

AY2024 Ritsumeikan University Graduate School
Application Guidelines for GAKKAI Scholarship
(For Master's Degree Students and Doctoral Degree Students)

Introduction

This scholarship is designed to encourage and support graduate students' participation and presentations at academic conferences.

Please check the information on the following and apply for the use of this scholarship according to the prescribed procedures.

1. Application Flow

[Applicant(Graduate Students)]

- ① Attends/presents at an academic conference.
- ② Prepare all necessary documents to be submitted.
- ③ Register the information of the conference you attended and presented at "Ri-SEARCH" and apply for this scholarship from it.
 - ✓ Get an electronic approval from your academic advisor for the application and the result of attending /presenting at an academic conference.
 - ✓ Confirm with your academic advisor whether other budgets such as research funds etc. can be used or not. In case of using other funds with this scholarship, confirm the necessary documents and submission method with the office in charge of other funds. (*)

*When adding up with other research funds

Please submit the necessary documents designated by the office in charge of other budgets being used together to the designated place depending on the budgets.

[RARA Office]

- ④ RARA Office reviews all submitted documents.
(Questions may be asked about documents submitted, and additional documents may be required).
- ⑤ The scholarship will be transferred into the applicant's bank account (in Japan).

2. Type, amount paid, and maximum number of payments (annual) for each eligible student

(1) Eligible Students:

Students who are enrolled in **Master's Degree Program** or in **either Year 1 or 2 of the Integrated Doctoral Program**

Type	Amount paid (Fixed)	Maximum number of payments (annual) * 2
GAKKAI-SANKA Scholarship (online attendance (*1))	5,000 yen per payment	<u>Up to 2 times</u> among 4 types
GAKKAI-SANKA Scholarship (attendance on site (*1))	10,000 yen per payment	
GAKKAI-HAPPYO Scholarship (online presentation/submitted academic paper is published in the collection of papers or proceeding etc. (*1))	15,000 yen per payment	
GAKKAI-HAPPYO Scholarship in Japan (make a presentation at the venue)	30,000 yen per payment	
GAKKAI-HAPPYO Scholarship overseas (make a presentation at the venue)	100,000 yen per payment	<u>Up to 1 time</u> per year

(2) Eligible Students:

Students who are enrolled in **Doctoral Program, year 3 or above of an Integrated Doctoral Program, or 4-Year Doctoral Program**

Type	Amount paid (Fixed)	Maximum number of payments (annual) * 2
GAKKAI-SANKA Scholarship (online attendance (*1))	5,000 yen per payment	<u>Up to 3 times</u> among 4 types
GAKKAI-SANKA Scholarship (attendance on site (*1))	10,000 yen per payment	
GAKKAI-HAPPYO Scholarship (online presentation/submitted academic paper is published in the collection of papers or proceeding etc. (*1))	15,000 yen per payment	
GAKKAI-HAPPYO Scholarship in Japan (make a presentation at the venue)	30,000 yen per payment	
GAKKAI-HAPPYO Scholarship overseas (make a presentation at the venue)	100,000 yen per payment	<u>Up to 2 times</u> per year

*1 Regardless of whether the conference was held in Japan or overseas.

*2 For those who had entered in September:

The maximum number of applications for each year is counted from September 26 of the relevant year to September 25 of the following year. The application method and submissions for the following year should be confirmed with the application guidelines for the following year.

* Scholarships will be implemented (disbursed) in the order of applications submitted by each student. Therefore, applicants should determine the type of scholarship they will apply on each academic conference in a planned manner. The type of scholarship cannot be changed after the application has been accepted.

3. Application Eligibility

Ritsumeikan University Graduate Students whose academic status are “Enrolled” or “Study abroad” when they attended academic conferences and submitted applications (Except for Professional degree program).

