

Chapter 1. Purposes

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

Chapter 2. Leave of Absence

(Applying for leave of absence)

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

- (1) Illness: A medical certificate written by the medical practitioner in charge of the applicant
- (2) Household circumstances: A statement of reasons for leave of absence
- (3) Financial circumstances: A statement of reasons for leave of absence
- (4) Work commitments: Certification from the applicant's place of work
- (5) Overseas travel due to the following reasons: Proof of acceptance issued by the host institution or organization
 - (a) Privately-financed study abroad
 - (b) Internship
 - (c) Volunteer
 - (d) Other learning or research activities
- (6) Military Service: Certification of military service
- (7) Emergency or disaster as determined by the President: Form prescribed by the University
- (8) Other grounds: Form prescribed by the President

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

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

2. Notwithstanding the preceding paragraph, if leave of absence is granted after the start of the semester or academic year, the starting date shall be the date on which the leave of absence was approved.

3. The period from the start of the semester or academic year and the starting date of the leave of absence under the preceding paragraph shall also be counted as leave of absence.

(Due date for applications for leave of absence)

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

(Procedures upon completion of leave of absence)

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

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

(2) Leave of absence expiring at the end of the fall semester: From February 1 to the last day of February of the academic year in question

2. Applicants who are international students required to obtain the status of residence of "College Student" shall, as alternative to the periods prescribed in the preceding paragraph, be permitted to apply during the period set forth below that corresponds to the type of leave taken.

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

(2) Leave of absence expiring at the end of the fall semester: From December 1 to the last day of December of the academic year in question

Chapter 3. Reinstatement

(Applying for reinstatement)

Article 6. Applicants for reinstatement must submit to the President an application for reinstatement during the period set forth in the preceding article.

2. If leave of absence was taken on grounds of illness, the applicant must in addition to the document prescribed in the preceding paragraph submit a medical certificate written by the medical practitioner in charge of the applicant, and undergo examination by a medical practitioner at the Ritsumeikan University Health Center.

(Date of reinstatement)

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

Chapter 4. Transfer within the University

(Eligibility for transfer within the university)

Article 8. To transfer to another College, a student must satisfy the conditions set forth below pertaining to the type of transfer sought.

(1) Transfer at second year level: Completed all foreign language subjects allocated at first year level and earned at least 30 credits countable towards graduation requirements

(2) Transfer at third year level: Completed all foreign language subjects allocated at first and second year levels and earned at least 60 credits countable towards graduation requirements

2. Notwithstanding the provisions of the preceding paragraph, students who have entered the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and Department of Pharmaceutical Sciences in the College of Pharmaceutical Sciences under a special admission system for foreign students and students who have entered the College of Global Liberal Arts shall be allowed to transfer to another College if they satisfy the conditions set forth below pertaining to the type of transfer sought.

(1) Transfer at second year level: Earned at least 30 credits countable towards graduation requirements

(2) Transfer at third year level: Earned at least 60 credits countable towards graduation requirements

(Applying for transfer within the university)

Article 9. Applicants for transfer within the university must by the prescribed date submit an application for transfer, accompanied by other required documentation and transfer screening fee, to the President from which they are transferring.

2. Application for transfer within the university may not be made to more than one College or Graduate School at once.

Chapter 5. Study Abroad

(Applying for study abroad)

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

(Study abroad starting and ending dates)

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

(Procedures on completion of study abroad)

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

(Revocation of study abroad)

Article 13. If any of the following apply, permission to study abroad may be revoked by the President.

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

Chapter 6. Domestic exchange

(Applying for domestic exchange)

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

(Domestic exchange starting and ending dates)

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

(Procedures on completion of domestic exchange)

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

(Revocation of domestic exchange)

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

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

Chapter 7. Withdrawal

(Applying for withdrawal)

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

(Date of withdrawal)

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

Chapter 8. Removal from the Register

(Date of removal from the register)

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

Chapter 9. Dates of Graduation and Completion

(Dates of graduation and completion)

Article 21. The date of graduation from undergraduate Colleges shall be March 20. However, the date of graduation from the Department of Pharmacy in the College of Pharmaceutical Sciences shall be March 10.

2. Notwithstanding the preceding paragraph, the date of graduation for those who satisfy graduation requirements by the end of the spring semester shall be the day of the autumnal equinox.

3. The date of completion of Master's and Professional Graduate Degree Programs in the Graduate Schools shall be March 20. However, the date of completion of the Graduate School of Law shall be March 18.

4. Notwithstanding the preceding paragraph, the date of completion for those who satisfy completion requirements by the end of the spring semester shall be the day of the autumnal equinox.

5. The date of completion of Doctoral, integrated Master's/Doctoral, and four-year Doctoral programs in the Graduate Schools shall be March 31.

