

AY 2015

Procedures for Readmission to Graduate School

(Application Period: Spring Semester/Fall Semester)

This handbook contains important information on graduate school 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 Graduate School of Policy Science, Graduate School of Business Administration, Graduate School of Technology Management, and Graduate School of Management will be moving to Osaka-Ibaraki Campus in late March. If you have any questions, please contact the administrative office of the relevant graduate school.

Ritsumeikan University Graduate School

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 (Graduate Students Council Fee, Academic Association Fee, 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 Deferring Payment (Installments) (not applicable to Graduate School of Management)

For those having difficulty in paying the University Fee, there are cases where the sum of the Admission Fee and an amount equating to the Tuition Fee for half a year is reduced by half. (However, you will be required to pay the miscellaneous membership fees in full.) To be considered for such a waiver, subject to an interview, you must file a request for payment deferral (installments) by the deadline specified below. As it is necessary to address the Dean of the Graduate School, consult with the Administrative Office of the respective Graduate School (no later than the specified deadline).

Deferred Payment (Installments) Deadline: 4 days after the Date of Readmission (if the deadline falls on a Saturday, Sunday, or national holiday, the deadline will be the following business day.)

④ Notes

*1 The University processes payment of miscellaneous membership fees (graduate students council fee, academic association fee, etc.), which students are required to pay together with the University Fee, on behalf of the associated organizations. Some Graduate Schools 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 Graduate School 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

- Graduate School 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 Graduate School. Student IDs are to be picked up at the administrative office of your Graduate School.

- Contact the Office of Student Services for scholarship information.

For graduate students at Kinugasa/Suzaku Campus: Office of Student Services at Kinugasa

Tel: 075-465-8168

For graduate students at BKC: Office of Student Services at BKC

Tel: 077-561-2854

- 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 graduate students at Kinugasa/Suzaku Campus: International Center at Kinugasa (1F, Meigakukan Hall)

Tel: 075-465-8230

For graduate 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 graduate school 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

●Graduate School Enrollment Card (Student Registration Card)

The Enrollment Card, which is kept at each Graduate School, 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 graduate school.

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

①Graduate school and major

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

②Name

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 graduate school. The graduate school may approve the use of an alias upon deliberation at a committee meeting (faculty council) of the student's graduate school.

<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 graduate school. The graduate school may approve the use of an alias upon deliberation at a committee meeting (faculty council) of the student's graduate school.

<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, ④Nationality, ⑤Sex

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.

⑥Academic 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.

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 graduate school or updating their contact information on CAMPUS WEB.

⑧Home 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."

⑨Workplace contact information

If you are working, write the address, name, and telephone number of your workplace.

⑩Guarantor 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.)

⑪Family member names

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

⑫Examinee's Number, ⑬Method of Entrance Exam

Leave this space blank.

⑭Photo

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.

○Graduate school

Write the graduate school you wish to enroll.

○Examinee's number and method of entrance exam

Leave this space blank.

○Name, date of birth, gender

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

○Last 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.

○Emergency contact info (Guarantor’s address)

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

○Photo

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 graduate school 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 Graduate School” (page ○)
- ② “Disciplinary Actions for Students” (page ○)
- ③ “Motorbike/Bicycle Registration and the Prohibition of Commuting by Car” (page ○)

The guardian shall be the same person as the one shown on the Graduate School 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 a graduate school of 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 fee for students who are readmitted to the first, second, third, or fourth year in AY 2015

Ritsumeikan University's University Fee is made up of an Admission (Readmission) Fee and Tuition Fee.

1. Admission Fee (Unit: Yen)

| | |
|-----------------|--------|
| Readmission Fee | 10,000 |
|-----------------|--------|

Note: Payment of the Readmission Fee is required only in the year of the readmission.

2. Tuition

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

| Graduate School | | Fee | 1st year | | | | 2nd year (*2)(*3) | |
|--|--|----------|-----------------------------------|---------|------------------------------|---------|-------------------|---------|
| | | | Ritsumeikan Academy graduate (*1) | | Graduate of other university | | | |
| | | | Spring | Fall | Spring | Fall | Spring | Fall |
| Law | Tuition | | 471,000 | 471,000 | 311,000 | 471,000 | 471,000 | 471,000 |
| | (annual) | | 942,000 | | 782,000 | | 942,000 | |
| Economics | Tuition | | 471,000 | 471,000 | 311,000 | 471,000 | 471,000 | 471,000 |
| | (annual) | | 942,000 | | 782,000 | | 942,000 | |
| Business Administration | Tuition | | 471,000 | 471,000 | 311,000 | 471,000 | 471,000 | 471,000 |
| | (annual) | | 942,000 | | 782,000 | | 942,000 | |
| Sociology | Tuition | | 485,000 | 471,000 | 325,000 | 471,000 | 471,000 | 471,000 |
| | (annual) | | 956,000 | | 796,000 | | 942,000 | |
| Letters | Major in Humanities (*4) | Tuition | 542,000 | 542,000 | 382,000 | 542,000 | 542,000 | 542,000 |
| | | (annual) | 1,084,000 | | 924,000 | | 1,084,000 | |
| | Major in Humanities: Geography, Psychology | Tuition | | | | | 552,400 | 552,400 |
| | | (annual) | | | | | 1,104,800 | |
| | Major in Informatics of Behavior and Cultures (*5) | Tuition | 552,400 | 552,400 | 392,400 | 552,400 | 552,400 | 552,400 |
| | | (annual) | 1,104,800 | | 944,800 | | 1,104,800 | |
| Science for Human Services | Tuition | | 567,500 | 567,500 | 407,500 | 567,500 | 567,500 | 567,500 |
| | (annual) | | 1,135,000 | | 975,000 | | 1,135,000 | |
| International Relations | Tuition | | 565,000 | 565,000 | 405,000 | 565,000 | 565,000 | 565,000 |
| | (annual) | | 1,130,000 | | 970,000 | | 1,130,000 | |
| Policy Science | Tuition | | 565,000 | 565,000 | 405,000 | 565,000 | 565,000 | 565,000 |
| | (annual) | | 1,130,000 | | 970,000 | | 1,130,000 | |
| Public Policy | excluding 1-year programs | Tuition | 565,000 | 565,000 | 405,000 | 565,000 | 565,000 | 565,000 |
| | | (annual) | 1,130,000 | | 970,000 | | 1,130,000 | |
| | 1-year programs | Tuition | 847,500 | 847,500 | 687,500 | 847,500 | — | — |
| | | (annual) | 1,695,000 | | 1,535,000 | | — | |
| Language Education and Information Science | Tuition | | 542,000 | 542,000 | 382,000 | 542,000 | 542,000 | 542,000 |
| | (annual) | | 1,084,000 | | 924,000 | | 1,084,000 | |
| Science and Engineering | Tuition | | 774,000 | 774,000 | 614,000 | 774,000 | 774,000 | 774,000 |
| | (annual) | | 1,548,000 | | 1,388,000 | | 1,548,000 | |
| Information Science and Engineering | Tuition | | 774,000 | 774,000 | 614,000 | 774,000 | 774,000 | 774,000 |
| | (annual) | | 1,548,000 | | 1,388,000 | | 1,548,000 | |
| Life Sciences | Tuition | | 774,000 | 774,000 | 614,000 | 774,000 | 774,000 | 774,000 |
| | (annual) | | 1,548,000 | | 1,388,000 | | 1,548,000 | |
| Technology Management | Tuition | | 739,000 | 739,000 | 579,000 | 739,000 | 739,000 | 739,000 |
| | (annual) | | 1,478,000 | | 1,318,000 | | 1,478,000 | |
| Sport and Health Science | Tuition | | 589,000 | 589,000 | 429,000 | 589,000 | 589,000 | 589,000 |
| | (annual) | | 1,178,000 | | 1,018,000 | | 1,178,000 | |
| Image Arts | Tuition | | 899,500 | 899,500 | 739,500 | 899,500 | 899,500 | 899,500 |
| | (annual) | | 1,799,000 | | 1,639,000 | | 1,799,000 | |

(Notes)

*1

(1) In cases where a person who graduated from a College or completed a master's program at a Graduate School at Ritsumeikan University or Ritsumeikan Asia Pacific University is to enter a Graduate School at Ritsumeikan University.

(2) In cases where a person will enter a Graduate School at Ritsumeikan University directly upon graduating from a College at Ritsumeikan University or Ritsumeikan Asia Pacific University.

(3) In cases where a person who has satisfied all requirements for the completion (except the requirement to submit a doctoral dissertation) of a doctoral program or Integrated Doctoral Program at Ritsumeikan University or Ritsumeikan Asia Pacific University will enter a Graduate School at Ritsumeikan University.