4. Applicable period to attend/present at academic conferences: April 1, 2024 to March 31, 2025

- Only the academic conferences held during the period above are subject to this scholarship in the applicable academic year.
(For academic conferences which are held between the current academic year and the following academic year, the academic year when the conference is scheduled to start is considered as the applicable academic year a student is eligible to apply.)

For those who will complete each program in the applicable year

The completion date will be the last day of the applicable period. Be sure to refer to the “6. Applicable period for this scholarship”, and make an application during the designated application period.

No applications with any reasons cannot be accepted AFTER completing the program.

- Electronic Applications should be made promptly with the necessary documents and approved by your academic advisor **within one month after you attended or presented at an academic conference.**

5. How to apply (Ri-SEARCH system)

Log in to the Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (Ri-SEARCH) with your Rainbow ID, and follow the steps below to make an electronic application. (Check the manual for details)

<URL> <https://gyoseki-web.ritsumei.ac.jp/ritgsap/P300>

Proceed to Editing Research Achievements (to the Editing Research Achievements page).

→①Newly register academic societies that you have participated in or presented research achievements ("Academic Participation and Presentation" under "Achievement Items").

→②Complete the required fields on the Academic Scholarship Application ("Scholarship and Grant Program Application") screen and apply electronically.

6. Applicable period for this scholarship

April 1, 2024 - February 28, 2025 (17: 00)

Due to the accounting procedures, accepting applications will be closed one month before the end of the academic year. Those who attend and/or present at the academic conference scheduled to be held in March should follow the "Advance application" procedure below, and complete the remaining procedures soon after attending and presenting, and returning in March.

■Flow before and after making an "Advance application"■

① Soon after participation and/or presentation at the relevant conferences are decided, all the documents for the conferences **held in March** must be uploaded to the Ri-SEARCH system and **make an electronic application (Advance application) by 17: 00 on February 28, 2025,** except for those can only be submitted after the conference participation and/or presentation.

② **Within 3 days (*) after returning after the conference participation and presentation,**

the documents that can only be obtained after the conference participation and presentation, and the documents that have changed since the time of the advance application, are uploaded to the Ri-SEARCH system and **applied electronically (additional application)**.

(*Those who will complete the master's/doctoral program cannot login the Ri-SEARCH system after the completion day. Be sure to submit the rest of the documents soon after the conference participation/presentation)

7. Payment date

Payment should be made to the **applicant's bank account (in Japan)** within approximately two months after the acceptance of application for the scholarship*.

*The acceptance of application for the scholarship means the date when applications are received and accepted by the RARA office. The period from the acceptance of documents to the date of payment does not include the period in which the campus offices are closed such as a summer vacation.

*This shall not apply when combined with other budgets.

8. Academic conferences that can/cannot be subject to this scholarship

Academic conferences that can prove that all of the following conditions of "Applicable" are eligible for GAKKAI-HAPPYO Scholarship. (Excluding items ② and ③ in the "Applicable" section below in the case of GAKKAI-SANKA Scholarship).

Applicable	<ul style="list-style-type: none"> ① The conference was <u>held, jointly held, or sponsored, etc. by academic societies (academic groups)</u>. Or, <u>the academic advisor of the applicant admits that it is equivalent to an academic conference, and it results in applicant's research achievements</u>. ② Research achievements are documented (in posters and Power Point slides, etc.) and can be submitted. ③ A student <u>made an oral presentation on his/her own research findings to third parties</u>. ④ There are opportunities to <u>listen to research presentations of other researchers</u> (making research exchanges possible). ⑤ The scholarship/grant you plan to use together does not restrict the use of other scholarships (this scholarship). <u>(Example: A graduate school may have its own system for encouraging academic conference participation and presentations. In that case, there are cases where the other side (the graduate school's own scholarship side) makes it impossible to receive double benefits.)</u>
Not applicable	<ul style="list-style-type: none"> ① A voluntary study session held on campus by an organization consisting mainly of RU students. ② Seminars and programs aimed at self-improvement and self-development. ③ A student only exhibited and/or distributed his/her own research materials (except when the conference host changed the conference style to publish the presentation/submitted academic papers).

