

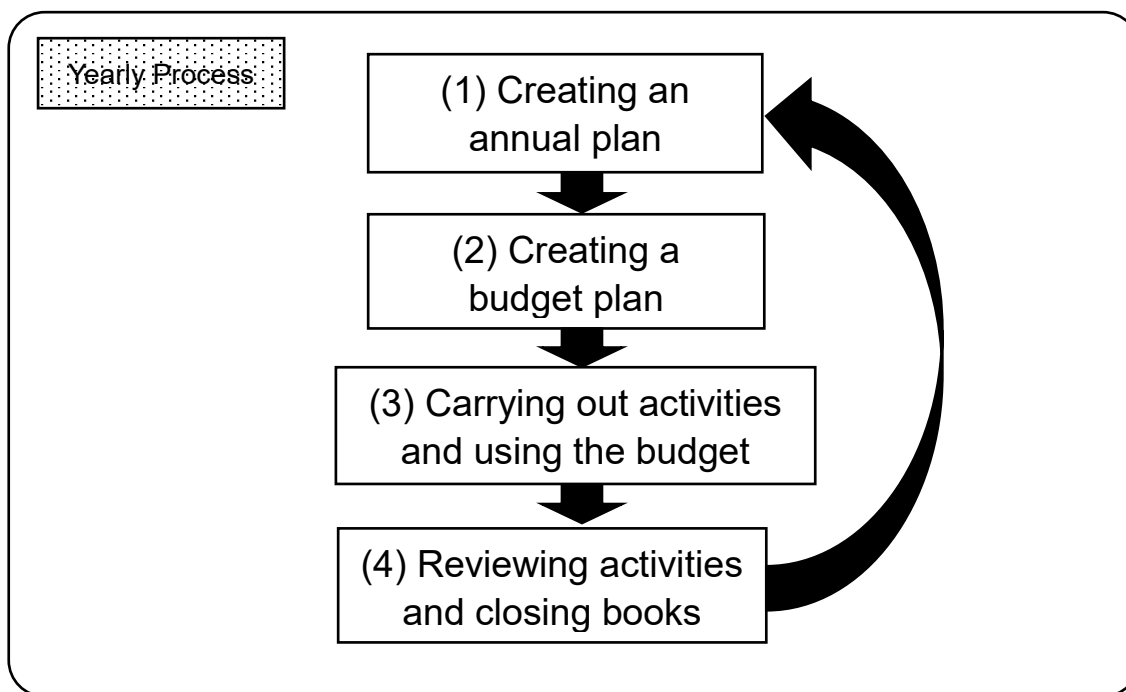
ALL CAMPUSES

## II. Annual Planning and Procedures for Regular Activities

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### 1. Create an Annual Plan

Making an annual plan is very important for invigorating and improving extracurricular activities. Groups are encouraged to carry out fulfilling activities that are rooted in goal setting, annual planning, budget calculations, and plan implementation.



#### (1) Creating an annual plan

An annual plan is the basis of the year's activities. To achieve goals, make a plan for what you will achieve, and when and how you will do so.

#### (2) Creating a budget plan

Create a budget plan based on the annual plan and acquire an overall picture of expenses for the year's activities.

#### (3) Carrying out activities and using the budget

Based on the annual and budget plans, groups work to achieve their goals. Activities cost money. Groups should manage their budget while using it.

#### (4) Reviewing activities and closing books

Reflecting on the year's activities and passing them on to the next generation are necessary for group improvement. Groups should review their activities and finances, and aim to improve themselves.

## 2. TriR Campus (TriR)

Applications and confirmations for facility reservations within the University for extracurricular activities should be made directly by the extracurricular activity group through the “Facility Reservation System (TriR Campus)” (hereinafter referred to as TriR)) (excluding special use applications). The following is an outline of TriR. Please note that you must obtain authorization to use TriR and that it is not possible to reserve/confirm reservations for facilities directly at the counter of the Division of Student Affairs (excluding athletics facilities at Kinugasa Campus and Biwako-Kusatsu Campus.)