*2 The fee amount for the third year is the same as that for the second year. However, for students on a 1-year program provided by the Graduate School of Public Policy, the fee is 847,500 JPY per semester from the 2nd year.

*3 The Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program.

*4 Persons to be readmitted to all programs excepting Master's Programs in Geography, Psychology, Digital Humanities for Arts and Cultures, or Archaeology and Cultural Heritage.

*5 Persons to be readmitted to the first or second year of a Master's Program in Geography, Psychology, Digital Humanities for Arts and Cultures, or Archaeology and Cultural Heritage.

(2) Doctoral Degree Programs

(Unit: Yen)

| Graduate School | Fee | 1st year | | 2nd year | | 3rd year | |
|----------------------|----------|----------|---------|----------|---------|----------|---------|
| | | Spring | Fall | Spring | Fall | Spring | Fall |
| All Graduate Schools | Tuition | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| | (annual) | 500,000 | | 500,000 | | 500,000 | |

(Notes)

- The fee amount for the fourth year and above will be the same as that for the third year.
- The Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. However, for persons who have satisfied all requirements for the completion of their program (except the requirement to submit a doctoral dissertation) in addition to having been enrolled at the university for longer than the standard length of time required for completion of their program, the Tuition fee will be 100,000 JPY per semester.

(3) Integrated Doctoral Degree Program

(Unit: Yen)

| Graduate School | Fee | 1st year | | | | 2nd year | |
|-----------------------------------|----------|-----------------------------------|---------|------------------------------|---------|-----------|---------|
| | | Ritsumeikan Academy graduate (*1) | | Graduate of other university | | | |
| | | Spring | Fall | Spring | Fall | Spring | Fall |
| Core Ethics and Frontier Sciences | Tuition | 565,000 | 565,000 | 405,000 | 565,000 | 565,000 | 565,000 |
| | (annual) | 1,130,000 | | 970,000 | | 1,130,000 | |
| | | 3rd year | | 4th year | | 5th year | |
| | | Spring | Fall | Spring | Fall | Spring | Fall |
| | Tuition | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| | (annual) | 500,000 | | 500,000 | | 500,000 | |

(Notes)

*1

(1) In cases where a person who graduated from a College or completed a master's program at a Graduate School at Ritsumeikan University or Ritsumeikan Asia Pacific University is to enter a Graduate School at Ritsumeikan University.

(2) In cases where a person will enter a Graduate School at Ritsumeikan University directly upon graduating from a College at Ritsumeikan University or Ritsumeikan Asia Pacific University.

(3) In cases where a person who has satisfied all requirements for the completion (except the requirement to submit a doctoral dissertation) of a doctoral program or Integrated Doctoral Program at Ritsumeikan University or Ritsumeikan Asia Pacific University will enter a Graduate School at Ritsumeikan University.

- The fee amount for the sixth year and above will be the same as that for the fifth year.
- The Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. However, for persons who have satisfied all requirements for the completion of their program (except the requirement to submit a doctoral dissertation) in addition to having been enrolled at the university for longer than the standard length of time required for completion of their program, the Tuition fee will be 100,000 JPY per semester.

(4) Four-year Doctoral Program

| Graduate School | Fee | 1st year | |
|-----------------|----------|----------|--|
| | | Spring | |
| Pharmacy | Tuition | 250,000 | |
| | (annual) | 500,000 | |

(Notes)

1. Fee amounts in the 5th year and beyond shall be the same as those for the 4th year.
2. The Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. However, for persons who have satisfied all requirements for the completion of their program, except the requirement to submit a doctoral dissertation, in addition to having been enrolled at the university for longer than the standard length of time required for completion of their program, the Tuition fee will be 100,000 JPY per semester.

(5) Professional Degree Programs

(Unit: Yen)

| Graduate School | Fee | 1st year | | 2nd year | | 3rd year | |
|-----------------|----------|-----------|---------|-----------|---------|-----------|---------|
| | | Spring | Fall | Spring | Fall | Spring | Fall |
| School of Law | Tuition | 637,500 | 637,500 | 637,500 | 637,500 | 637,500 | 637,500 |
| | (annual) | 1,275,000 | | 1,275,000 | | 1,275,000 | |

(Unit: Yen)

| Graduate School | Fee | 1st year | | 2nd year | |
|---|------------------------|---------------------|---------|----------|---------|
| | | Spring | Fall | Spring | Fall |
| Management (excluding Accounting Program) | Fixed Tuition | 61,000 | 61,000 | 61,000 | 61,000 |
| | Tuition for per Credit | 48,000 (per credit) | | | |
| Management (Accounting Program) | Fixed Tuition | 136,000 | 136,000 | 136,000 | 136,000 |
| | Tuition for per Credit | 48,000 (per credit) | | | |

(Notes)

- For the School of Law, the fee amount for the fourth year and above will be the same as that for the third year. However, the Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. (For students of the School of Law this means an enrollment period longer than 2 years.)
- For the Graduate School of Management, the fee amount for the third year and above will be the same as that for the second year. However, the Fixed Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program.

University Fee for students who are readmitted to the fifth year or above in AY 2015

Ritsumeikan University's University Fee for students in the fifth year or above in AY 2015 is made up of an Admission (Readmission) Fee, the Tuition Fee, and an Amenities and Program Development Fee.

1. Admission Fee (Unit: Yen)

| | |
|-----------------|--------|
| Readmission Fee | 10,000 |
|-----------------|--------|

Note: Payment of the Readmission Fee is required only in the year of the readmission.

2. Tuition

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

| Graduate Schools | Fee | 4th year (annual) |
|--|---------------------------------------|-------------------|
| Law/Economics/Business Administration | Tuition | 732,000 |
| | Amenities and Program Development Fee | 210,000 |
| | Total | 942,000 |
| Sociology | Tuition | 732,000 |
| | Research Fee | — |
| | Amenities and Program Development Fee | 210,000 |
| Letters (*1) | Total | 942,000 |
| | Tuition | 842,000 |
| | Amenities and Program Development Fee | 242,000 |
| Letters (Geography/Psychology) | Total | 1,084,000 |
| | Tuition | 842,000 |
| | Research Fee | 20,800 |
| Science and Engineering | Amenities and Program Development Fee | 242,000 |
| | Total | 1,104,800 |
| | Tuition | 842,000 |
| International Relations/Policy Science | Research Fee | 51,000 |
| | Amenities and Program Development Fee | 242,000 |
| | Total | 1,135,000 |
| Public Policy | Tuition | 878,000 |
| | Amenities and Program Development Fee | 252,000 |
| | Total | 1,130,000 |
| Language Education and Information Science | Tuition | 878,000 |
| | Amenities and Program Development Fee | 252,000 |
| | Total | 1,130,000 |
| Science and Engineering | Tuition | 842,000 |
| | Amenities and Program Development Fee | 242,000 |
| | Total | 1,084,000 |
| Technology Management | Tuition | 1,098,000 |
| | Research Fee | 135,000 |
| | Amenities and Program Development Fee | 315,000 |
| Sport and Health Science | Total | 1,548,000 |
| | Tuition | 1,098,000 |
| | Research Fee | 65,000 |
| Image Arts | Amenities and Program Development Fee | 315,000 |
| | Total | 1,478,000 |
| | Tuition | 915,000 |
| Image Arts | Amenities and Program Development Fee | 263,000 |
| | Total | 1,178,000 |
| | Tuition | 1,318,000 |
| Image Arts | Research Fee | 103,000 |
| | Amenities and Program Development Fee | 378,000 |
| | Total | 1,799,000 |

(Notes)

*1 Master's Program in Philosophy/Educational Anthropology/Japanese Literature/Chinese Literature/English and American Literature/Japanese History/East Asian History/European and American History/General Humanities

- The total Tuition Fee (inclusive of the Research Fee and Amenities and Program Development Fee) will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program.

(2) Doctoral Degree Programs

(Unit: Yen)

| Graduate School | Fee | 5th year or above (annual) |
|----------------------|---------|----------------------------|
| All Graduate Schools | Tuition | 500,000 |

(Notes)

The total Tuition Fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. However, for persons who have satisfied all requirements for the completion of their program (except the requirement to submit a doctoral dissertation) in addition to having been enrolled at the university for longer than the standard length of time required for completion of their program, the total Tuition Fee will be 200,000 JPY per year.

(3) Integrated Doctoral Degree Programs

(Unit: Yen)

| Graduate School | Fee | 5th year or above (annual) |
|---|---------------------------------------|----------------------------|
| Core Ethics and Frontier Sciences | Tuition | 500,000 |
| | Amenities and Program Development Fee | — |
| | Total | 500,000 |
| Science and Engineering, Frontier Science and Engineering Program | Tuition | 500,000 |

(Notes)

The total Tuition Fee (inclusive of the Amenities and Program Development Fee) will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for completion of their program. However, for persons who have satisfied all requirements for the completion of their program (except the requirement to submit a doctoral dissertation) in addition to having been enrolled at the university for longer than the standard length of time required for completion of their program, the total Tuition Fee (inclusive of the Amenities and Program Development Fee) will be 200,000 JPY per year.

