

AY 2024

Ritsumeikan University Individual Award System

Application Guideline

Ritsumeikan University has established an award system for individuals that have achieved outstanding results and achievements in their extracurricular activities. The awards are given to individuals that, as leaders of Ritsumeikan's student culture, contribute to the development of the community and society, solve social issues, create new value, and are active both in domestically and internationally.

I. Types of Awards

1. Ritsumeikan Individual Award
2. Dean of Student Affairs Award (Individual)

II. Application Qualifications

Individual students who meet all of the following four criteria.

1. Undergraduate students enrolled in a regular course of study at Ritsumeikan University in their 1st to 4th year (1st to 6th year for the Department of Pharmacy in the College of Pharmaceutical Sciences)
2. Eligibility Criteria

Students who possess the following achievements that qualify them to apply, or who possess equivalent achievements in athletics or other activities.

* However, achievements and activities related to regular courses and seminars are not eligible for awards.

(1) Sports

Achievement	Award	Points to keep in mind when you apply
① Placement (Best 8 or higher) in an international competition *Including those organized by age, region, or division	Ritsumeikan Individual Award	Please review these guidelines and apply using the application form. In some cases, if you fall under 2) "Particularly outstanding achievements" in <Special Notes on Eligibility Criteria> below, you may not be required to apply an application. Please check the details.
② Best 4 or higher in a national competition		
③ -	-	-
④ Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Individual)	Please review these guidelines and apply using the application form.
⑤ Individuals with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.		
⑥ Individuals who have made noteworthy achievements in a group that has achieved results worthy of a group award (e.g., MVP, captain)		
⑦ Individuals who have received a social award for their contributions to the promotion of sports culture		
⑧ Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim		
⑨ Individuals who have made commendable contributions to the local community		
⑩ Individuals who have achieved a high level of balance between their academic performance and extracurricular activities		
⑪ Individuals with other achievements or activities worthy of recognition		

(2) Academics, Culture, Arts and Others

Achievement		Award	Points to keep in mind when you apply
①	Placement (Best 8 or higher) in an international competition *Including those organized by age, region, or division	Ritsumeikan Individual Award	Please review these guidelines and apply using the application form. In some cases, if you fall under 2) “Particularly outstanding achievements” in <Special Notes on Eligibility Criteria> below, you may not be required to apply an application. Please check the details.
②	Best 4 or higher in a national competition		
③	First presenter at a conference (not limited to international conferences) or first author of a publication in an academic research journal		
④	Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Individual)	Please review these guidelines and apply using the application form.
⑤	Individuals with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.		
⑥	Individuals who have made noteworthy achievements in a group that has achieved results worthy of a group award (e.g., MVP, captain)		
⑦	Individuals who have received a social award for their contributions to the promotion of sports culture or the promotion of academic research, culture, and the arts		
⑧	Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim		
⑨	Individuals who have made commendable contributions to the local community		
⑩	Individuals who have achieved a high level of balance between their academic performance and extracurricular activities		
⑪	Individuals with other achievements or activities worthy of recognition		

[Precautions]

- 1) Achievements in two-person competitions or events (e.g., pairs or doubles) are also eligible.
- 2) In the Sports category, relay events in track and field (e.g., 100m x 4) and rowing and canoeing fours (i.e., events in which four athletes compete) are also eligible. Rowing eights are eligible for the Group Award System.
- 3) Even if a candidate has achievements that qualify them for an Ritsumeikan Individual Award, they may be eligible for a Dean of Student Affairs Award (Individual) upon a screening if there is a large number of candidates eligible for an Ritsumeikan Individual Award.

Reference: Past award results

Criteria	Achievement
⑧ Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim	The creation of an online platform for students looking to study in Japan was highly acclaimed as a way to encourage study abroad in Japan, and it was introduced on the MEXT Scholarship Association website and in several international media outlets.
⑩ Individuals who have made commendable contributions to the local community	A student who belonged to a tourist association and who developed and commercialized products for the purpose of community development. The products they develop were used for regional revitalization and other activities.
⑪ Individuals with other achievements or activities worthy of recognition	A student engaged in activities to promote para-sports and an inclusive society (as a leader).

