

AY 2024 Post-Master's Research Student / Doctoral Research Student Application Guidelines

I. System Outline

1. Post-Master's Research Student / Doctoral Research Student System

The Post-Master's Research Student / Doctoral Research Student System is a system that permits those who completed graduate schools or completed graduate programs without degree to use Ritsumeikan University's facilities in order to continue their research. Post-Master's Research Students and Doctoral Research Students cannot register for classes or receive research instructions from the faculty.

2. Qualification

(1) Application Qualifications for Post-Master's Research Students

In order to become a Post-Master's Research Student, you must fulfill either of the following items i or ii.

- i. Obtained, or are expected to obtain a master's degree at a graduate school of Ritsumeikan University.
- ii. Obtained, or are expected to obtain a professional graduate degree at a graduate school of Ritsumeikan University.

(2) Application Qualifications for Doctoral Research Students

In order to become a Doctoral Research Student, you must fulfill either of the following items i or ii.

- i. Obtained, or are expected to obtain a doctoral degree at a graduate school of Ritsumeikan University.
- ii. Completed program requirements for either a doctoral program, an integrated doctoral degree program or a 4-year doctoral program and withdrew from the university after being enrolled for more than the standard period of study (this is called "Completion of doctoral coursework without degree"), or are expected to withdraw.

*There is a limit to the total number of years applicants can be registered as a Doctoral Research Student. Applicants cannot request to be Doctoral Research Students after reaching the limit. (For those who fulfilled qualifications to become a Doctoral Research Student in or after fall semester AY 2009, the limit is 3 years. For those who fulfilled qualifications to become a Doctoral Research Student in or before the spring semester AY 2009, the basic period is within 3 years and the limit is 5 years.)

Important information regarding the residence status for international students

This is not a program for Post-Master's Research Students and Doctoral Research Students to acquire the "Student" residence status. Accordingly, applicants who do not have Japanese nationality must submit documents proving that they possess valid residence status in Japan throughout the entire period of their participation in the Post-Master's Research Student/ Doctoral Research Student system.

3. Enrollment Period

The enrollment period is from the beginning of the semester to the end of the semester. If you wish to extend your status as a Post-Master's Research Student or a Doctoral Research Student into the following academic year, you must re-apply for it.

4. The privilege of Post-Master's Research Students / Doctoral Research Students

- (1) Post-Master's Research Students and Doctoral Research Students are able to use the libraries, areas which ICT environment is provided such as Multimedia rooms, and facilities for graduate students* only for the period when their enrollment is permitted.
Please contact the Office of Academic Affairs for details.
* Facilities for graduate students differ depending on the campus or the graduate school.
- (2) Doctoral Research Students can use the common research room (Study Carrels) for graduate students. Post-Master's Students basically cannot use them, but they may be able to use under the conditions which were specified by the relevant graduate school. (Please consult with the graduate students association of each graduate school for details.)
- (3) Post-Master's Research Students and Doctoral Research Students can continue to use their RAINBOW user ID and e-mail address, which they were using while they were enrolled as graduate students.
- (4) Loan conditions of the library for Post-Master's Research Students and Doctoral Research Students

are “100 books in 100 days” (The last day of the loan period is the last day of student’s enrollment). For details, please see “Borrowing, Returning” page of the Ritsumeikan University Library website. The library database is also available for use. However, the authorization status to access the database may change. Please contact the library directly to find out whether you can access the particular database or not.

<http://www.ritsumei.ac.jp/library/eng/>

5. Taking Courses

If Post-Master’s Research Students or Doctoral Research Students wish to take a course at a Graduate School as a Non-Degree Student, they are required to complete separate application procedures for this. For details about the Non-Degree Student system, please refer to the section about the “Non-Degree Student system for graduate students” in the “Guidelines for Non-Degree Student Application Procedure”.

II. Application Procedures

1. Application Schedule and Method

(1) Application Period

1) Applying for spring semester enrollment / the whole academic year:

9:00 on Wednesday, Mar 6, 2024 - 17:00 on Tuesday, Mar 12, 2024

2) Applying for fall semester enrollment:

9:00 on Friday, Sep 6, 2024 - 17:00 on Thursday, Sep 12, 2024

*The application postmarked by the due date will be accepted if they’re sent by post.