9. Documents to be submitted

Submission documents (all in A4 with alphabets)		Participation	Announcement
A	Copies of flyer, leaflet, brochures etc., and programs of academic conferences (Conference name, place and venue, venue, and schedule must be included)	○	○

B	Copies of documents showing the presentations at academic conferences (presenter's name, presentation theme, presentation date must be included)	/	○
C	Presentation materials (posters, ppt slides, etc. used for the presentation on the day)	/	○
D	Conference certificate (attendance and presentation)	○	(○)

*When using with other budgets, check with the other party before the conference presentation and participation, and submit the necessary documents (below) upon request. Also, be careful not to discard receipts, plane ticket stubs, etc., until payment is completed.

(Examples of other documents required by the combined entity)

Map of the conference venue, receipts for registration and participation fees, items showing details of receipts for registration and participation fees, airfare receipts, boarding pass stubs, etc.

10. Points to note on Documents to be submitted

- ✓ All submissions should be scanned in **A4 size** and submitted with file attachments. **(40 MB or less)**
- ✓ Attached documents must not be in color.

(1) Copies of flyer, leaflet, brochures etc., and programs of academic conferences (A), and Copies of documents showing the presentations at academic conferences (B)

- ✓ Submit the relevant part of the original program/the academic conference website in A4 size. (Do not submit the original program booklet. Make sure to scan and attach only the relevant pages.) Make sure that the relevant pages include ①the name of the society, ②the place, ③the venue, ④the conference date(s), ⑤the name of the presenter, ⑥the subject of the presentation, and ⑦ the date of the presentation. In addition, indicate the relevant part with markers for ⑥ and ⑦.

(2) Presentation Materials (C)

- ✓ The title, the name of the presenter, the name of the conference, and the date should be specified and matched with "Copies of documents showing the presentations at academic conferences (B)."
- ✓ If the materials are to be spread over multiple A4 sheets, submit a PDF or other file that has been reduced to A4 size and consolidated as far as generally readable.

(3) Certificate of conference (participation and presentation) (D)

- ✓ Only when attending a conference or attending a hybrid conference* (attending on site), one of the documents below must be submitted as a Certificate of conference (D). A certificate (D) showing participation in the relevant academic society (e.g., (1) - (3) below) must be submitted only for "participation in academic societies" and "hybrid academic societies * (local participation)."

(1) the participation card or name tag for the academic society, (2) the certificate of participation issued by the academic society, and (3) the photograph showing participation in the academic society (photographs of the applicant himself or herself, such as photographs of him or her with the standing signboard of an academic conference and photos of him or her presenting.)

*Hybrid academic society:

An academic society that is held locally, and attendee can also participate and present online.

**11. For those who will complete the program in AY2024
(Points to Note regarding the Period of the Conference)**

For those who plan to complete in AY2024, the applicable period to attend/present at academic conferences and application period will be different from those of other applicants.

	Will complete in September, 2024		Will complete in March, 2025	
	Period of academic conferences applicable (*1)	Application Period	Period of academic conferences applicable (*1)	Application Period
Master student	~ September 23 (*2)	~ August 23	~ March 20 (*2)	~ February 28
Doctoral student	~ September 25	~ August 23	~ March 31	~ February 28
Remarks	Advance application is mandatory for academic conferences held in September (*3)		Advance application is mandatory for academic conferences held in March (*3)	

*1 If you participate in the conference which carries over the “Period of academic conferences applicable” above, please contact the RARA office in advance.

*2 <Exceptional cases> Those who are completing the Master’s program and will continue their study in the Doctoral program, year 3 or above of the Integrated Doctoral program or 4-year Doctoral program at Ritsumeikan University in the following academic year, are allowed to apply for this scholarship until the following deadlines:

Deadline for those who complete the Master’s program in September: September 25

Deadline for those who complete the Master’s program in March: March 31

*3 When applicants make an advance application, documents that can be obtained only after attending the conferences and documents that require to make changes from the time of the electronic application must be submitted promptly after returning from the conferences.

