

## FAQ about AY2022 "GAKKAI Scholarship" (Updated on 2022.8.3)

※If you are unsure or have any questions, consult with the Office of Graduate Studies by email to [g-schol1@st.ritsumei.ac.jp](mailto:g-schol1@st.ritsumei.ac.jp).

**Q : When the conference organizer allows presenters to choose between "online presentation" and "on-site presentation" (in the case of a conference where both online and face-to-face presentations are selectable), which type (of scholarship) is applicable, "online" or "on-site"?**

A : Please choose the type based on whether you made a presentation on-site at the venue or online.

◆If you can submit evidence showing that you made your presentation on-site at the venue, your application will be accepted as "On-site presentation" [GAKKAI-HAPPYO Scholarship in Japan(make a presentation at the venue)] or [GAKKAI-HAPPYO Scholarship overseas (make a presentation at the venue)] depending on the location. Please attach evidence, such as pictures on the day and receipts of travel expenses etc. on the back of Form D showing that you made a presentation at the venue, and submit them. If you do not provide evidence showing your presentation at the venue, your application will be regarded as "online presentation".  
\*Please note that you cannot change the application type AFTER submission.

**Q : How can I get the approval of my academic advisor?**

A : You can get it through the Ri-SEARCH system. Firstly, you need to register the academic information which you want to apply for in [Academic conference attendance and presentation] under [Achievement items]. After registering the achievement items, move to [GAKKAI Scholarship] and add the necessary information in the GAKKAI Scholarship Application Form. After you submit your application, the application information will be sent to your academic advisor. You can search for your academic advisor at the bottom of the screen of "GAKKAI Scholarship". Please choose your graduate school by department, and select your academic advisor.

**Q : I tried to make a GAKKAI Scholarship application from [GAKKAI Scholarship], but I couldn't find the scholarship that I want to apply for. What can I do?**

A : First, you need to register "Academic conference attendance and presentation" under [Achievement items].  
Please register the conference that you want to apply for from [Conference attendance/presentation] under [Achievement items].  
After registering it, check that you can select the conference from [GAKKAI Scholarship].

**Q : The name of my academic adviser doesn't show up in the Academic Advisor Search screen. What can I do?**

A : Please send an e-mail to the Office of Graduate Studies([g-schol1@st.ritsumei.ac.jp](mailto:g-schol1@st.ritsumei.ac.jp)) with the following points:

- Graduate School to which your academic advisor belongs
- Name of your academic advisor
- Ritsumeikan(Rainbow) e-mail address (if you know it)

We will check the status and register it if needed.

**Q : I want to apply for GAKKAI-SANKA scholarship. Are all documents from A to D required to be submitted?**

A : You need to submit only Document A and Document D.

The Ri-SEARCH system is set so that you can attach Document B and Document C. However, you can submit your application without these documents.

**Q : What is the difference between "GAKKAI-SANKA(attendance)" and "GAKKAI-HAPPYO(presentation)"?**

A : "GAKKAI-SANKA" . . . . Attendance in an academic conference without making a presentation  
"GAKKAI-HAPPYO" . . . . Participation in an academic conference and making a research presentation

**Q : What do "online presentation" and "submitted academic paper is published in the collection of papers etc." refer to?**

A : [online presentation](#)

e.g., Presentations using online tools such as ZOOM, online poster presentations, and presentations at virtual conferences

[submitted academic paper is published in the collection of papers etc](#)

e.g., Publication of proceedings in collection of papers, publication of posters, publication of abstracts on website

**Q : How should I date the "Duration of Trip" on the APPLICATION FORM for virtual/online or publication-based conferences?**

A : Please write such as "0 night(s), 1 day" or "0 night(s), 2 days" based on the schedule of the conference.

**Q : What are the specific documents which need to be pasted on the Form D, Evidence of GAKKAI (Attendance/Presentation) to prove my conference attendance/presentation?**

A : Examples are as follows:

①Attendance Certificate issued at/by the academic conference

②Any documentation which shows that you took part in the conferences (e.g.) Pictures of a computer/device screen showing that the conference was held online, Thank You E-mail you received after your presentation at the conference, or exchanged e-mails between you and the conference organizer regarding questions/inquires etc.)

※A notice of the conference URL will not suffice as it is not enough to show your Presentation/Attendance at the conference held online.

**Q.What are the necessary documents for online application?**

→ Required documents differ according to application type. For GAKKAI-HAPPYO(presentation) application, the following documents are all required.

When your application is for GAKKAI-SANKA(attendance), you can apply with only Document A and Document D.

A : Copy of Flyer, leaflet, brochures, full program agenda, etc. (conference name, location and venue of the conference, conference date(s) must be included.)

B : Documents identifying the presentations made at the conference (presenter's name, presentation title, and presentation date must be included)

(Materials showing publication in collection of papers, etc. (e.g.) photocopies of webpage or e-mail))

C : Materials used in the presentation (ppt slides, posters, manuscripts, etc.)

(Materials showing publication on website/collection of papers, etc.)

D : GAKKAI Scholarship (Attendance/Presentation) Report, Form D (Downloaded from the website)

※Please be sure to read the Application Guidelines for GAKKAI Scholarship and submit the required documents via Electronic Application.

Applications with incomplete documents will not be accepted.

<http://www.ritsumei.ac.jp/file.jsp?id=333571>

**Q : Let us know the data capacity of documents to be submitted.**

A : The upper limit is 40MB (Please submit as PDF file etc., do NOT attach the video, image files or power point file directly).

**Q : It's written on P6 in the Application Guidelines as an applicable case that "The student will not receive dual grants for the same purpose (If receiving any financial assistance from parties other than this scholarship.)" . What kind of case does it mean?  
In addition, it's written in 15. Notes for Application on P.11 in the Application Guidelines that "When this scholarship is used with other research funds etc." and "If Fellowship Students and RARA Student Fellow wish to use this grant with their research funds", please explain how to treat "Using other funds etc. together (adding up) and "Receiving other funds etc. together".**

A : <Regarding P6 in the Application Guidelines>

There is a case where each graduate school has its original program to support the conference attendance and presentation. In this case, please check whether you are able to receive both

GAKKAI Scholarship and an original scholarship offered by your graduate school together or not.

<Regarding P11 in the Application Guidelines>

You can use/receive other research funds and Aster together with this GAKKAI Scholarship. However, some research funds restrict to use/receive other funds together. Please be sure to check with your supervisor whether you can use/receive together or not in advance. Students selected as NEXT Student Fellow and RARA Student Fellow can use/receive this GAKKAI Scholarship and the individual research allowance together.

**【Inquiry/Mailing address】**

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