(4) Professional Degree Programs

(Unit: Yen)

| Graduate School | Fee | 5th year (annual) |
|-----------------|---------------------------------------|-------------------|
| School of Law | Tuition | 1,169,000 |
| | Amenities and Program Development Fee | 106,000 |
| | Total | 1,275,000 |

| Graduate School | Fee | 4th year or above |
|---|--------------------|---------------------|
| | | per semester |
| Management (excluding Accounting Program) | Fixed Tuition | 61,000 |
| | Tuition per Credit | 48,000 (per credit) |
| Management (Accounting Program) | Fixed Tuition | 136,000 |
| | Tuition per Credit | 48,000 (per credit) |

(Notes)

- The total Tuition Fee (inclusive of the Amenities and Program Development Fee) will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for program completion stipulated by the School of Law. However, this only applies to students who enroll in their program for the full duration required for its completion (2 years for 2-year programs and 3 years for 3-year programs).

- The Fixed Tuition fee will be half of that stated above for persons who have been enrolled at the university for longer than the standard length of time required for program completion stipulated by the Graduate School of Management. However, this only applies to those who have been enrolled for at least 2 years at the university.

Membership Fees

The below are details of membership fees which are collected together with the University Fees. The university collects the membership fees on behalf of the organizations. Therefore, please also include your relevant membership fees when paying your University Fees (exclusive of the Readmission Fee).

(1) Master's Degree Program

(Unit: Yen)

| | Law/ Economics/ Business Administration | | Sociology | | | International Relations/ Policy Science/ Image Arts | | Letters | | |
|--|---|--------------------|--------------------------|----------|--------------------|--|--------------------|--|--------------------|--------------------|
| | 1st year | 2nd to 4th year | 1st year | 2nd year | 3rd to 4th year | 1st year | 2nd to 4th year | 1st year | 2nd to 4th year | |
| Graduate Students Council Fee | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | |
| Academic Association Fee | 7,000 | 7,000 | 6,000 | 6,000 | 6,000 | 8,000 | 8,000 | 6,000 | 6,000 | |
| Ritsumeikan University Alumni Association Fee | 30,000 | - | 30,000 | - | - | 30,000 | - | 30,000 | - | |
| Graduate School Alumni Association Fee | - | - | - | 10,000 | - | - | - | - | - | |
| Total | 41,000 | 11,000 | 40,000 | 20,000 | 10,000 | 42,000 | 12,000 | 40,000 | 10,000 | |
| | Public Policy | | Sport and Health Science | | | Science and Engineering/ Information Science and Engineering/ Life Sciences/ Language Education and Information Science | | Science for Human Services/ Technology Management | | |
| | 1st year | 2nd to 4th year | 1st year | 2nd year | 3rd to 4th year | 1st year | 2nd to 4th year | 1st year | 2nd year | 3rd to 4th year |
| Graduate Students Council Fee | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Academic Association Fee | - | - | 8,000 | 8,000 | 8,000 | - | - | - | - | - |
| Ritsumeikan University Alumni Association Fee | 30,000 | - | 30,000 | - | - | 30,000 | - | 30,000 | - | - |
| Graduate School Alumni Association Fee | 10,000 | - | - | 10,000 | - | - | - | - | 10,000 | - |
| Total | 44,000 | 4,000 | 42,000 | 22,000 | 12,000 | 34,000 | 4,000 | 34,000 | 14,000 | 4,000 |

(2) Doctoral Degree Programs

(Unit: Yen)

| | Law/ Business Administration | | Economics | | Sociology | | | | International Relations/ Policy Science | |
|--|---------------------------------|---|--------------------------|----------|-----------------|----------|---|--|--|--|
| | All years | | 1st to 5th year | 6th year | 1st to 2nd year | 3rd year | 4th to 6th year | | All years | |
| Graduate Students Council Fee | 4,000 | | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | | 4,000 | |
| Academic Association Fee | 7,000 | - | 7,000 | - | 6,000 | 6,000 | 6,000 | | 8,000 | |
| Graduate School Alumni Association Fee | - | - | - | - | - | 10,000 | - | | - | |
| Total | 11,000 | | 11,000 | 4,000 | 10,000 | 20,000 | 10,000 | | 12,000 | |
| | Letters | | Sport and Health Science | | | | Science and Engineering/ Information Science and Engineering/ Life Sciences/ Technology Management | | | |
| | All years | | 1st to 2nd year | 3rd year | 4th to 6th year | | All years | | | |
| Graduate Students Council | 4,000 | | 4,000 | 4,000 | 4,000 | | 4,000 | | | |

| Fee | | | | | | | |
|--|--------|--|--------|--------|--------|--|-------|
| Academic Association Fee | 6,000 | | 8,000 | 8,000 | 8,000 | | - |
| Graduate School Alumni Association Fee | - | | - | 10,000 | - | | - |
| Total | 10,000 | | 12,000 | 22,000 | 12,000 | | 4,000 |

(4) 4-year Doctoral Degree Program

(Unit: Yen)

| | Graduate School of Pharmacy | |
|-------------------------------|-----------------------------|-----------------|
| | 1st year | 2nd to 8th year |
| Graduate Students Council Fee | 4,000 | 4,000 |
| Academic Association Fee | 30,000 | - |
| Total | 34,000 | 4,000 |

(3) Integrated Doctoral Degree Programs

(Unit: Yen)

| | Core Ethics and Frontier Sciences | | Science and Engineering |
|---|-----------------------------------|------------------|-------------------------|
| | 1st year | 2nd to 10th year | 8th year |
| Graduate Students Council Fee | 4,000 | 4,000 | 4,000 |
| Ritsumeikan University Alumni Association Fee | 30,000 | - | - |
| Total | 34,000 | 4,000 | 4,000 |

(5) Professional Degree Programs

(Unit: Yen)

| | Public Policy | | | Management | |
|---|--------------------------|--------------------------|-----------------|------------|-----------------|
| | 2-year programs 1st year | 3-year programs 1st year | 2nd to 5th year | 1st year | 2nd to 4th year |
| Graduate Students Council Fee | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Academic Association Fee | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| Ritsumeikan University Alumni Association Fee | 30,000 | 30,000 | - | 30,000 | - |
| Graduate School Alumni Association Fee | - | - | - | 10,000 | - |
| Total | 41,000 | 41,000 | 11,000 | 51,000 | 11,000 |

- Persons joining the Ritsumeikan University Alumni Association are required to pay the Ritsumeikan University Alumni Association Fee (30,000 JPY). However, those who have already made the payment are not required to do so.
- Students who are in the second year of a Master's Program or in the third year of a Doctoral Program at the Graduate School of Sociology are required to pay the Social Sciences Alumni Association Fee (10,000 JPY). However, those who joined the Social Sciences Alumni Association Fee upon graduating from the College of Social Sciences are not required to do so.
- Students who are in the second year of a Master's Program or on a Doctoral Program (third year) at the Graduate School of Sport and Health Science are required to pay the Sport and Health Science Alumni Association Fee (10,000 JPY). However, those who joined the Sport and Health Science Alumni Association Fee upon graduating from the College of Sport and Health Science are not required to do so.

4. Federation of Graduate Students Associations, Academic societies, Alumni Association

(1) Federation of Graduate Students Associations

The Federation of Graduate Students Associations, Ritsumeikan University is an autonomous organization joined by all graduate students of the university, established to help graduate students explore their academic interests to a fuller extent and to facilitate further development of Ritsumeikan University and its graduate schools. The Federation is tasked with working with the university to improve educational and research environments at the graduate schools, and enhancing amenities to make campus life more comfortable for graduate students. At Ritsumeikan University, the autonomous and independent activities of the Federation are considered important in encouraging the personal growth of graduate students and improving campus environments.

The annual membership fee of 4,000 Japanese yen (for the 2014 academic year) is used to cover the expenses of the activities of the Federation and the Graduate Students Association of each graduate school (e.g. expenses to purchase office supplies and materials for common use).

Ritsumeikan University determines whether to collect membership fees on behalf of the Federation after examining the budget and financial report submitted by the Federation annually. Also, the actual arrangements to receive and spend membership fees are made through the university, not directly by the Federation.

(2) Academic societies

Some of the colleges and graduate schools of Ritsumeikan University have their own academic societies. Each of these academic societies aims to contribute to the development of research in their respective field and offers grants-in-aid to researchers. Specifically, these academic societies are involved in publishing “research journals” (bulletin of the academic society), organizing academic meetings, offering financial assistance for research activities, hosting academic lectures, conducting surveys of various kinds/organizing inspection tours, and organizing seminar meetings.