(The Ri-SEARCH system will be set for an advance application in Mid-July for those who will complete the program in September, and in Mid-January for those who will complete the program in March.)

12. Other special notes (Student status, receiving other research funds together, etc.)

If an applicant falls under any of the following conditions, prior confirmation and consultation with the RARA office may be necessary for the application.

(1) Special notes on academic status, status at the time of application, etc.

- ① In case of withdrawing or taking a leave of absence during the period until March 2025,
→Apply electronically at least 1 month prior to the date of withdrawing/leaving from the university.

[For those considering a leave of absence from school]
Academic conferences that you participate during a leave of absence are not eligible to apply. In addition, academic conferences that you participate while being enrolled cannot be applied after taking a leave of absence.
*In case academic conferences are held between the applicable year and the following academic year, and you are not enrolled in Ritsumeikan University in the following academic year such as completion or taking a leave of absence, you are not eligible to apply for this scholarship.
*If you plan to apply for the leave of absence by March 2025, you must apply for this scholarship before its application (at least 1 month before they are expected to be permitted to take a leave of absence).

- ② In case students study abroad in accordance with the university agreement-based programs (their student status is "Study Abroad")
→Participation in an academic conference at the place of stay is regarded as “GAKKAI-SANKA Scholarship (attendance on site)”, and the scholarship is provided.
- ③ In the case of an application with a student status of "Study Abroad" or in the case of studying abroad with a student status of "Enrolled"
→Consult with the RARA office before making an electronic application.
- ④ If you are an adult graduate student and need to present your research results under the name of an affiliated company or institution other than Ritsumeikan University in relation to your past research activities
→Consult with the RARA office in advance because you may be allowed to participate or present your research results at an academic conference on the condition that there is no overlapping grant from an affiliated institution or institution other than RU (no overlapping grant).
→However, as much as possible, you should participate in and make a presentation at academic conferences in such a way that shows your status is a graduate student of Ritsumeikan University (The affiliation to be registered in an academic conference, the affiliation to be listed in the presentation materials, and the address of the receipt to be addressed to the university).

(2) Special notes on 'Using with other research funds' or 'Receiving other scholarships'

- ① If you are a recipient of a scholarship supported by a government-affiliated organization or private company,
→You may not be able to apply for (receive) this scholarship due to payment conditions, etc.
Be sure to check with the organization etc. in advance whether the scholarship recipient will be able to receive both benefits or not.
- ② If you use this scholarship with other research funds etc.,
→Each research fund has a different standard, so this case is handled individually.
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. Be sure to check with your academic advisor.

*** Based on the purpose and regulations, this scholarship is basically provided to graduate students.**

However, if there is a prior agreement between the academic advisor and the graduate student, the transfer will be made to the research expenses designated by the academic advisor.

(In other words, we don't transfer these scholarships to graduate students.)

If you are planning to apply for this scholarship, please confirm with your academic advisor the rules of operation in your laboratory.

(3) Others

- ① When you plan to close your bank account (in Japan) for studying abroad or returning to your home country,
→Contact the RARA office in advance, and make an electronic application no later than two months

before your account becomes unavailable.

- ② If you "made a presentation" and "participated in" on a different date/time at a same academic conference.

→Since the scholarship is paid for an "academic conference" basis, payment is made either by "presentation" or "participation."

13. Handling of personal information

- ① Submissions, such as application documents, will be used only for payment processing. Submitted documents will not be returned.
- ② Personal information obtained from application documents will not be used for any purpose other than payment processing.

Inquiry

RARA Office, Division of Research, Ritsumeikan University (PIC of GAKKAI Scholarship)

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