class schedules and academic records with their parents and to offer counseling for student career development to their parents, e.g., by sending them academic records
- To implement tasks necessary to carry out entrance examinations and complete enrollment procedures
- To send brochures and other materials concerning the University and other schools established by the Ritsumeikan Trust
- To ensure proper use and safety of facilities and equipment within the University
- To issue written certificates of various types
- To provide necessary information to entities authorized by the Personal Information Protection Committee of the Ritsumeikan Trust, including, but not limited to, scholarship organizations and groups organized by graduates of the University/parents of students
- To provide information on the academic performance and campus activities of students to their high schools
- To conduct university evaluations (self-evaluations, third-party evaluations, certified evaluations and accreditations, etc.) and statistical surveys of various types
- To conduct educational, research, and faculty development activities
- To carry out other tasks necessary for the management and operation of the University

Management of Personal Information

Students’ Personal Information shall be managed safely in a manner to prevent leaks, loss, and destruction, and shall be in compliance with all applicable laws and ordinances and the “Personal Information Protection Regulations of the Ritsumeikan Trust.”

Contracting with an Outside Party for Services that Require Personal Information

The University may contract with outside parties for part of its services that involve the handling of Personal Information under terms and conditions that obligate such outside parties to handle Personal Information in a

proper manner.

Disclosure of Personal Information to Third Parties

The University may offer Personal Information to entities other than the Ritsumeikan Trust (hereinafter, the “Third Parties”) to the extent necessary to achieve any of the Purposes of Use and as authorized by the Ritsumeikan Trust, provided that the University publishes the Third Parties and Purposes of Use of Personal Information on its official website, and shall enter into an agreement or memorandum of understanding concerning the handling of Personal Information with these Third Parties in advance. Personal Information shall no longer be offered to any Third Parties upon completion of the procedures to stop offering Personal Information to such Third Parties for such purposes that are published on the official website of the University. A current list of the Third Parties receiving Personal Information, the types of Personal Information to be given, and the methods of offering Personal Information is shown below.

List of Third-Party Recipients of Personal Information

Recipient	Scholarship organizations
Purpose of use	To apply for scholarships and complete procedures to receive scholarships
Personal Information to be given	Information necessary for scholarship applications
Method of offering Personal Information	The University collects documents necessary for scholarship application and submits them to the scholarship organization.

Recipient	Ritsumeikan University Alumni Association
Purpose of use	To send information on events to be held by the Alumni Association along with other newsletters
Personal Information to be given	Alumni Name, alumni number, address and telephone number of family home, current address and telephone number, year of admission, college, year of graduation, seminar, student organization, gender
Method of offering Personal Information	The University’s faculty/staff members undertake tasks that require the handling of Personal Information. (Addresses and names of alumni may be offered exclusively to entities authorized by the Alumni Association for the purpose of sending information on events to be held by the entities.)

Recipient	Alumni Association of Ritsumeikan University College of Law, Alumni Association of Ritsumeikan University College of Economics, Alumni Association of Ritsumeikan University College of Business Administration, Reunion (Alumni Association) of Ritsumeikan University College of Social Sciences, Alumni Association of Ritsumeikan University College of International Relations, Alumni Association of Ritsumeikan University College of Policy Science, Alumni Association of Ritsumeikan University College of Letters, Association of Ritsumeikan University College of Sport and Health Science, Association of Ritsumeikan University Graduate School of Public Policy, and Association of Ritsumeikan University Graduate School of Management (RIMO)
Purpose of use	To send information on events to be held by the respective alumni associations and newsletters
Personal Information to be given	Personal Information of graduates who are members of the alumni associations of the respective colleges Name, alumni number, address and telephone number of family home, current address and telephone number, year of admission, college,

	year of graduation, seminar, student organization, gender
Method of offering Personal Information	The University's faculty/staff members undertake tasks that require the handling of Personal Information.

Recipient	Ritsumeikan University Parents Association of Student Education Assistance
Purpose of use	To send information on events to be held by the Parents Association along with other newsletters
Personal Information to be given	Students Name, student ID number, college, department, year of college, enrollment status, year of admission, year of graduation, scheduled year of graduation, graduation eligibility, current address and telephone number, address and telephone number of family home, address, telephone number, and name of guarantor Parents Name, address to which tuition bill is sent, telephone number, name to whom tuition bill is addressed
Method of offering Personal Information	The University's faculty/staff members undertake tasks that require the handling of Personal Information.

Recipient	Ritsumeikan University Law Society, Ritsumeikan University Economics Society, Ritsumeikan University Business Administration Society, Ritsumeikan University Social Sciences Society, Ritsumeikan University International Relations Society, Ritsumeikan University Policy Science Society, Ritsumeikan University Cultural Sciences Society, Ritsumeikan University Image Arts Society, and Ritsumeikan University Sport and Health Science Society
Purpose of use	To send information on events to be held by the respective societies
Personal Information to be given	Students affiliated with the respective societies Name, student ID number, e-mail address Faculty members affiliated with the respective societies Name, faculty/staff CD, bank/postal account
Method of offering Personal Information	The University's faculty/staff members undertake tasks that require the handling of Personal Information.