■Details of academic societies

| Colleges/Graduate Schools | Operations | Members | Office |
|----------------------------------|---|---|---|
| Law | Publishing “research journals” (bulletin of the academic society), organizing academic meetings, offering financial assistance for research activities, hosting academic lectures, conducting surveys of various kinds and organizing inspection tours, and organizing seminar meetings | Students and faculty of College of Law, Graduate School of Law and School of Law | Administrative office of College of Law |
| Social Sciences/Sociology | | Students and faculty of College of Social Sciences and Graduate School of Sociology | Administrative office of College of Social Sciences |
| International Relations | | Students and faculty of College of International Relations and Graduate School of International Relations | Administrative office of College of International Relations |
| Policy Science | | Students and faculty of College of Policy Science and Graduate School of Policy Science | Administrative office of College of Policy Science |
| Letters | | Students and faculty of College of Letters and Graduate School of Letters | Administrative office of College of Letters |
| Image Arts & Sciences/Image Arts | | Students and faculty of College of Image Arts & Sciences and Graduate School of Image Arts | Administrative office of College of Image Arts and Sciences |
| Economics | | Students and faculty of College of Economics and Graduate School of Economics | Administrative office of College of Economics |

| | | | |
|---|--|--|---|
| Business Administration/ Graduate School of Management | | Students and faculty of College of Business Administration, Graduate School of Business Administration and Graduate School of Management | Administrative office of College of Business Administration |
| Sport & Health Science | | Students and faculty of College of Sport & Health Science and Graduate School of Sport & Health Science | Administrative office of College of Sport & Health Science |

Members are sent periodical research journals (the bulletin of the academic society) containing research papers written by Ritsumeikan University faculty members, selected graduation and master's theses, book reviews, and up-to-date information on the academic society itself. Members are also given opportunities to participate in academic lectures featuring renowned lecturers and seminar meetings, which help to facilitate study and research at the respective colleges and graduate schools.

Each of the academic societies consists of the faculty, graduate students, and students from its respective college and graduate school. (Any individual who graduated from or completed the program of any of the relevant colleges or graduate schools can join its academic society by following the specified procedures.)

The university recognizes the significance of these academic societies and deems that students, by enrolling themselves in one of the colleges and graduate schools that have an academic society, automatically become members of the affiliated academic society. The academic society membership fee is added to the University Fee in the invoice and is collected by the university on behalf of the academic society. If the amount paid to the university for the first academic year falls short by the amount of the membership fee, the respective student will be considered to have opted not to join the academic society. While students who are not members of the academic societies incur no disadvantage in their study and research at the university, they are not entitled to participate in events held by the academic societies or receive support from them.

(3) Alumni Association

Membership of the Alumni Association of Ritsumeikan University consists of all the individuals who graduated from and completed programs at the university's colleges and graduate schools, as well as the university's faculty/staff members, et al. The Alumni Association, to help alumni maintain ties with their alma mater, implements a wide range of activities designed to encourage interaction and deepen friendly relationships among its members with a view to recognizing the achievements and success of the members and to contributing to the further development of Ritsumeikan University. Today, the membership of the Alumni Association of Ritsumeikan University totals over 330,000 people, and 52 prefectural associations, 24 associations overseas, and approximately 600 associations organized by colleges, departments, seminars, student organizations, occupational categories, and regions are active throughout Japan and abroad.

The major activities of the Alumni Association include supporting teams representing Ritsumeikan University in sports competitions; planning events to welcome new members of the association; implementing cross-industrial exchange programs; organizing the national Alumni Association assembly; organizing general meetings of prefectural alumni associations; hosting alumni reunions at various levels; publishing and disseminating the Alumni Association's bulletin, the "Ritsumei" (four times a year); conducting efforts to assist recovery from the Great East Japan Earthquake; managing the official website and Facebook page; and offering scholarships to students of the colleges and graduate schools of the university. Members are also issued a membership card, which allows them to use libraries and other facilities within the university. The membership fee of 30,000 Japanese yen is a lifetime fee, which is collected by the university together with the University Fee on behalf of the Alumni Association on its request. (Graduates of

Ritsumeikan University who paid the membership fee while enrolled in a college are exempt from the payment of this membership fee.)

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 Graduate 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 Graduate School 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 91 of the Ritsumeikan University Graduate School 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 Graduate School Faculty Committee or the Faculty Council based on the findings of an investigation by the relevant Graduate School. 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 Regulations for Student Groups.

<Ritsumeikan University Graduate School Regulations (excerpts)>

* Refer to Page 18 to 21 for excerpts from the Ritsumeikan University Graduate School Regulations.

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

Applicants who have completed payment for AY 2015 readmission (including the readmission fee, tuition and membership fees) but thereafter cancel their readmission to the Graduate School of 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 Graduate School 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 Graduate School to which you are applying for readmission

[Ritsumeikan University, Kinugasa Campus]

56-1, Toji-in KitamachiKita-ku, Kyoto, 603-8577

Graduate School of Law 075-465-8175 / Graduate School of Sociology 075-465-8184 / Graduate School of International Relations 075-465-1211 / Graduate School of Policy Science 075-465-7877 (until March 23) / Graduate School of Letters 075-465-8187 / Graduate School of Image Arts 075-465-1990 / Graduate School of Science for Human Services 075-465-8375 / Graduate School of Language Education & Information Science 075-465-8363 / Graduate School of Core Ethics and Frontier Sciences 075-465-8348

[Ritsumeikan University, Biwako-Kusatsu Campus]

1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

Graduate School of Economics 077-561-3940 / Graduate School of Business Administration 077-561-3941 (until March 23) / Graduate School of Sport and Health Science 077-561-3760 / Graduate School of Science and Engineering 077-561-2624 / Graduate School of Information Science and Engineering 077-561-5202 / Graduate School of Life Sciences 077-561-5021 / Graduate School of Technology Management 077-561-3421 (until March 23)

[Ritsumeikan University, Suzaku Campus]

1 Nishinokyo-Suzaku-cho, Nakagyo-ku Kyoto 604-8520

School of Law 075-813-8272 / Graduate School of Management 075-813-8273 (until March 23) / Graduate School of Public Policy 075-813-8274

[Ritsumeikan University, Osaka Ibaraki Campus]

2-150 Iwakura-cho, Ibaraki-shi, Osaka 567-8570

Graduate School of Business Administration 072-665-2090/Graduate School of Policy Science 072-665-2080/Graduate School of Technology Management 072-665-2100/Graduate School of Management 072-665-2103

Note: The Graduate School of Business Administration, Graduate School of Policy Science, Graduate School of Technology Management, and Graduate School of Management will be relocated to the Osaka Ibaraki Campus (OIC) in late March, 2015. The OIC telephone numbers will become active from March 24. For counter opening times, please contact the administrative office of the respective graduate school.

(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 Graduate School Regulations

(Excerpt)

Chapter 1. General Provisions

(Object)

Article 1. These regulations prescribe matters concerning the Graduate Schools, in accordance with paragraph 2 of Article 6 of the Ritsumeikan University Regulations (hereinafter “the University Regulations”).

(Purposes)

Article 2. The purposes of the Graduate Schools are to teach and research academic theories and applications, to explore the scholarly depths thereof, to cultivate individuals with profound academic insight and outstanding capabilities for occupations demanding high-level expertise, and to contribute to the advancement of culture, in line with Ritsumeikan’s founding spirit and educational ideals.

2. The purposes of those Graduate Schools which are Professional Graduate Schools are to teach and research academic theories and applications, and to cultivate individuals with profound academic insight and outstanding capabilities for occupations demanding high-level expertise.

(Graduate School courses)

Article 3. The Graduate Schools shall have Master’s, Doctoral and Professional Graduate Degree courses.

2. Doctoral courses shall either be divided into a first-stage course of two years and a second-stage course of three years, or, alternatively, not make use of such division.

3. The first stage of two years in a full-term Doctoral course shall be known as a Master’s course, and the second stage of three years shall be known as a Doctoral course. Where a division between first and second stages is not used, the course shall be known as a Master’s-Doctoral course.

4. The first stage of a Doctoral course (“Master’s course”) shall be treated in the same way as a stand-alone Master’s course.

5. For Professional Graduate Degree courses, the School of Law stated in clause 2 of Article 5 shall also be called the Law School.

(Course objectives)

Article 4. The objective of stand-alone Master’s courses and first-stage Doctoral courses (hereinafter known collectively as “Master’s courses”) is to offer broad-based and profound academic insights and to cultivate either research capabilities in specialist fields or advanced capabilities required for occupations demanding high-level expertise.