### 2.1. Benefits of TriR

- (1) Facility reservation availability on all three campuses can be checked online (\*excludes some facilities).
- (2) Application to use or change/cancel use applications for facilities on all three campuses can be done online.

\*Reservation methods for athletics facilities are currently being coordinated (as of December 2023).

### 2.2. TriR Account (ID/Password)

#### (1) Eligible Groups

Extracurricular activity groups that are authorized to use on-campus facilities by the Division of Student Affairs (e.g., groups affiliated with the Student Union, groups receiving Division of Student Affairs grants, undergraduate project groups, groups approved by the Dean of Student Affairs, etc.)

#### (2) TriR Account (ID/Password) Acquisition Application

After participating in the TriR guidance (in person/online), please apply for a TriR account using the dedicated form on the Support for Extracurricular Activities website below. Up to three members of a group (in principle, should be administrative members) can apply for an account. Please note that the account (ID/password) must be used and managed by the applicants of the group only, and must never be shared within or outside of the group to which the applicant(s) belongs.

<https://www.ritsumei.ac.jp/infostudents/activity/>

#### (3) Creation of TriR Account

TriR account applications typically have two deadlines per month. Accounts will be issued approximately one week after the application deadline and the applicant will be notified via manaba+R. Furthermore, TriR accounts need to be updated yearly. If you wish to use TriR for more than a year, please attend the TriR guidance on a yearly basis and reapply for an account.

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### (4) TriR Account Deletion

If you wish to delete an existing TriR account and apply for a new TriR account, you must obtain “Deletion Authorization” from the student whose TriR account you wish to delete and email it to the following Division of Student Affairs email address at your home campus before applying for a new TriR account. In this case, please include the email address of the student whose account is being deleted in the CC of your email.

- Office of Student Affairs at Kinugasa Campus: ru-go-e@st.ritsumei.ac.jp
- Office of Student Affairs at Biwako-Kusatsu Campus: bkc-room@st.ritsumei.ac.jp
- Office of Student Affairs at Osaka Ibaraki Campus: shisetu@st.ritsumei.ac.jp
- Office for Athletes and Sports Services: bkcsport@st.ritsumei.ac.jp

### 2.3. TriR Online Guidance

Information on dates and times will be provided at the Extracurricular Activities Guidance, as well as via manaba+R, and the Support for Extracurricular Activities website.

### 2.4. Basic Rules for Facility Reservation

#### (1) Normal Reservation Application

- Only group members registered through the University's CampusWeb can apply for a TriR account and facility reservation.
- Only applications for reservations for facilities in accordance with the purpose of the group's activities may be submitted. Use applications cannot be made for activities that differ from the group's main activities. (i.e., Tennis club using facilities to play futsal or use for final examination study, etc.)
- Please make sure to check the facilities available on the “List of facilities on TriR” before applying for a reservation.

\*Facility information can be checked on TriR by clicking on the relevant facility name.

- You can reserve facilities up to seven days prior to the date of use.

Apply the day before if the previous day is a weekend or holiday. Please submit applications by 17:00 on a weekday. As a rule, same-day reservations will not be accepted.

\*While in principle same day reservations are not possible, if there is a reason for the application which is not due to the students of the group in question, or if a permanent staff member of the Division of Student Affairs approves the application, a reservation application can be submitted only at the Division of Student Affairs office counter.

#### (2) Special Reservation Application

- If you wish to make a special reservation, such as for an event that exceeds the normal



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reservation limit, please submit a prospectus to the Division of Student Affairs.

- The application procedure for events held during the welcome period for new students and the school festival will be announced on the Support for Extracurricular Activities website below after consultation with the Student Union New Student Welcome Committee and the School Festival Executive Committee for the relevant academic year.

Support for Extracurricular Activities Website:

Prospectus and a list of facilities on TriR can be downloaded from the site below as well as from the QR code on the right.