<Special notes about Eligibility Criteria>

1) Submission of a letter of recommendation (as evidence that you meet the eligibility criteria for the award)

The recommendation letter must be required in cases falling under ⑧ to ⑪ in each of the fields listed in '2. Applicable criteria for eligibility' above, or in some of cases ① to ⑦. In some cases, a letter of recommendation may not be required if certain conditions are met. See the table below for details.

Eligibility Criteria	Types and conditions	Submission of a letter of recommendation	Individuals qualified to make a recommendation (Be sure to ask one of the following individuals for a letter of recommendation)
① to ⑦	1) Individuals belonging to the Student Union Athletic Association	Not Required	Not required *If applying in the academic, cultural, artistic field and others, a letter of recommendation from a third party (excluding students and parents in principle) who is considered suitable is required.
	2) A Student Union-authorized organization that has a president, vice president, advisor, manager, or coach appointed by the University or an individual affiliated with said organization	Required	President, vice president, advisor, manager, or coach appointed by the University
	Individuals not falling outside 1) and 2) listed above.	Required	Third parties considered suitable (in general, excluding students and parents)
⑧ to ⑪	1) Individuals belonging to the Student Union Athletic Association	Required	President, vice president, advisor, manager, or coach appointed by the University
	2) A Student Union-authorized organization that has a president, vice president, advisor, manager, or coach appointed by the University or an individual affiliated with said organization	Required	President, vice president, advisor, manager, or coach appointed by the University
	Individuals not falling outside 1) and 2) listed above.	Required	Third parties considered suitable (in general, excluding students and parents)

2) Particularly outstanding achievements

For students with the following particularly outstanding achievements, the university will review their achievements and recommend them as candidates for the award. Candidates for the award will be notified via manaba+R by December 13. If you have not been notified by December 13 of the following achievements, please check this guideline and apply for the award using the application form by 13:00 on January 14 (Tue.) Those who have been notified of the award candidates via manaba+R are not required to apply. Please note that even if you are nominated as a candidate for an award, your application will be reviewed in accordance with "VII. Screening Method" below, you may be rejected. The result of acceptance or rejection will be announced as described in "VIII. Notification of Results and Awards Ceremony" below, so please check the guidelines to the end.

Sports: Particularly outstanding achievements		Award system
A	Placement (Best 8 or higher) in an international competition * Excluding those organized by age, region, or division	Ritsumeikan Individual Award
B	Appearance in the Olympics or Paralympics * Not eligible if absent	Ritsumeikan Individual Award
C	Winner of a national tournament	Ritsumeikan Individual Award
D	Setting of a Japan record * Including student records	Ritsumeikan Individual Award

Academics, Culture, Arts and Others: Particularly outstanding achievements		Award system
A	Placement (Best 8 or higher) in an international competition * Excluding those organized by age, region, or division	Ritsumeikan Individual Award
B	Winner of a national tournament	Ritsumeikan Individual Award

3. Students who meet either of the following two requirements with regard to the completion of credits.

(1) Students who completed 12 or more credits in the most recent semester of enrollment

(2) Students who have completed the following number of credits in accordance with the number of semesters of enrollment

Number of semesters enrolled up to the semester of the application date	Number of completed credits required for graduation
0	No academic performance standard
1	At least 10 credits
2	At least 20 credits
3	At least 30 credits
4	At least 40 credits
5	At least 52 credits
6	At least 64 credits
7	At least 76 credits
8	At least 88 credits
9	At least 100 credits
10	At least 112 credits
11	At least 120 credits

4. Students who have not been subject to disciplinary action in accordance with Article 57 of the University Regulations of Ritsumeikan University during the eligible activity period.

III. Incentive Grants and Disbursement Methods

Award	Incentive amount	Disbursement method
Ritsumeikan Individual Award	50,000 yen	A lump-sum transfer to the bank account in the name reported by the student award recipient
Dean of Student Affairs Award (Individual)	10,000 yen	

IV. Eligible Activity Period

Activities undertaken from Friday, January 11, 2024 to Monday, January 13, 2025 (day before application deadline)

* Note: The activities of first-year students will be considered from the date on which they entered the university.