2. The objective of Doctoral courses is to cultivate the advanced research capabilities required to undertake independent scholarly research or engage in other specialist occupations, and extensive academic insights to underpin these capabilities.

3. The objective of Professional Graduate Degree courses is to cultivate profound academic insight and outstanding capabilities for occupations demanding high-level expertise.

4. Among Professional Graduate Degree courses, the objective of the Law School is to provide education directed to the specialized training of legal professionals.

Chapter 3. Educational Programs

(Policies for the organization of educational programs)

Article 10. The Graduate Schools shall formulate plans for the provision of supervision directed to the production of academic degree dissertations, etc. (hereinafter, “research supervision”), organize their educational programs systematically, and offer curricular subjects necessary to achieve their educational objectives.

2. Educational programs in the Graduate Schools shall be organized with appropriate consideration given both to imparting advanced expertise and capabilities in the applicable field of specialization and to providing grounding in fields associated with the field of specialization.

3. The Professional Graduate Schools shall organize their educational programs systematically and offer curricular subjects necessary to achieve their educational objectives in accordance with the applicable field of specialization.

(Educational programs for certification)

Article 10-2. Specially designated educational programs for certification shall be provided for persons seeking Teacher’s Licenses

and other official qualifications.

(Curricular subjects)

Article 11. Curricular subjects shall be classified and arranged in subject divisions prescribed in the regulations of each Graduate School.

2. Curricular subjects shall be organized systematically in the classifications of mandatory subjects, elective subjects and optional subjects.

(Application of the curriculum)

Article 12. A student shall, until completion of their educational program, be subject to the same rules concerning educational programs, subjects, course registration, recognition of credit and completion (hereinafter, “the curriculum”) as applied on the date they enrolled in that program.

2. A student who transfers or is re-admitted shall be subject to the curriculum applicable to existing students at the same year level in the unit to which the student has transferred or been re-admitted.

3. A student who transfers within the university or re-assigned within the same major shall be subject to the curriculum applicable to existing students at the same year level in the unit to which the student has transferred or been re-assigned.

(Regulations of individual Graduate Schools)

Article 13. The curricula of the majors in each Graduate School shall be prescribed in the regulations of each individual Graduate School.

Chapter 4. Classes, research supervision and assessment

(Classes and research supervision)

Article 14. Education in the Graduate Schools shall be conducted through classes taught in curricular subjects and research supervision. However, in the Professional Graduate Schools, education shall be conducted through classes taught in curricular subjects.

(Determining responsibility for teaching curricular subjects and research supervision)

Article 15. Graduate School Deans shall determine responsibilities for teaching curricular subjects and research supervision following deliberation by the applicable Graduate School Committee, in accordance with the Ritsumeikan University Graduate School Standards for Faculty Selection and with regard to subject suitability and teaching and research supervision abilities.

(Special educational methods)

Article 16. The Graduate Schools, majors and courses set forth below may, if considered educationally necessary by the applicable Graduate School Committee, conduct classes and research supervision in evenings or other specially designated times.

(1) Graduate School of Science for Human Services Major in Science for Human Services Master’s course

(2) Graduate School of Language Education and Information Science Major in Language Education and Information Science Master’s course

(3) Graduate School of Technology Management Major in Technology Management First-stage Doctoral (Master’s) course

(4) Graduate School of Public Policy Major in Public Policy Master’s course

(5) Graduate School of Management Major in Management Professional Graduate Degree course

(6) Graduate School of Pharmacy Major in Pharmacy Doctoral course

(Special enrollment in curricular subjects)

Article 17. A student enrolled in a Master’s or Professional Graduate Degree course may, if considered educationally necessary by the applicable Graduate School Committee, enroll in an undergraduate curricular subject.

2. A student enrolled in a second-stage Doctoral or Master’s-Doctoral course may, if considered educationally necessary by the applicable Graduate School Committee, enroll in a Master’s or undergraduate curricular subject.

3. Credits earned pursuant to the preceding two paragraphs shall not be counted towards the number of credits required for completion.

(Notification of grading criteria, etc.)

Article 18. Class and research supervision methods and content, and yearly plans for classes and research supervision, shall be notified to

students in advance.

2. In order to ensure objectivity and rigor, assessment of study outcomes and degree dissertations and approval of completion shall be conducted properly in accordance with predetermined criteria, which shall also be notified to students in advance.

(Student numbers per class)

Article 19. The number of students to be taught at any one time in a single curricular subject shall be the number appropriate in order to achieve educational effects fully, taking into account teaching methods, facilities, equipment, and other educational conditions.

(Class methods)

Article 20. Classes shall be conducted as lectures, seminars, laboratory work, field work, or practicum, or a combination thereof.

2. If judged necessary by the Graduate School Committee, 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. If judged necessary by the Graduate School Committee, and pursuant to the Stipulation on Conducting Part of Classes at Venues other than Campuses and Affiliated Facilities (Ministry of Education, Culture, Sports, Science and Technology Notice No. 43, 2003), 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 21. A regular 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 Graduate School Committee.

(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 Graduate School Committee.

(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 Graduate School Committee depending on the combination of methods used and taking account of the standards prescribed in the preceding two clauses.

(Class hours in curricular subjects)

Article 22. Classes in curricular subjects shall be conducted over semester units of 15 weeks in duration. However, if judged necessary by the Graduate School Committee, classes may be conducted over a specified shorter duration.

(Academic grades)

Article 23. 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 Graduate School and for approval of credit earned in curricular subjects under Ritsumeikan University's non-degree Graduate School 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 and approval of credits)

Article 24. A prescribed number of credits shall be conferred on students who have completed a curricular subject and passed the examinations therein.

2. Conferral and approval of credits shall be determined by the applicable Graduate School Dean, following deliberation by the Graduate School Committee.

3. Credits shall not be cancelled once conferred or approved. However, credits conferred or approved in the School of Law may be cancelled following deliberation by the Graduate School Faculty Council.

(Optional subjects)

Article 25. Credits for optional subjects shall not be counted in the number of credits required for graduation.

(Organized training for improvement of educational content, etc.)

Article 26. The Graduate Schools shall implement organized training and research programs in order to achieve improvements in teaching and research supervision methods and content.

Chapter 5. Master's, Doctoral, and Master's-Doctoral Courses

Section 1. Requirements for completion, etc. of Master's courses

(Standard term for completion)

Article 27. The standard term for completion of Master's courses shall be 2 years. However, the standard term for completion of the working adults' one-year course in the Graduate School of Public Policy Major in Public Policy shall be 1 year.

(Maximum term of enrollment)

Article 28. The maximum term of enrollment in Master's courses shall be 4 years.

(Requirements for completion)

Article 29. To complete a Master's course a student must have been enrolled in the course for at least the standard term for completion, earned at least 30 credits in accordance with the stipulations of the applicable Graduate School Regulations, undergone the required research supervision, and then passed an examination and screening of a master's thesis or other specified assignment in line with the aims of the course. However, a period of 1 year or more enrolled in the course shall suffice to meet the requirement regarding term of enrollment if the student has demonstrated outstanding academic performance while enrolled.

Section 2. Requirements for completion, etc. of Doctoral courses

(Standard term for completion)

Article 30. The standard term for completion of Doctoral courses (second-stage Doctoral courses) shall be 3 years.

(Maximum term of enrollment)

Article 31. The maximum term of enrollment in Doctoral courses shall be 6 years.

(Requirements for completion)

Article 32. To complete a Doctoral course a student must have been enrolled in the course for at least the standard term for completion (or 2 years for students to whom clause 2 of Article 53 applies and who have completed in the Law School), earned credits in accordance with the stipulations of the applicable Graduate School Regulations, undergone the required research supervision, and then submitted a doctoral dissertation and passed an examination and screening thereof.

2. Notwithstanding the provisions of the preceding paragraph, if the student has demonstrated outstanding research performance while enrolled, a period of 1 year or more enrolled in the course shall suffice to meet the requirement regarding term of enrollment. However, if clause 1 or 2 of Article 53 applies and the student has already completed a Master's or Professional Graduate Degree course with a standard completion term of between 1 and 2 years, the sufficient period shall be the standard term for completion minus 1-2 years (maximum of 2 years); if the student has completed a Master's course after enrollment of 1 year or more pursuant to outstanding academic performance, the sufficient period shall be the standard term of completion minus the term of enrollment in the said Master's course (maximum of 2 years).

Section 3. Requirements for completion, etc. of Master's-Doctoral courses

(Standard term for completion)

Article 33. The standard term for completion of Master's-Doctoral courses shall be 5 years.

(Maximum term of enrollment)

Article 34. The maximum term of enrollment in Master's-Doctoral

courses shall be 10 years.

