

Ritsumeikan University Student Identification Card Regulations (Excerpt)

October 9, SHOWA 34

Regulations No. 67

(Purpose)

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

(Issuing student cards)

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

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

(Student card photograph)

Article 3. The photograph used on a student card must be a full color photograph submitted at the time of the enrollment procedure and must show the student’s upper torso and head with no headwear.

(Student card validity)

Article 4. Student cards shall be valid for the duration of the holder’s enrolment in the University. However, enrolment confirmation labels shall be valid for the standard program duration.

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

(Carrying student cards)

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

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

(Re-issuing student cards)

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

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

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

(Return of student cards)

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

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

Supplementary Provision (Partial amendment pursuant to establishment of the Academic Affairs Council, March 16, 2012)

These regulations are effective from April 1, 2012.