<https://www.ritsumei.ac.jp/infostudents/activity/>



### 2.5. Important Points When Using Facilities

- Students may have their use of facilities suspended for a certain period or have reservations cancelled if they violate any of the facility reservation rules or information provided by the Division of Student Affairs. Please use facilities with strict observance of the facility reservation rules and information provided by the Division of Student Affairs.
- After using any facilities, please be sure to return desks, chairs, and other items to their original position before leaving. Also, if you have borrowed a key to the facility, please return it immediately after use.
- During the Obon and New Year vacation periods and entrance exam period, some or all the University's facilities will be unavailable for use.
- Drinking alcohol is not permitted in any facility or anywhere on campus. Also, smoking is prohibited on campus except in the smoking cessation support areas.
- Keys to facilities are not permitted to be given to non-university parties.
- You will be financially responsible for any breakage or damage occurring to the facilities or equipment during your use.

### 2.6. Important Points When Using Facilities to Hold Events

- In principle, University facilities cannot be used to hold events that have a participation fee, but non-profit projects may be approved. Please be sure to consult with the Office of Student Affairs in advance.
- Please be sure to consult with the Office of Career Services (Career Center) in advance regarding the content of any project related to job hunting or career education.

### 3. Receiving Mail by Post or Courier

#### 3.1 Receiving Mail by Post

Groups with letterboxes will have mail addressed to them kept therein. Please come and pick up mail frequently, and tell other members to do so as well. The locations of the letterboxes on each campus are shown in the list below.

If mail is received for a group that does not have a dedicated letterbox, the Office of Student Affairs will contact that group.

Letterbox Locations

Kinugasa	Cultural groups (including Sports Circles)	Student Center (Self-governing bodies: Office of Student Affairs at Kinugasa Campus)
	Athletic Association groups	Office of Student Affairs at Kinugasa Campus
BKC	Cultural groups (including Sports Circles)	Office of Student Affairs at BKC
	Athletic Association groups	Office for Athletes and Sports Services at BKC
OIC	Cultural groups (including Sports Circles)	Office of Student Affairs at OIC
	Athletic Association groups	

#### 3.2 Receiving Mail by Courier

As a general rule, the Offices of Student Affairs at Kinugasa Campus and BKC **do not allow** office parcel pickup. When a package will be delivered to your group, please arrange the delivery time and date with the shipping company and pick it up directly from the delivery person. In this case, **please observe the following precautions:**

Notes

- (1) Please clearly write Ritsumeikan University's address, building name, box/Circle room number, name of extracurricular activity group, name of person in charge, and contact information.
- (2) In the case of cash-on-delivery, express delivery, or a large quantity of items, please arrange the delivery time and place (box/Circle Room, Art Studio, home, etc.) directly with the shipping company and be sure to be present at that time and place. The Office of Student Affairs and Student Center reception will not receive deliveries on your behalf.

In contrast, the Office of Student Affairs at OIC/Office for Athletes and Sports Services is able to store parcels delivered for groups for office pickup, so please consult about this.

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### 4. Using the Shuttle Bus

A shuttle bus service is available between the Kinugasa Campus, BKC, and OIC.

To board, please touch your student ID card to the card reader.

#### Bus Service Schedule

For information on the bus service schedule, please refer to the service schedule on the Ritsumeikan University website or campus bulletin boards.

Please note that the service is subject to change or cancellation without notice due to natural disasters or other circumstances.

#### Bus Route and Timetable

Please check Ritsumeikan University's website for the latest information.

Ritsumeikan University ➡ Current Students ➡ Study Support Site ➡ Use of Facilities and Equipment ➡ Shuttle Bus Service

#### Fare

Eligible Users	Fare (One-way)	How Tickets Are Sold	Where Tickets Are Sold
All undergraduate and graduate students	¥150	Books of 5 tickets (¥750)	Co-op shops
		Individual tickets	The certificate issuing machine

#### Notes

- (1) Ticket books and individual tickets do not expire.
- (2) Undergraduate and graduate students must present their student ID cards when purchasing ticket books and individual tickets at Co-op counters.
- (3) No refunds will be accepted for ticket books.