(Requirements for completion)

Article 35. To complete a Master's-Doctoral course a student must have been enrolled in the course for at least the standard term for completion, earned at least 30 credits in accordance with the stipulations of the applicable Graduate School Regulations, undergone the required research supervision, and then submitted a doctoral dissertation passed an examination and screening thereof. However, a period of 3 years or more enrolled in the course (including the two-year term of enrollment in the Master's course if clause 1 of Article 53 applies) shall suffice to meet the requirement regarding term of enrollment, if the student has demonstrated outstanding academic performance while enrolled.

2. Notwithstanding the provisions of the preceding paragraph, if clause 1 of Article 53 applies and the student has already completed a Master's course with a standard completion term of between 1 and 2 years, a period of 3 years plus the said period of between 1 and 2 years (maximum of 2 years) shall suffice to meet the requirement regarding term of enrollment; if the student has completed a Master's course after enrollment of 1 year or more pursuant to outstanding academic performance, the sufficient period shall be 3 years plus the period of enrollment in the said Master's course (maximum of 2 years). However, if the student has demonstrated outstanding research performance while enrolled, an enrollment term of 3 years including the period enrolled in the Master's course (maximum of 2 years) shall suffice.

3. Notwithstanding the preceding two paragraphs, if clause 2 or 3 of Article 53 applies, the requirements for completion shall be that the student has been enrolled in the course for at least 3 years (or 2 years if clause 2 of Article 53 applies and the student has completed the Law School course), undergone the required research supervision, and then submitted a doctoral dissertation passed an examination and screening thereof. However, a period of 1 year or more enrolled in the course (or if the student has completed a Professional Graduate Degree course with a standard completion term of 1-2 years, 3 years minus the said term of 1-2 years) shall suffice to meet the requirement regarding term of enrollment, if the student has demonstrated outstanding academic performance while enrolled.

Section 4. Approval of credit, etc.

(External research supervision)

Article 36. When judged educationally beneficial by the Graduate School Committee, students may be permitted to undergo necessary research supervision in another graduate school or research institute. However, in the event that such approval is granted to a Master's course student, the research supervision shall not exceed one year in duration.

(Subjects offered at an external graduate school or another graduate school within Ritsumeikan University)

Article 37. When judged educationally beneficial by the Graduate School Committee, students may be permitted to take a curricular subject offered at a graduate school outside the University (including overseas) or a different graduate school within the University.

2. Credits earned in curricular subjects pursuant to the preceding paragraph may, up to a maximum of 10 credits, be deemed as earned in the graduate school course in which the student is currently enrolled.

(Approval of credits earned before admission)

Article 38. When judged educationally beneficial by the Graduate School Committee, credits earned by students for subjects completed in a graduate school 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 graduate school course in which the student is currently enrolled.

2. The number of credits which may be deemed pursuant to the preceding paragraph shall not exceed 10 credits earned outside the course in which the student is currently enrolled, except in cases of transfer admission.

3. The number of credits which may be deemed pursuant to paragraph 1 shall not exceed 12 credits earned within the course in which the student is currently enrolled.

(Approval of credits)

Article 39. Approval of credits under the preceding two articles shall be determined by the Graduate School Dean following deliberation by the Graduate School Committee.

Chapter 6. Professional Graduate Degree Courses

Section 1. Requirements for completion, etc. of Professional Graduate Degree courses

(Standard term for completion)

Article 40. The standard term for completion of Professional Graduate Degree courses shall be 2 years. However, the standard term of completion in the School of Law shall be 3 years, and the standard term of completion in the 1-year course in the Graduate School of Management Major in Management shall be 1 year.

(Maximum term of enrollment)

Article 41. The maximum term of enrollment in Professional Graduate Degree courses shall be 4 years. However, the maximum term of enrollment in the School of Law shall be 5 years.

2. The maximum terms of enrollment prescribed in the preceding paragraph are exclusive of any time deemed enrolled pursuant to the provisions of Article 43.

(Requirements for completion)

Article 42. To complete a Professional Graduate Degree course a student must have been enrolled in the course for at least the standard term for completion, earned at least 30 credits in accordance with the stipulations of the applicable Graduate School Regulations, and completed the other components of the educational curriculum.

2. Notwithstanding the provisions of the preceding paragraph, to complete the School of Law a student must have been enrolled in the course for at least the standard term for completion, earned at least 104 credits in accordance with the stipulations of the applicable Graduate School Regulations, and completed the educational curriculum.

(Reduction of standard term of enrollment)

Article 43. In the event that credits earned by a student prior to enrollment in a Professional Graduate School at Ritsumeikan University (only those earned after the student became eligible for enrollment pursuant to paragraph 1, Article 102 of the Schools Education Act) are deemed to have been earned in the student's currently enrolled course and the student is recognized as having completed a portion of the educational curriculum in the Professional Graduate School in question, the student may be deemed to have been enrolled in the Professional Graduate School for up to one half of the standard term for completion of the enrolled course, taking into account factors such as the number of credits and the time required to earn them. However, in such a case, the student must remain enrolled in the Professional Graduate School in question for at least one year (two years in the School of Law).

2. The period which a student may be deemed to have been enrolled in the School of Law pursuant to the provisions of the preceding paragraph shall not exceed one year.

3. The periods deemed pursuant to the preceding two paragraphs shall be determined by the applicable Graduate School Dean following deliberation by the Graduate School Committee.

(Students with previous legal studies experience)

Article 44. A student recognized as possessing foundation academic knowledge of the law required by the School of Law (hereinafter "student with prior legal studies experience") may for the purposes of fulfilling paragraph 2 of Article 42 be deemed by the School of Law to have been enrolled for a period not exceeding one year, and/or to have earned credits not exceeding 34 credits.

2. The period for which a student with prior legal studies experience can be deemed enrolled pursuant to the provisions of the preceding paragraph must not exceed one year when combined with the period deemed enrolled pursuant to the provisions of paragraph 2 of the preceding article.

2. The number of credits which a student with prior legal studies experience can be deemed to have earned pursuant to the provisions of paragraph 1 must not exceed 41 credits when combined with the credits deemed earned pursuant to the provisions of Articles 47 and 48.

Section 2. Approval of credit, etc.

(Class methods, etc.)

Article 45. In addition to the stipulations of Article 20, classes in Professional Graduate Schools shall be conducted with a view to practical education to achieve the purposes of the Professional

Graduate Schools, and may include, in accordance with the field of specialization, case studies, field surveys, two-way or multi-directional debates or question-answer sessions, and/or other appropriate methods.
2. If judged necessary by the Graduate School Committee, classes stipulated in paragraph 1 of Article 20 and in the preceding paragraph may be conducted at venues other than those usually used for classes, making advanced use of diverse media tools.

(Subject registration limits in Professional Graduate Schools)

Article 46. The maximum number of credits for which a student may register in any one academic year or semester shall be stipulated in the regulations of the Graduate School in question.

(Subjects offered at an external graduate school or another graduate school within Ritsumeikan University)

Article 47. When judged educationally beneficial by the Graduate School Committee, students may be permitted to take a curricular subject offered at a graduate school outside the University (including overseas) or a different graduate school within the University.

2. Credits earned in curricular subjects pursuant to the preceding paragraph may, up to a maximum of one half of the credits required for completion in the Professional Graduate School concerned, be deemed as earned in the Professional Graduate School course in which the student is currently enrolled.

3. Notwithstanding the provisions of the preceding paragraph, for students in the School of Law, credits earned in curricular subjects pursuant to paragraph 1 may, up to a maximum of 41 credits, be deemed as earned in the School of Law.

(Approval of credits earned before admission)

Article 48. When judged educationally beneficial by the Graduate School Committee, credits earned by students for subjects completed in a graduate school prior to admission to the Professional Graduate School concerned (including credits earned under non-degree study programs) may be deemed to have been earned by completing curricular subjects after enrollment in the Professional Graduate School course in which the student is currently enrolled.

2. The number of credits which may be deemed pursuant to the preceding paragraph shall not, when combined with the credits deemed pursuant to paragraph 2 of the preceding article, exceed one half of the total credits required for completion in the Professional Graduate School concerned, not counting credits in the course in which the student is currently enrolled, and except in cases of transfer admission.

3. Notwithstanding the provisions of the preceding paragraph, for students in the School of Law, the number of credits which may be deemed pursuant to paragraph 1 shall not, when combined with the credits deemed pursuant to paragraph 3 of the preceding article, exceed 41 credits, not counting credits in the course in which the student is currently enrolled, and except in cases of transfer admission.

4. The number of credits which may be deemed earned pursuant to paragraph 1 shall not exceed 30 credits earned within the course in which the student is currently enrolled.

(Approval of credits)

Article 49. Approval of credits under the preceding two articles shall be determined by the Graduate School Dean following deliberation by the Graduate School Committee.