V. Application Period

Tuesday, December 10, 2024 - Tuesday, January 14, 2025 *By no later than 13:00 on the final day (strictly observed)

* Please note that the system will be offline every Wednesday from 19:30.

* Please note that applications cannot be accepted from Wednesday, December 25 to Sunday, December 29, due to system maintenance.

VI. Application Documents

Using the application form below (URL), **please apply online (CAMPUS WEB).**

<https://cw.ritsumei.ac.jp/campusweb/SVA20DO.html?key=SUR20241125181120628586857>

* If an invalid URL is displayed or if the site jumps to the top page for grades, copy the URL into your browser and try accessing the site again.

* Be sure to check the automatically generated email that is sent to you after you complete your application.

If you do not receive an automatically generated email, this means you have not completed your application for some reason. Please re-apply and confirm receipt of the email.

- * Due to the short window allocated for administrative procedures after the announcement of results, we ask all eligible applicants to submit their bank account information at the time of application, regardless of whether they are selected or not. Thank you for your understanding.

VII. Screening Method

Recipients will be determined by a screening of their application documents.

In evaluating achievements in competitions, activities, etc., we will also consider other factors including the special characteristics of each field, the number of competitors, the size of competitions, and past achievements.

- * With regard to students eligible for particularly outstanding achievements, recipients will be determined based on a screening of their activity track record and application qualifications.

VIII. Notification of Results and Awards Ceremony

(1) Notification of results

Results will be announced on Thursday, February 19, 2025 via manaba+R.

(2) Awards ceremony

The award ceremony is scheduled to take place on Monday, March 10, 2025, at the Suzaku campus (in person)..

Recipients will be notified of the details.

- You are urged to attend unless you have a justifiable reason for your absence.
- If you are unable to attend, please consult with the Division of Student Affairs in advance.
- In the event of an unexcused absence, your award may be revoked.

IX. Obligations of Award Recipients

Students who receive awards should strive to be a role model for other students and actively publicize the results of their activities to other students. You are also required to:

- (1) Attend the awards ceremony
- (2) Submit all documents required for the processing of your award

* We will contact you at a later date with details about the required documents.

- (3) Present the results of your activities when requested by the University

X. Duplicate Awards and Relationship with Other Scholarships

(1) Duplicate awards

- You cannot receive both the Ritsumeikan Individual Award and Dean of Student Affairs Award (Individual) for the same achievement.
- You can receive the Ritsumeikan Individual Award or Dean of Student Affairs Award (Individual) along with another internal and/or external award for individuals (except for the Ritsumeikan Individual Award and Dean of Student Affairs Award (Individual)).

(2) Relationship with Other Scholarships

If you are a recipient of one of the scholarships listed in 1) through 5) below, you may also apply for the Ritsumeikan Individual Award; however, even if you are selected for the award, you will not be eligible for an incentive grant and will only receive the award certificate.

- 1) Ritsumeikan University Special Scholarship for Special Entrance Examination Applicants with Outstanding Sports Ability
- 2) Ritsumeikan University Special Scholarship for Special Entrance Examination Applicants who Excel in Cultural and Artistic Activities
- 3) Ritsumeikan Athlete and Creator Development Scholarship
- 4) Ritsumeikan University Challenge Scholarship (Individual)
- 5) Scholarship for High School Students with Excellent Athletic Ability (Reservation-Type Scholarship)

XI. Other Conditions

If a recipient of this incentive is found to have engaged in misconduct, such as making false statements, the award may be revoked and the recipient may be asked to return the incentive.

XII. Inquiries / Contact Information

Athletic Association-Affiliated Groups: Contact the Office for Athletes and Sports Services (BKC).

BKC: Office for Athletes and Sports Services (1F, Athletes Gym) Tel: 077-561-3977

Groups other than those affiliated with the Athletic Association: Contact the Office of Student Affairs.

Kinugasa Campus: Office of Student Affairs (2F, Kenshinkan Hall)

Tel: 075-465-8167

BKC: Office of Student Affairs (1F, Central Arc)

Tel: 077-561-3917

OIC: Office of Student Affairs (1F, South Wing, Building A)

Tel: 072-665-2130