6. Notwithstanding the preceding paragraph, the date of completion for those who satisfy completion requirements by the end of the spring semester shall be September 25.

(Dates of graduation and completion after suspension)

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

2. If a date of graduation or completion prescribed in the preceding paragraph or a date of graduation or completion for a person subjected to suspension of more than three months falls during the course of first or fall semester, the President may, on application by the person affected and following deliberation by the Faculty Council or Graduate School Committee, order the graduation or completion date to conform to the date prescribed in the preceding article.

3. Tuition for the semester that includes the date of graduation or completion prescribed in the preceding two paragraphs shall be determined in accordance with Article 8 of the Ritsumeikan University Regulations for Payment of Tuition and Fees.

Article 23. Deleted

(Students' names)

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

- (1) Students with Japanese citizenship: The name recorded in the Family Register shall be used.
 - (2) Students with non-Japanese citizenship who do not have the status of residence of "College Student": The name recorded on the copy of the Resident Registration Certificate or a document in lieu thereof shall be used.
 - (3) Students with non-Japanese citizenship who have the status of residence of "College Student": The name in Western letters recorded on the copy of the Resident Registration Certificate or a document in lieu thereof or on the passport shall be used.
2. If the student so wishes, the student's unofficial name shall be used.

(Prohibition on dual enrollment)

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

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

(Matters related to the College of International Relations American University-Ritsumeikan University Joint Degree Program)

Article 25-2. The matters stated in each item below regarding the American University-Ritsumeikan University Joint Degree Program shall be prescribed separately regardless of the provisions of Article 2, Article 3, Article 4, Article 5, Article 6, Article 7, Article 8, Article 9, Article 18, Article 19, Article 20, Article 21 and Article

22.

- (1) Application for leave of absence
- (2) Credits and start date for period of leave of absence
- (3) Application deadline for leave of absence
- (4) Procedures for persons completing leave of absence
- (5) Application for reinstatement
- (6) Start date for reinstatement

- (7) Eligibility for transfer within the university
- (8) Application for transfer within the university
- (9) Application for withdrawal
- (10) Date of withdrawal
- (11) Date of removal from the register
- (12) Date of graduation
- (13) Date of graduation after completion of period of suspension

(Amendment and abolition)

Article 26. Amendment and abolition of these regulations shall be determined by the Academic Affairs Board.

Supplementary Provision

These regulations are effective from April 1, 2010.

Supplementary Provision (partial amendment following addition of provisions on removal from register, application point for leave of absence, etc. March 19, 2010) These regulations are effective from April 1, 2010. However, Annexure 1 (3) shall apply to enrollees in the 2010 academic year onwards.

Supplementary Provision (partial amendment following changes to eligibility for transfer within the university, etc., May 13, 2011)

1. These regulations are effective from May 13, 2011, and shall apply from April 1, 2011.
2. Notwithstanding the preceding paragraph, paragraph 3 or Article 8 shall not apply to students who entered the College of International Relations in the 2011 academic year.

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

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

Supplementary Provision (partial amendment following revision of the tuition provisions of the University Regulations and Graduate School Regulations, establishment of the Academic Affairs Board, etc., March 16, 2012)

1. These regulations are effective from April 1, 2012.
2. Notwithstanding the preceding paragraph, for those to whom the tuition fees of the pre-amendment University Regulations apply pursuant to the interim measure in paragraph 2 of the March 23, 2012 Supplementary Provision following revision of tuition fees of the Ritsumeikan University Regulations, references to tuition in Article 20 and paragraph 3 of Article 22 shall be read as tuition fees excluding the enrollment

fee (i.e. the sum of regular tuition, Amenities and Program Development Fee and Laboratory Fee) until the said interim measure expires.

3. Notwithstanding paragraph 1, for those to whom the tuition fees of the pre-amendment University Regulations apply pursuant to the interim measure in the Supplementary Provision following revision of the March 23, 2012 interim measure of the Ritsumeikan University Regulations, references to tuition in Article 20 and paragraph 3 of Article 22 shall be read as tuition fees excluding the enrollment fee (i.e. the sum of regular tuition, Amenities and Program Development Fee and Laboratory Fee) until the said interim measure expires.
4. Notwithstanding paragraph 1, among those eligible to pay one half of the yearly sum as tuition fees for the applicable academic year pursuant the interim measure in paragraph 2 of the March 23, 2012 Supplementary Provision following revision of tuition fees of the Ritsumeikan University Regulations, those listed in the following table shall be deemed subject to removal from the register on the dates set forth in the said table, until the said interim measure expires.

