

AY 2024

Ritsumeikan University Group Award System

Application Guideline

Ritsumeikan University has established an award system for groups that have achieved outstanding results and achievements in their extracurricular activities. The awards are given to groups 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 Group Award
2. Dean of Student Affairs Award (Group)

II. Application Qualifications

Groups that meet all of the following three criteria.

1. Ritsumeikan University student groups engaged in activities in the categories of Sports or academics, Culture, Arts, Others.
 - (1) Groups affiliated with the Ritsumeikan University Student Union, groups receiving Division of Student Affairs incentives or grants, groups approved by the Dean of Student Affairs (e.g., undergraduate project groups)
 - (2) Groups whose membership is composed of a majority of undergraduate Ritsumeikan University students *1

*1 Students who belong to a group in Item (1) but whose activities are separate from the group's activities can apply if they fall under Item (2).

* The achievements of a sub-group within a student organization are considered group achievements, not individual achievements.

* However, multiple groups within the same organization cannot submit separate applications.

2. Eligibility Criteria

Groups that possess the following achievements that qualify them to apply for either the Sports or the Academics, Culture, Arts category and Others, or who can certify that they 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 Group 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 Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Group)	Please review these guidelines and apply using the application form.
④ Groups with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.		
⑤ Groups that have received a social award for their contributions to the promotion of sports culture		
⑥ Groups that have accomplishments that can be commended as humanitarian and worthy of social acclaim		
⑦ Groups that have made commendable contributions to the local community		
⑧ Groups 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 Group 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	Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Group)	Please review these guidelines and apply using the application form.
④	Groups with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.		
⑤	Groups that have received a social award for their contributions to the promotion of sports culture or the promotion of academic research, culture, and the arts		
⑥	Groups that have accomplishments that can be commended as humanitarian and worthy of social acclaim		
⑦	Groups that have made commendable contributions to the local community		
⑧	Groups with other achievements or activities worthy of recognition		

[Precautions]

- 1) In the Sports category, rowing eights are eligible for the Group Award. Relay events in track and field (100m x 4) and rowing and canoeing fours (i.e., events in which four athletes compete) are eligible for the Individual Award.
- 2) Even if a group has achievements that qualify it for a Group Award, it may be eligible for a Dean of Student Affairs Award (Group) upon a screening if there is a large number of candidates eligible for a Group Award.

Reference: Past award results

Criteria	Achievement
⑥ Groups 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.
⑦ Groups who have made commendable contributions to the local community	A group collaborated with local residents to maintain and manage historic houses that had become difficult for the local residents to maintain and manage by themselves.
⑧ Groups with other achievements or activities worthy of recognition	A group organized a hands-on SDGs-themed event. In implementing the event, the group involved several Ritsumeikan student organizations and served as a coordinator in helping them work together toward the common goal of achieving the SDGs. It also created a foundation for further enhancing the activities of each organization.

<Special note on 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 ⑥ to ⑧ in each of the fields listed in '2. Applicable criteria for eligibility' above, or in some of cases ① to ⑤. 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	Groups qualified to make a recommendation (Be sure to ask one of the following groups for a letter of recommendation)
① to ⑤	1) Groups belonging to the Student Union Athletic Association	Not Required	Not required *If applying in the Academics, Culture, Arts, 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	Required	President, vice president, advisor, manager, or coach appointed by the University
	Groups not falling outside 1) and 2) listed above.	Required	Third parties considered suitable (in general, excluding students and parents)
⑥ to ⑧	1) Groups 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	Required	President, vice president, advisor, manager, or coach appointed by the University
	Groups not falling outside 1) and 2) listed above.	Required	Third parties considered suitable (in general, excluding students and parents)

2) Particularly outstanding achievements

The University will review the achievements of organizations with the following particularly outstanding activities and recommend them as candidates for the award. Candidate organizations will be notified by December 13 via manaba+R. If your organization has not been notified by December 13 of the following achievements, please check this guideline and apply form by 1:00 p.m. on January 14 (Tue.). If you have been notified by manaba+R of your organization's candidacy for an award, you do not need to apply. Even if your organization is nominated as a candidate organization for the award, it will be reviewed in accordance with "VII. Screening Method" below. The results of acceptance or rejection will be announced as described in "VIII. Notification of Results and Award Ceremony" below.

Sports: Particularly outstanding achievements		Award system
A	Winner of an international competition * Excluding those organized by age, region, or division	Ritsumeikan Group Award
B	Winner of a national tournament	Ritsumeikan Group Award

Academics, Culture, and the Arts: Particularly outstanding achievements		Award system
A	Winner of an international competition * Excluding those organized by age, region, or division	Ritsumeikan Group Award
B	Winner of a national tournament	Ritsumeikan Group Award

3. Groups that have not had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations during the eligible activity period.

III. Incentive Grants and Disbursement Methods

Award	Incentive amount	Disbursement method
Ritsumeikan Group Award	300,000 yen	A lump-sum transfer to the bank account in the name reported by the group award recipient
Dean of Student Affairs Award (Group)	10,000 yen	

IV. Eligible Activity Period

Activities undertaken from Friday, January 11, 2024 to Monday, January 13, 2025 (the 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/SVA20D0.html?key=SUR20241125181307130586857>

* 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

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

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