Chapter 7. Academic degrees

(Degrees)

Article 50. Matters concerning academic degrees and the conferral thereof shall be handled pursuant to the Ritsumeikan University Academic Degree Regulations.

Chapter 8. Admission

(Admission dates)

Article 51. Students shall be admitted to the University in April or September each year.

(Eligibility for admission to Master's courses, Master's-Doctoral courses and Professional Graduate Degree courses)

Article 52. Students must fulfill one of the following conditions to be eligible for admission to Master's courses, Master's-Doctoral courses and Professional Graduate Degree courses.

(1) Graduation from university

(2) Application of paragraph 1, Article 155 of the School Education Act Enforcement Ordinance to recognize academic ability equal to or greater than that of a university graduate

(3) Enrollment of at least three years in university (including equivalents thereto stipulated by the Minister of Education, Culture, Sports, Science and Technology) and recognized outstanding performance in completion of the credits stipulated by the Graduate School concerned

(Eligibility for admission to Doctoral Courses)

Article 53. Students must fulfill one of the following conditions to be eligible for admission to second-stage Doctoral courses.

(1) Holding a Master's Degree

(2) Holding a Professional Graduate Degree

(3) Application of Article 156 of the School Education Act Enforcement Ordinance to recognize academic ability equal to or greater than that of the holder of a Master's or Professional Graduate Degree.

(Eligibility for transfer admission to Master's courses and Professional Graduate Degree courses)

Article 54. Eligibility for transfer admission to Master's courses and Professional Graduate Degree courses shall be prescribed in transfer admission application guidelines.

(Eligibility for transfer admission at third year level of Master's-Doctoral courses)

Article 55. Students must fulfill one of the conditions set forth in Article 53 to be eligible for transfer admission at third year level of Master's-Doctoral courses.

(Eligibility for re-admission)

Article 56. Students who have withdrawn or been removed from the register may be eligible for re-admission to the same Graduate School 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 Articles 28, 31, 34 and 41, and those subjected to disciplinary withdrawal pursuant to paragraph 1 of Article 91, are not eligible for re-admission.

(Application for admission, etc.)

Article 57. Students wishing to gain admission, transfer admission, and re-admission (hereinafter termed collectively "admission, etc.") must apply by the prescribed date using an application form accompanied by the entrance examination fee prescribed in Article 75 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 charged in the following cases.

(1) The applicant is taking an examination for re-admission

(2) The applicant is scheduled to complete a Master's or Professional Graduate Degree course in a Graduate School of Ritsumeikan University, and is taking an examination for admission to a second-stage Doctoral course or the third year of a Master's-Doctoral course within one year counting from the day following the final day of the semester in which he/she completes the current course

(3) The applicant has completed a Master's or Professional Graduate Degree course in a Graduate School of Ritsumeikan University, and is taking an examination prescribed in the preceding clause within one year counting from the day following the final day of the semester in which he/she completed the said course

(4) The applicant is a Japanese government scholarship international student recommended by an Embassy or university

(5) 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 58. Applicants for admission shall be selected pursuant to methods prescribed separately, and successful applicants shall be determined by the President following deliberation by the Graduate School Committee.

2. The Graduate School 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 guidelines for admission produced each academic year.

(Enrollment procedures)

Article 59. 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.

Chapter 9. Leave of absence, reinstatement, internal transfer, study abroad, withdrawal, and removal from the register

(Leave of absence)

Article 60. 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 Graduate School Dean may approve an application for leave of absence following deliberation by the Graduate School Committee.

3. The Graduate School Dean may, following deliberation by the Graduate School Committee, order leave of absence for students who are judged unfit for study due to illness.

4. The maximum continuous term of leave of absence shall be two years. However, approval may be granted for an extension of this term of up to one year on special grounds.

5. Leave of absence must not exceed three years in total. However, in Master's-Doctoral courses, leaves of absence may be taken up to a cumulative total of five years.

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 term shall not be included in the three years total (or five years cumulative total in Master's-Doctoral courses) under the preceding paragraph.

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

(Reinstatement)

Article 61. When students currently on leave of absence apply for reinstatement, the Graduate School Dean may permit such reinstatement, following deliberation by the Graduate School Committee.

(Internal transfer)

Article 62. If a graduate school student wishes to transfer to another Graduate School or major prescribed in Article 5 and that Graduate School or major has the same conditions for eligibility for admission under Articles 52, 53 and 55 as the student's currently enrolled Graduate School or Major, the Dean of the post-transfer Graduate School may permit such transfer pursuant to selection by the Graduate School Committee of the post-transfer Graduate School, and following deliberation by the Graduate School Committees of both the pre-transfer and post-transfer Graduate Schools.

2. Recognition of credits earned prior to transfer shall be determined by the Dean of the post-transfer Graduate School, following deliberation by the Graduate School Committee of the post-transfer Graduate School.

(Study abroad)

Article 63. "Study abroad" means enrolling in regular curricular subjects, undergoing research supervision, or engaging in research for a period equivalent to at least one semester at a graduate school or comparable institution of higher education or research outside Japan, under a formal agreement or arrangement.

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

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

(Withdrawal)

Article 64. Students wishing to withdraw must obtain permission from the President, following deliberation by the Graduate School Committee.

(Removal from the register)

Article 65. Students to whom any of the following apply shall be removed from the register by the Graduate School Dean, following deliberation by the Graduate School Committee. However, students to whom clause (6) applies shall be removed from the register by the President, following deliberation by the Graduate School Committee and the

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

(2) Expiration of the maximum terms of enrollment prescribed in Article 28, 31, 34, and 41

(3) Failure to reinstate after expiration of the leave of absence period prescribed in paragraph 5 of Article 60

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

(5) Death

(6) Adjudged to have no prospect of continuing studies

(Other procedures)

Article 66. Procedures concerning leave of absence, reinstatement, internal transfer, study abroad, withdrawal and removal from the register other than those provided in this section shall be prescribed in the Ritsumeikan University Regulations on Student Status.

Chapter 10. International students, non-degree students, special auditing students, post-Master's research students, Doctoral research students, professional training students, special research students, and international students

(International students)

Article 67. A person of non-Japanese nationality who enters Japan for the purpose of receiving graduate school education, is admitted to one of the University's Graduate Schools and enrolls in a degree program shall be treated as an international student.

(Non-degree students)

Article 68. A person who applies to take curricular subjects in one of the University's Graduate Schools may, after screening and following deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a non-degree student.

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

(Auditing students)

Article 68-2. A person who applies to audit curricular subjects in one of the University's Graduate Schools may, after screening and following deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as an auditing student.

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

(Special auditing students)

Article 69. A person who applies to take subjects at one of the University's Graduate Schools pursuant to an agreement, etc. with another university or junior college (including institutions outside Japan) may, after screening and following deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a special auditing student.

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

(Post-Master's research students)

Article 70. A person who has obtained a Master's or Professional Graduate Degree in one of the University's Graduate Schools and wishes to continue their research and make use of the University's research facilities may, after screening by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a post-Master's research student.

2. Matters concerning post-Master's research students shall be prescribed in the Ritsumeikan University Post-Master's research students Regulations.

(Doctoral research students)

Article 71. A person who has obtained a Doctoral degree in one of the University's Graduate Schools, or withdrawn from a second-stage Doctoral course or Master's-Doctoral course after being enrolled for at least the standard completion term and satisfying the curricular

requirements stipulated by the Graduate School concerned, and who wishes to continue their research and make use of the University's research facilities may, after screening by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a Doctoral research student.

2. Matters concerning Doctoral research students shall be prescribed in the Ritsumeikan University Doctoral Research Students Regulations.

(Professional training students)

Article 72. A person who has obtained a Professional Graduate Degree in one of the University's Professional Graduate Schools and wishes to make use of the University's facilities to continue their studies may, after screening and deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a professional training student.

2. Matters concerning professional training students shall be prescribed in the Ritsumeikan University Professional Training Student Regulations.

(Special research students)

Article 73. A person who wishes to undergo research supervision in one of the University's Graduate Schools pursuant to an agreement with an external graduate school, etc. (including a graduate school, etc. outside Japan) may, after screening and following deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as a special research student.

2. Matters concerning special research students shall be prescribed in the Ritsumeikan University Special Research Student Regulations.

(International research students)

Article 74. An international students in any of the following categories who wishes to take curricular subjects or undergo research supervision in one of the University's Graduate Schools may, after screening and following deliberation by the Graduate School Committee, be permitted by the Graduate School Dean to enroll as an international research student.