(2) How to apply/ Location/Hours for Application Submission

Applications can either be mailed or submitted in person at the Administrative Office, College of International Relations. (applications must be submitted no later than 5:00 pm on the final day of the application period if submitted in person). The application must arrive by the due date if they’re sent by post.

(3) Documents to be submitted

Please submit the documents below during the application period. v is required only for those who do not have Japanese nationality.

i. Application for Post-Master’s Research Student / Doctoral Research Student (designated form)

ii. Photo Attachment Form (designated form)

iii. One photo for Application for Post-Master’s Research Student / Doctoral Research Student and another photo for an ID card of Post-Master’s Research Student / Doctoral Research Student (The photos should be taken in the last three months. They must be printed in color, without a hat, facing forward, plain background, glossy finish, no frame, 3 cm long x 2.4 cm wide). The total of two photos must be submitted.

*Attach to i and ii above.

iv. Pledge Statement & Consent to Use of Personal Information (designated form)

v. (Only for those who do not have Japanese nationality) Documents proving that the applicant possesses valid residence status in Japan throughout the entire requested period. Submit a copy of either one of the following: Residence card [front and reverse side] or Special Permanent Resident Certificate [front and reverse side]

vi. Other documents required by the Graduate School

2. Notification of result and Registration Procedures

(1) Notification of Result

Whether your application is accepted or rejected will be decided by a document screening or an interview to be conducted by each Graduate School. Applicants will be notified of the results by post.

1) Spring semester: (Fri.) March 22, 2024

2) Fall semester: (Fri.) September 20, 2024

(2) Deadline for Registration

- 1) Spring semester: (Fri.) March 29, 2024
- 2) Fall semester: (Thu.) September 26, 2024

(3) Registration Procedures

- 1) Please pay the fee mentioned on the 認可通知(notice of allowance) by the deadline above by using a money transfer form included with 認可通知(notice of allowance) which will be sent by post. (You must make the payment at a financial institution during its business hours. Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the deadline date or earlier date.) **The Post-Master's Research Student / Doctoral Research Student System fee for a full-year is the annual fee. Meanwhile, the fee for Spring Semester only or Fall Semester only is the half of the annual fee.** If you fail to pay the fee by the designated deadline, your permit will be cancelled.

<Annual Fee>

	Annual	Spring Semester	Fall Semester
Post-Master's Research Student System Fee	¥4,200	¥2,100	¥2,100
Doctoral Research Student System Fee	¥14,000	¥7,000	¥7,000

*There will be no refunds given for any reason once payment has been made.

- 2) On the completion of designated procedures, successful applicants will be registered as Post-Master's Research Students or Doctoral Research Students, and issued an ID card indicating a Post-Master's Research Student or a Doctoral Research Student of Ritsumeikan University.

3. Other Important Notes

- (1) In case, Post-Master's Research Students or Doctoral Research Students, whose enrollment status are valid through the academic year, wish to enter or re-enter one of our graduate schools from fall semester, they must submit a "Request of Resignation from Post-Master's or Doctoral Research Student" by Friday, Sep 6, 2024. Accordingly, the period when their enrollment status is valid would be changed from the whole academic year to the spring semester only. However, once payment of the annual fee has been made, there will be no refund for any reason.
- (2) **In case, Post-Master's Research Students or Doctoral Research Students, whose enrollment status are valid in the spring semester only, wish to continue their research during the fall semester as well, they must submit the applications during the application period for the fall semester according to "II. Application Procedures". If they are approved, you must finish all necessary procedures including the payment of Post-Master's Research Student System Fee or Doctoral Research Student System Fee during the application period.**
- (3) The enrollment status as Post-Master's Research Students or Doctoral Research Students is valid through each academic year only. If you wish to continue your enrollment in the following academic year as well, you must apply again during the designated period.
- (4) Post-Master's Research Students and Doctoral Research Students must comply with regulations of Ritsumeikan University. If their actions or behaviors violate our regulations, or are improper as Post-Master's Research Students or Doctoral Research Students, their status as Post-Master's Research Students or Doctoral Research Students will be deprived and the permission to continue their research or use the graduate facilities will be withdrawn.
- (5) "Certificate of Non-degree Student" can be issued if necessary. However, the Commuter Pass Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student commuter pass cannot be issued.