Ticket books and individual tickets are not sold on board. Please purchase them in advance.
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Shuttle Bus Website (<https://www.ritsumei.ac.jp/infostudents/shuttlebus/>)



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### 5. Trips and Overnight Activities

In the event of extracurricular activity-related trips and overnight activities, such as training camps, trips to competitions, national seminars, and performance tours, all extracurricular activity groups must submit in advance the designated overnight activity/competition trip form or overseas travel request form to the Office of Student Affairs/Office for Athletes and Sports Services. This is necessary to respond to inquiries from parents and group alumni during trip/overnight activities, as well as for emergency situations and other communications.

In addition, when receiving a student group discount, please submit the University's overnight activity/competition trip form and the group discount application form issued by the company offering the discount.

Trips/overnight activities in Japan: Submit the overnight activity/competition trip form.  
Trips/overnight activities overseas: Submit the overseas travel request form.

### Procedures

- (1) Please fill out and submit the "Overnight Activity/Competition Trip Form."
- (2) Athletic Association affiliated groups should submit to the Office for Athletes and Sports Services, and all other groups should submit to the Office of Student Affairs.

**The form is necessary for emergency contact, so please make sure to submit it in advance.**

Forms download link (<https://www.ritsumei.ac.jp/infostudents/activity/>)



### When Planning an Overseas Trip

- (1) Groups planning to travel abroad should submit the overseas travel request form at least one month prior to their departure immediately after they have established their plans. A parental/guardian consent form must also be submitted.

As a general rule, if the request form is not submitted at least one month in advance, the group will not be allowed to go abroad. However, if a group needs to submit the request form less than one month in advance due to unavoidable circumstances, such as an international sporting event decided on short notice, please consult with the Office of Student Affairs/Office for Athletes and Sports Services and request that an exception be made (an invitation, flyer, etc., must be submitted).

- (2) By the date of travel, if the Ministry of Foreign Affairs' "Overseas Travel Safety Information" has designated the country or region to which you are going as **Risk Level 2 or higher, do not go on your trip.** Always be aware of the situation at your destination, even if it's at Risk Level 1. If the situation at the destination is likely to worsen or worsens, please cancel the trip.  
If the Risk Level rises to 2 or higher during your trip, please discontinue your trip and return to Japan as soon as possible.  
However, in the event that a group must travel to a Risk Level 2 area for an international match or other event, the group may be allowed to do so after showing evidence of and reasons why sufficient safety can be ensured at the destination. In such a case, the group should consult with the Office of Student Affairs/Office for Athletes and Sports



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Services and ask them to make a judgment. (For example, there must be evidence that the destination is the site of an international match and that the host country and organizers have taken all possible security measures).

- (3) Please plan out vaccinations. Look up information on the vaccines, as some vaccines require multiple doses and waiting a period of time before the next dose can be given.
- (4) Please be sure to register your travel with the Ministry of Foreign Affairs on **Tabi Reg**.

Ministry of Foreign Affairs of Japan “Overseas Travel Safety Information” Risk Levels	Status of Trip	What to Do
Level 1 Exercise caution	Before the trip	Travel may be carried out, but always pay attention to the situation at the destination and cancel travel if it is clearly about to worsen or worsens.
	During the trip	Travel may be carried out, but always pay attention to the situation at the destination and cancel travel if it is clearly about to worsen or worsens.
Level 2 Avoid non-essential travel	Before the trip	Avoid travel.
	During the trip	Stop the trip and return immediately.
Level 3 Avoid all travel (Advisory to cancel travel)	Before the trip	Avoid travel.
	During the trip	Stop the trip and return immediately.
Level 4 Evacuate and avoid all travel (Advisory to evacuate)	Before the trip	Avoid travel.
	During the trip	Stop the trip and return immediately.