- (1) Japanese government scholarship students
- (2) International students participating in the Chinese Government Graduate Student Overseas Study (Joint Development) Program
- (3) International students participating in the Afghanistan Human Resource Development Project
- (4) International students participating in research programs to Japan supported by the Japan Foundation
- (5) International students participating in the Brazilian Government's Science Without Borders Program
- (6) International students participating in the Japan-Mexico Training

Ritsumeikan University Student Disciplinary Regulations (Excerpt)

Article 1. Purpose

The purpose of these regulations is to provide for relevant matters in relation to disciplinary actions, pursuant to Clause 4, Article 57 of the Ritsumeikan University Regulations (hereinafter referred to as "the University Regulations") and Clause 4, Article 91 of the Ritsumeikan University Graduate School Regulations (hereinafter referred to as "the Graduate School Regulations").

Article 2. Scope of individuals subject to disciplinary action

- (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, special research students, and international research students shall be subject to respective regulations pertaining to them.

Article 3. Concept of disciplinary action

- (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,

Program for the Strategic Global Partnership

(7) Students participating in a study abroad program sponsored by the government of Saudi Arabia

2. Matters concerning international research students shall be prescribed in the Ritsumeikan University Graduate Schools International Research Student Regulations.

Chapter 12. Awards and Punishments

(Awards)

Article 90. The President may award those whose conduct as a student is deserving of award.

(Punishments)

Article 91. The President shall, following deliberation by the Graduate School Committee, 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.

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.

Article 4. Period subject to disciplinary action

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

Article 5. Acts subject to disciplinary action

(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.

Article 6. Types of disciplinary action

Disciplinary actions set forth in the University Regulations and the Graduate School Regulations shall be as follows.

- (i) Withdrawal is intended to deprive an individual of the status as a student.
- (ii) Suspension is intended to suspend participation in curricular and extracurricular activities, etc. by a student for a certain period of

time.

(iii) 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.

Article 7. Period of suspension

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

Article 8. Reprimand

(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.

Article 9. Investigation into facts

(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).

Article 10. Procedure to make a decision about disciplinary action

(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.

Article 11. When disciplinary action becomes effective

(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.

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

(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.

Article 13. Public notice

(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.

Article 14. Lifting of indefinite suspension

(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.

Article 15. Records regarding disciplinary action

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

Article 16. Appeals

(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.

Article 17. Appeals Screening Committee

(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.

Article 18. Redeliberations

(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.

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

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.

Article 20. Guidance during the suspension period

(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.

Article 21. Auxiliary provision

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

Article 22. Revision or abolishment

A decision about revision or abolishment of these regulations shall be made at the University Senate based on deliberations at the Faculty Council and the Departmental Committee Meetings.

Supplementary provision

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

Supplementary provision

(Partial Revision as of March 2, 2012 following Full Revision of the Graduate School Regulations and establishment of the international research student system)

These regulations are effective as of April 1, 2012.

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. |

本学所定書式

Forms Prescribed by Ritsumeikan University

- Submit together with other application documents

(Form 1) Pledge Form

(Form 2) Consent to Use of Personal Information

- Submit to the Administrative Office of the Graduate School 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、貴大学大学院に再入学の上は、立命館大学大学院学生たることを自覚し、立命館大学大学院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 a graduate school of Ritsumeikan University and will abide by the regulations of the graduate schools of Ritsumeikan University and all other rules of the university.

(Graduate School) 研究科 (Major) 専攻

修士・博士課程前期・博士課程後期・一貫制博士・4年制博士・専門職学位 課程
Master's Program, Doctoral Program, Five-year Doctoral Program, 4-year Doctoral Program Professional Degree Program
(該当する課程を○で囲んでください Circle the applicable program.)

現住所 〒_____
(Current Address)

本人氏名 (本人直筆) _____ 印
(Name to be written by the student)

私は、上記の者に貴大学大学院在籍中は、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 the Graduate School of Ritsumeikan University, and will assume full responsibility for any consequences resulting from his or her violation thereof while enrolled in this graduate school. 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、立命館大学大学院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 Graduate School Readmission.

大学院 (Graduate School of) _____ 研究科

(Major) _____ 専攻

修士・博士課程前期・博士課程後期・一貫制博士・4年制博士・専門職学位 課程

Master's Program, Doctoral Program, Five-year Doctoral Program, 4-year Doctoral Program, Professional Degree Program

(該当する課程を○で囲んでください Circle the applicable program.)

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 to the Graduate School for the following reason(s). I therefore would like to request the refund of the tuition, amenities and program development fee, laboratory fee and research & practical training fee.

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 Graduate School 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.

②Copy 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.)

③Copy of the Letter of Acceptance

<Official use only>

| | | | | | | | | | | |
|-----|------|---|------------|---|-----|---|------------|---|-----|---|
| 受付日 | 大学院課 | / | 研究科 事務室 | / | 教務課 | / | 財 務 経理課 | / | 入学課 | / |
| 備考 | | | | | | | | | | |

| Graduate School | Administrative Office | Tel & Fax number | Campus & Address |
|--|---|--|--|
| Law | Administrative Office, College of Law | TEL 075-465-8175 FAX 075-465-8176 | Kinugasa Campus Toji-in Kitamachi 56-1, Kita-ku, KYOTO 603-8577 |
| Sociology | Administrative Office, College of Social Sciences | TEL 075-465-8184 FAX 075-465-8196 | |
| International Relations | Administrative Office, College of International Relations | TEL 075-465-1211 FAX 075-465-1214 | |
| Policy Science | Administrative Office, College of Policy Science | TEL 075-465-7877 FAX 075-465-8281 (until March 23rd) | |
| Letters | Administrative Office, College of Letters | TEL 075-465-8187 FAX 075-465-8188 | |
| Image Arts | Administrative Office, College of Image Arts and Sciences | TEL 075-465-1990 FAX 075-465-8193 | |
| Science for Human Services | Administrative Office of Inter-Faculty Graduate Schools | TEL 075-465-8375 FAX 075-465-8364 | |
| Language Education & Information Science | | TEL 075-465-8363 FAX 075-465-8364 | |
| Core Ethics and Frontier Sciences | | TEL 075-465-8348 FAX 075-465-8364 | |
| Economics | Administrative Office, College of Economics | TEL 077-561-3940 FAX 077-561-3947 | Biwako-Kusatsu Campus (BKC) Noji Higashi 1-1-1, KUSATSU, SHIGA 525-8577 |
| Business Administration | Administrative Office, College of Business Administration | TEL 077-561-3941 FAX 077-561-3957 (until March 23rd) | |
| Science and Engineering | Administrative Office, College of Science and Engineering | TEL 077-561-2624 FAX 077-561-2890 | |
| Information Science and Engineering | Administrative Office, College of Information Science and Engineering | TEL 077-561-5202 FAX 077-561-5203 | |
| Life Sciences | Administrative Office, College of Life Sciences | TEL 077-561-5021 FAX 077-561-2629 | |
| Technology Management | Administrative Office, Graduate School of Technology Management | TEL 077-561-3421 FAX 077-561-5298 (until March 23rd) | |
| Sport and Health Science | Administrative Office, College of Sport and Health Science | TEL 077-561-3760 FAX 077-561-3761 | |
| Public Policy | Administrative Office of Professional Schools | TEL 075-813-8274 FAX 075-813-8271 | Suzaku Campus |
| School of Law | | TEL 075-813-8272 FAX 075-813-8271 | Nishinokyo |
| Graduate School of Management | | TEL 075-813-8273 FAX 075-813-8271 (until March 23rd) | Suzaku-cho 1, Nakagyo-ku, KYOTO 604-8520 |

| | | | | |
|--|--|------------------|---|------------------------------|
| Office of Graduate Studies | | | TEL 075-465-8195 TEL 077-561-4941 | at Kinugasa Campus at BKC |
| Graduate School of Business Administration | Administrative office, College of Business Administration | TEL 072-665-2090 | Ritsumeikan University (Osaka Ibaraki Campus) 2-150 Iwakura-cho, Ibaraki. Osaka 567-8570 | |
| Graduate School of Policy Science | Administrative office, College of Policy Science | TEL 072-665-2080 | | |
| Graduate School of Technology Management | Administrative office, Inter-Faculty Graduate Schools at OIC | TEL 072-665-2100 | | |
| Professional Graduate Schools Graduate School of Management | | TEL 072-665-2103 | | |

The Graduate School of Business Administration, Graduate School of Policy Science, Graduate School of Technology Management, and Graduate School of Management will be relocated to the Osaka Ibaraki Campus (OIC) in late March, 2015. The OIC telephone numbers will become active from March 24th. For counter opening times, please contact the administrative office of the relevant graduate school.

Administrative Offices of Schools, Ritsumeikan University

Office hours: From 10:00 to 11:30 and from 12:30 to 17:00, Monday through Friday.

Closed on Saturday, Sunday, and holidays.

AY 2015
Procedures for Readmission to
Graduate School

(Application Period: Spring Semester/Fall Semester)

Date of issue: December 2014

Ritsumeikan University Graduate School

56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520