Person subject to removal from register	Date of removal
(1) Person failing to pay tuition due on April 30 or July 10	Last day of August
(2) Person failing to pay tuition due within two weeks from the day reinstatement was permitted in the spring semester	
(3) Person failing to pay tuition due on September 30 or December 20	Last day of February
(4) Person failing to pay tuition due within two weeks from the day reinstatement was permitted in the two semester	

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

Paragraph 2 of the December 16, 2011 Supplementary Provision is altered to the following: Notwithstanding the preceding paragraph, the pre-amendment provisions of paragraph 2 of Article 8 shall apply to students who entered the Colleges of Law, Economics, Business Administration and Social Sciences under the working adults entrance examination in the 2011 academic year or prior thereto and are currently enrolled as of March 31 2012.

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

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

Supplementary Provision (partial amendment following establishment of four-year doctoral program in Graduate School of Pharmacy, [month] [date], 2014) These regulations are effective from April 1, 2014.

Supplementary Provision (partial amendment following amendments to the Eligibility for transfer within the university and Dates of graduation and completion, September 28, 2015)

1. These regulations are effective from September 28, 2015.
2. Notwithstanding the preceding paragraph, the amended Article 8. shall apply to students who entered the Department of Pharmaceutical Sciences in the College of Pharmaceutical Sciences, College of Law, College of Letters, and College of Social Sciences on or after April 1, 2016. The pre-amendment provisions shall apply to students who are enrolled as of March 31 2016.
3. Notwithstanding paragraph 1, the amended Article 8. shall apply to students who entered the College of Business Administration and College of Image Arts & Sciences on or after April 1, 2016. The pre-amendment provisions shall apply to students who are enrolled as of March 31 2016.
4. Notwithstanding paragraph 1, the amended Article 8. shall apply to students who entered the College of Policy Science and College of Sport & Health Science on or after April 1, 2016. The pre-amendment provisions shall apply to students who are enrolled as of March 31 2016.

Supplementary Provision (partial amendment following the addition of grounds for leave of absence, January 25, 2016)

These regulations are effective from April 1, 2016.

Supplementary provision (January 16, 2017 Partial amendments due to change to documents to be evidence for student name)

These regulations shall be effective from January 16, 2017 and shall apply to students admitted to the University on April 1, 2015 or later.

Supplementary provision (March 27, 2017 Change to University Regulations and Graduate School Regulations following change to fees, revision of March 16, 2012 supplementary provision paragraph 4 following establishment of Academic Affairs Board)

1 The table in paragraph 4 of the supplementary provisions for these regulations that are to be effective from April 1, 2012 shall be revised as followed.

Person subject to removal from the register	Date of removal from the register
(1) Persons who have not paid tuition fees with due date of May 31 or August 31	Last day of August
(2) Persons who have not paid tuition fees due within two weeks of the date permission was given for reinstatement in the spring semester	
(3) Persons who have not paid tuition fees with due date of November 30 or last day of February	Last day of February
(4) Persons who have not paid tuition fees due within two weeks of the date permission was given for reinstatement in the fall semester	

2 The revision of the previous paragraph is effective from April 1, 2017.

Supplementary provision (November 27, 2017 Change of seminar names and change of reinstatement application procedures when reason for leave of absence is illness, revision following establishment of College of International Relations American University-Ritsumeikan University Joint Degree Program, etc.)

1 These regulations are effective from April 1, 2018.

2 Notwithstanding the provisions of the previous paragraph, the amended Article 6 Paragraph 2 shall apply when the start date for reinstatement is April 1, 2018 or later.

Annexure: Date of removal from register (Article 20)

Person subject to removal from register	Date of removal	
(1) Person failing to pay tuition, matriculation fee, or special enrollment fee	① Person failing to pay spring semester tuition (or fall semester tuition if entered the university in September), person failing to pay spring semester matriculation fee, person failing to pay spring semester special enrollment fee	Last day of August
	② Person failing to pay fall semester tuition (or spring semester tuition if entered the university in September), person failing to pay fall semester matriculation fee, person failing to pay fall semester special enrollment fee	Last day of February

(2) Person exceeding the maximum number of years of enrollment	The last day before the maximum number of years of enrollment is exceeded
(3) Person not being reinstated after a leave of absence	The last day of the period of leave of absence
(4) Person failing to complete the prescribed procedures by the end of a period of leave of absence	The last day of the period of leave of absence
(5) Deceased person	Date of death
(6) Person judged by the Academic Affairs Committee to have no prospect of continuing study	A date determined by the President following deliberation by the Academic Affairs Committee
(7) Person enrolled in the Department of Pharmacy in the College of Pharmaceutical Sciences who repeatedly failed to satisfy the conditions for advancement in the same year of study	Final day of semester in which repeatedly failed to satisfy the conditions for advancement in the same year of study
(8) Person enrolled in the Graduate School of Law who repeatedly failed to satisfy the conditions for advancement in the same year of study	Final day of semester in which repeatedly failed to satisfy the conditions for advancement in the same year of study