Tabi Reg (<https://www.ezairyu.mofa.go.jp/tabireg/>)



(5) Participants for Study Abroad Programs at Ritsumeikan University must submit the Declaration of Health Condition to the Office of Student Affairs. Forms are available at each Office of Student Affairs counter. In addition, please obtain health care information of the country you are traveling to in advance from the websites below.



◆ Ministry of Foreign Affairs

<https://www.mofa.go.jp/mofaj/toko/medi/index.html>



◆ Ministry of Health, Labour and Welfare

<https://www.forth.jp/index.html>

## 6. Certificate of Competition Participation and Procedures for Makeup Examinations

The certificate is designed to support students in balancing their studies with their extracurricular activities, so that when they are forced to miss classes due to official competitions or other similar events, they can study on their own for those classes with the guidance and support of their instructors. The certificate certifies that participation in a competition or other similar event is the reason for absence from class, and do not render classes missed “attended” or “official absences.” Also, in almost all cases applications are submitted by groups and not individuals.

### Eligibility and Procedures

Eligible students	Students who are registered as members of undergraduate project groups, or of the Academic/Cultural/Athletic Division official organizations or central operations groups under the Student Union
Eligible competitions	Kansai/West Japan tournaments, all-Japan tournaments, international tournaments/competitions, and other competitions approved after deliberation and confirmation by the Student Affairs Conference
Submission of application forms and application location	<p>Application location: Office of Student Affairs/Office for Athletes and Sports Services on the university's three campuses</p> <p>Application documents:</p> <p>(1) Application for Issuance of the Certificate of Competition Participation</p> <p>(2) Certificate of Competition Participation</p> <p>(3) Submission checklist for the Application for Issuance of the Certificate of Competition Participation</p> <p>(4) Tournament guidelines and competition invitation documents etc.</p> <p>- Please download the application forms (1) through (3) above from “Notice and Applications for Group Activities” at the following URL or QR code.</p> <p>Athletic Association groups: Ath-Rits  <a href="https://www.ritsumei.ac.jp/athletes_support/procedure/">https://www.ritsumei.ac.jp/athletes_support/procedure/</a></p> <p>Non-Athletic Association groups:  <a href="https://www.ritsumei.ac.jp/infostudents/activity/">https://www.ritsumei.ac.jp/infostudents/activity/</a></p> <p> Athletic</p> <p> Non-Athletic</p> <p>- If there is more than one applicant, please submit all forms together at one of the campuses.</p> <p>- The application form will only be issued after review and approval by university committees.</p> <p>Please complete the application procedures at least <b><u>three weeks prior</u></b> to the first relevant class day.</p> <p>- If you do not have a document showing the tournament details, please submit a document proving the date of the tournament. (A printout of the webpage etc.) If you cannot get proof, please contact the person in charge at the student federation or other organizer to confirm the availability of information to prove the date.</p>
Post-permission procedures	<p>The certificate with the Dean of Student Affairs official seal will be issued to those who have received permission.</p> <p>Be sure to explain why you will be missing classes to the instructors in charge.</p> <p>- If you have any questions, please contact the Office of Student Affairs/Office for Athletes and Sports Services.</p>

Please consult with the instructors in charge on your own regarding support for missed

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classes (e.g., collecting materials, borrowing notes, checking class points and self-study content, etc.).

### How Travel Days Are Handled

As a general rule, travel days are not eligible for the issuance of the certificate. However, if you cannot make it to the competition without traveling the day before, or if you are unable to return home on the day of the competition and will not make class even by taking the first train/bus/flight the next day, please consult with the Office of Student Affairs/Office for Athletes and Sports Services. Bring proof that this is the case.

### Procedures for Makeup Examinations

The above certificate will be required to apply for a makeup examination. Students who are eligible for the certificate and unable to take a final examination due to the competition should consult with the Office of Student Affairs/Office for Athletes and Sports Services at least three weeks in advance once the competition and examination schedules become clear. (Required documents: Competition guidelines and materials showing the date of the exam, etc.)