Recipient	Ritsumeikan University Student Union
Purpose of use	To send information on activities of the Ritsumeikan University Student Union and on events to welcome new students
Personal Information to be given	Names and addresses of students admitted to Ritsumeikan University
Method of offering Personal Information	Address labels are provided.

Recipient	Ritsumeikan University Student Union
Purpose of use	To verify the identity of student voters for the election of the union committee members, chairperson, vice chairperson, and secretary general of Ritsumeikan University Student Union
Personal Information to be given	Name, Name in <i>katakana</i> , student ID number, college, department, year of college, name of the small-group class (e.g., basic training and seminars)
Method of offering Personal Information	A name list is provided. (The list is withdrawn after the election.)

Recipient	Ritsumeikan Co-operative
Purpose of use	To help with preparations both before and after admission of students (materials, dissemination of information).
Personal Information to be given	Names and addresses of students admitted to Ritsumeikan University
Method of offering Personal Information	Address labels are provided.

Forms Prescribed by Ritsumeikan University

- Submit together with other application documents

(Form 1) Pledge Form

(Form 2) Consent to Use of Personal Information

【only person who wants to refund the fees paid】

- Submit to the Administrative Office of the College which you are applying for readmission

(Form 3) Form for Readmission Declination and refund Request for the Fees Paid (Excluding Readmission Fee)

誓 約 書 Pledge Form

(西暦) 年 月 日

Date _____, 20____

立命館大学長 吉田 美喜夫 様

私は、貴大学に再入学の上は、立命館大学学生たることを自覚し、
立命館大学の学則並びに大学の諸規則を遵守することを誓約いたします。

I hereby pledge that upon admission, I will be fully aware of my responsibility as a student of Ritsumeikan University and will
abide by the Ritsumeikan University Regulations and all other rules of the university.

_____学部(College)_____専攻(Major)
_____r)

現住所 〒_____

(Current Address)

本人氏名 (本人直筆) _____ 印

(Name to be written by the student)

私は、上記の者に貴大学在籍中は、上記の誓約を遵守させるとともに、
これに反することによって、在籍中に生じた一切の事項について、責任をもつことと
します。また、上記の者の学費納入、その他本人在学中に関わる一切の責任は私において
お引き受けします。

I, as a guarantor, hereby agree to ensure that the person mentioned above honors this pledge while enrolled in Ritsumeikan
University, and will assume full responsibility for any consequences resulting from his or her violation thereof while enrolled in
this university. Furthermore, I agree to be responsible for the tuition payment and all the other obligations binding the person
mentioned above while enrolled.

現住所 〒_____

(Current Address)

保証人氏名 (保証人直筆) _____ 印

(Name of the guarantor to be written by the guarantor)

本人との関係 _____

(Relationship to the student)

個人情報取扱いに関する同意書

Consent to Use of Personal Information

(西暦) 年 月 日

Date _____, 20____

立命館大学長 吉田 美喜夫 様

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

I agree to the use of my personal information by Ritsumeikan University in accordance with the guidelines set forth in the document entitled "Management of Personal Information at Ritsumeikan University," in conjunction with my application to the Ritsumeikan University Readmission.

_____学部(College)_____専攻(Major)

本人氏名 (本人直筆) _____ 印

(Name to be written by the student)

保証人氏名 (保証人直筆) _____ 印

(Name of the guarantor to be written by the guarantor)

本人との関係 _____

(Relationship to the student)

Form for Readmission Declination and refund Request for the Fees Paid (Excluding Readmission Fee)

To: Ritsumeikan University

Date of request:

I have paid the necessary fees to complete the entrance procedures, but I decline the offer of readmission for the following reason(s). I therefore would like to request the refund of the tuition, miscellaneous membership fees.

Please fill out only the outlined section and attach the documents of 2) and 3) on the reverse side of this form..

Entrance Procedure Information

- Category of Entrance Examination:
- Examinee Number:
- Name of College you were admitted to:
- Major:

Personal Information

- Your name in print:
- Your signature:
- Guarantor's name:
- Your current address (mailing address):
- Telephone number:

Reason(s) for declining the offer of readmission

- Entering another university:
Please give the name of the university and the graduate program you are entering:
- Other:]

Bank Account Detail***Applicant or Guarantor's bank account only**

- Name of Bank:
- Name of Branch:
- Account Number:
- Name of Account Holder:
[English:]
[KATAKANA:]
- * Address of Bank (only for using an overseas bank account)
- * Swift Code (only for using an overseas bank account)
- * Address of Account Holder (only for using an overseas bank account)

If you use an overseas bank account to receive the refund, please fill in all information in English.

Please go to reverse side→

Please attach here the following documents.

2) Copy of the payment slip on the right side of the Letter of Acceptance

(Ensure that the financial institution's stamp is clearly visible when making the copy.)

3) Copy of the Letter of Acceptance

<Official use only>

新学生証番号							受理 No (教務課記入)	
受付日	① 事務室	② 教務課 へ 送 付	③ 教務課	④ 教務課から財 務経理課へ送付	⑤ 財務経理課	備考		