### 7. Community Exchange

#### 7.1. Community Involvement

At Ritsumeikan University, many extracurricular activity groups go beyond the campus, expanding their activities to the larger community around Ritsumeikan's Kyoto, Kusatsu, and Ibaraki campuses to actively engage with many locals. While some groups have "community exchange activities" as one of their activity goals, many requests have been made to Ritsumeikan University by local residents, and the opportunities for community exchange and activities in extracurricular activities are expanding year by year.

Community exchange is not just service but also opportunities for groups to embody their activities and have them be widely appreciated. The understanding and support of the local community directly links to the increase in motivation to run activities and for these activities to be taken to a higher level. Please consider community exchange as an opportunity to present your group's regular activities, and actively create opportunities to interact with locals.

#### 7.2. The Process Leading up to Community Exchange Activities

Extracurricular activity groups may receive requests from locals for community exchange activities. When these requests are received through the Office of Student Affairs, the following steps should be followed.

- (1) Requester → Office of Student Affairs → Extracurricular activity group receives request for community exchange
- (2) Extracurricular activity group → Reviews the request and decides whether to participate → Informs requester/Office of Student Affairs of decision → (If participating) Meets the requester to work out details → Participates in community exchange activity

As a general rule, the requester should pay for the expenses (travelling expenses, food, transportation, materials, etc.) required to participate in the activity. Honorariums (or lack thereof) should be determined through discussions with the requester.

#### 7.3. Tips and Notes

- Please be sure to respond to all correspondence from the requester and the Office of Student Affairs.
- Respond as early as possible. The deadline for responses is two weeks in principle.
- Be careful when handling personal information.
- Be sure to dress and speak appropriately.
- Handle the requester's equipment and supplies with care.
- Cars, motorcycles, and bicycles must be parked in locations designated by places you are visiting.
- If there is an injury during an activity, please report it immediately.

## 8. Dissemination of Group Information

### 8.1. Dissemination of Group Information

Not only Ritsumeikan students, but also local residents, parents, and alumni look forward to the activities of groups. By disseminating information about your group, those interested will find out about these activities, actually come to cheer on teams at competitions or watch concerts, ask for groups to engage in community exchange, and sometimes offer their support. In order for your group to carry out a wide range of fulfilling group activities, it's best to let a lot of people know about your group's activities.

### 8.2. SPORTS & CULTURE

SPORTS & CULTURE is a website where you can introduce your extracurricular activities and post event announcements and competition results. There is also an introduction page for each group, and users can search for information by group. This site is made up of information provided by you. Please share updates on your group frequently so that many people will look at the website. For more information, please see the SPORTS & CULTURE page on posting group information.

Webpage on posting group information  
(<https://www.ritsumeikai.ac.jp/infostudents/resistration/>)



### 8.3. Handling of Personal Information

Increasingly, problems are being caused by careless postings on the internet, such as ones disclosing personal information. In addition, there are cases where people get involved in antisocial activities through people they meet on the internet, or get caught up in various kinds of trouble. This might involve demands to pay exorbitant charges or pyramid schemes.

It is necessary to be fully aware that personal information carries risk of leakage and misuse. Please be fully aware that when posting personal information on the internet in a form that is accessible to all, that information may be collected and used by other internet users.

Please be very careful in handling personal information when producing your group's website and promotional flyers. It is important not to carelessly post personal information. Ritsumeikan University has voluntarily established rules, systems, and a privacy policy to ensure the appropriate handling of personal data in accordance with the Act on the Protection of Personal Information. Please consider again how you handle information by referring to the information provided here.

Ritsumeikan Trust Privacy Policy  
<https://en.ritsumeikan-trust.jp/info/privacypolicy/>



## 9. How Groups Should Protect Personal Information

In groups' activities, there are many situations in which personal information is handled. Each group should establish its own rules for handling this information and ensure that they are followed.

In recent years, more and more groups are using web-based services to manage personal information. The following is a list of points to keep in mind when using such web services.

### **9.1. Information Management Using Online Storage and Other Web Services**

While uploading files to online storage and other web services is now commonplace because it is convenient and makes sharing files easy, it is not entirely safe. Please be aware of the following points.

- (1) The standard sharing method for almost all online storage services is allowing files to be viewable by anyone on the internet.  
As a countermeasure, you can limit the number of people you share the files with, or delete the files as soon as an intended recipient receives them.
  - (2) Be aware of what permissions you are giving to the person you are sharing with. In most cases, the permissions you grant to the other party are: view, edit, and reshare.  
By restricting the permissions, you can prevent accidental editing, tampering, and loss.
- Even if you are not using a web service, always use passwords for files that contain personal information before sharing them.

### **9.2. If Personal Information is Leaked**

Please contact the Office of Student Affairs immediately.

\*Contact the Campus Information Center after hours as the Office of Student Affairs is only reachable by phone between 9:00-17:30 on weekdays.

\*Contact details for the Office of Student Affairs and the Campus Information Center are listed at the end of this booklet.

### **9.3. Reference Material**

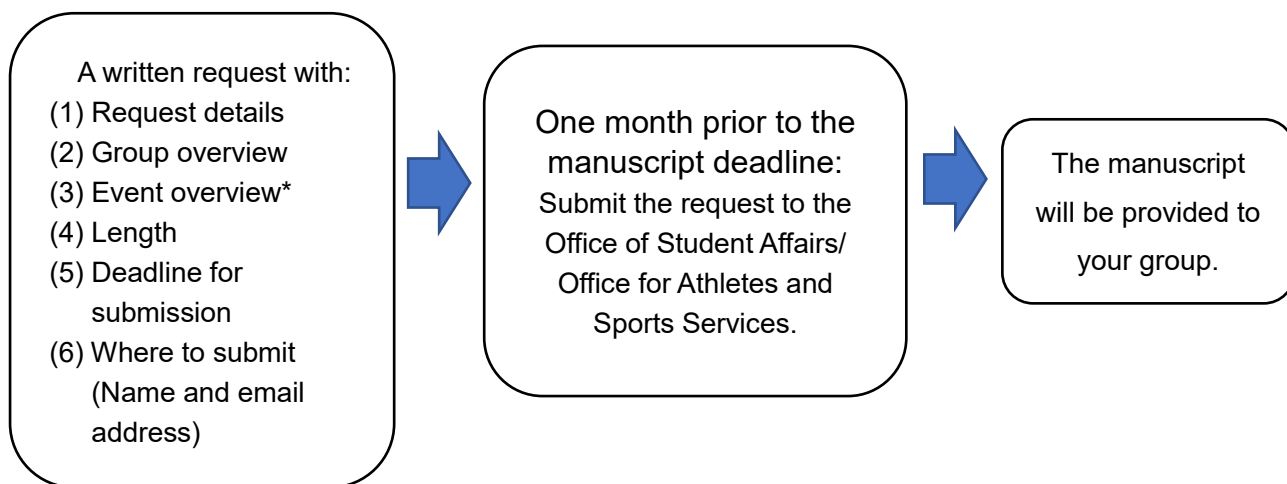
Internet Service Usage Guidelines (enacted November 2018)

<https://it.support.ritsumei.ac.jp/hc/ja/articles/4410975550105>



## 10. Requesting a Written Greeting from the Chancellor /Chairperson of the Board of Trustees (Official Organizations Only) for a Pamphlet

To request a written greeting from the Chancellor or Chairperson of the Board of Trustees for a pamphlet about a regular concert or other event organized by an extracurricular activity group, please submit a written request to the Office for Athletes and Sports Services (Athletic Division groups only) or Office of Student Affairs at least one month before the deadline. The necessary document and steps are as follows.



\* For “(3) Event overview,” please describe in detail the features of the event and any changes from the previous academic year.