66 CAMPUS DIARY 2025

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学生生活ガイド 2025

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Student Support Room



I'm feeling down

- I'm concerned/anxious about something and need advice (interpersonal relations, personality, career path, etc.)
- I want a consultation with a counsellor (clinical psychologist, **Certified Public Psychologist)**

Student Cons at Ritsume



I feel run-down

I want some advice about an injury, physical illness, or mental health issue



Medical Service Center





Disability Resource Center



I think I might have a disability

I have a disability/illness and need some advice about support

I want to find a method of

studying that suits me



My student life isn't going wel



Don't know where to turn for help?

Go to the Student Support General Guide and find a Support Coordinator



Student Support General Guide: **Support Coordinator**

A Support Coordi support.

nator in the Office will listen to your problems you want e you opriate e you

I have an urgent concern (threat to life or physical health)

I might become a victim (insecurity)

I was involved in an incident/accident/ trouble

I know a student who was (might be) a victim

I was a victim



What to do when you're in trouble (p.86)



Harassment Preventuon Committee





SSP Student Success Program



I want to balance my studies and extracurricular activities

I find it hard to prioritize things

I often miss deadlines or run out of time

I want to learn about schedule management, exam strategies, preparing reports, etc.

of Student Affairs concerns and the to solve, and guid to the most appr I don't feel comfortable on campus

I'm concerned but scared to seek advice

I find it hard to spend time on campus (facilities)

I know a student who needs advice



D & I Consultation Desk



Student Support Services

-Talking to someone is a big step toward a solution-

It is not uncommon to face various types of problems in your college life. Such problems might include: experiencing difficulty participating in classes, finding it hard to keep a balance between study and extracurricular activities or having difficulty with interpersonal relationships. There are many places on campus where you can get help and receive consultation. If you are not sure where to go, you can visit the Office of Student Affairs on your campus to meet a student support coordinator who will listen to your concerns very carefully and guide you to the appropriate support resources. URL https://www.ritsumei.ac.jp/drc/sougou/en/



I am troubled by something.. but I don't know who should talk to.



You can come to the Office of Student Affairs to talk to me. a student support coordinator. will listen to your concerns and guide you to the appropriate support on or off campus.

Medical Service Center



We provide consultation and medical services to students. You are always welcome:

- When you have any health problems
- When you need first aid treatment
- When you want to consult about your physical or mental problems
- When you want to quit smoking
- When you want information about proper hospitals near the campus

No smoking on campus except in the designated smoking area. Smoking on streets around the campus is also banned by ordinance. Feel free to ask for help if you wish to quit smoking.

A "fever clinic" has been established to deal with infectious diseases. For details, please visit the Medical Service Center website.

Medical Service Center

Kinugasa: 1st Floor, Shigakukan BKC: 1st Floor, West Wing OIC: 1st Floor South, Building H

TEL.075-465-8232 TEL.077-561-2635 TEL.072-665-2110

URL https://en.ritsumei.ac.jp/health/



Student Support Room

I'm worried that my student life is not going how I planned. I am having trouble getting along with my friends. I'm unsure about the future... Who can I talk to?

- Access counselling to tackle your problems and concerns, so you can lead the kind of student life you want.
- Matters discussed in counselling sessions are kept strictly confidential.
- Attend relaxation and exchange events, and access online information on topics such as what you can do to improve your own mental health.

TEL. 077-561-3952

Make a reservation here

Student Support Room (inside the Office of Student Affairs)

BKC: 1st Floor. Kinugasa: 2nd Floor, Kenshinkan Central Arc

OIC: 1st Floor, Building A (AS Office)

TEL. 072-665-2130

Mail ssrkik@st.ritsumei.ac.jp Mail ssrbkc@st.ritsumei.ac.jp Mail o-go-2@st.ritsumei.ac.jp



URL https://www.ritsumei.ac.jp/ssr/en/#e4-01

The Disability Resource Center



Support for students with disabilities

Students are offered support in accordance with the Ritsumeikan University Policy on Support for Students with Disabilities, with the aim of "creating an inclusive university that supports students with disabilities."

Eligibility for support

TEL. 075-465-8174

Support is offered to students experiencing significant limitations in their academic pursuits due to physical disabilities such as impairments to vision, hearing or mobility, developmental disabilities, intellectual disabilities, and intractable diseases, who request support and are considered in need.

- Scope of support
- (1) Essential support for academic accommodation within the university.
- 2) Additional student requested support based on need and individual consultation.
- The Disability Resource Center holds various events and recruits student staff on an ongoing basis to support students with disabilities. If you would like to get involved, please contact the Disability Resource Center.
- You can receive consultation without an official diagnosis.

Disability Resource Center

Consultation for students with physical disabilities: 1st Floor, Kenshinkan, Kinugasa Campus TEL.075-465-8343

Mail drc@st.ritsumei.ac.ip

 Consultation for students with mental and developmental disabilities (or the possibility thereof) Kinugasa: 1st Floor, Kenshinkan BKC: 1st Floor, Central Arc OIC: 1st Floor, Building A (AS Office)

TEL.075-465-8174 Mail sns-k@st.ritsumei.ac.ip

TEL.077-561-3951 Mail sns-b@st.ritsumei.ac.ip

TEL.072-665-2130 Mail sns-oic@st.ritsumei.ac.ip



URL https://www.ritsumei.ac.ip/drc/en/

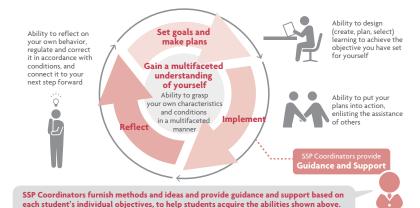
Suzaku Campus graduate students should contact the Office of Student Affairs at Kinugasa Campus.

Student Success Program (SSP)



What is the SSP?

The SSP is designed for students to cultivate the abilities shown below and to grow into student success program independent learners, through proactive participation in support programs.



Support Programs in the SSP

The SSP offers programs including seminars, small-group support, and individual support. Students can use these programs freely in line with their own individual conditions and needs.

SSP Seminar	Gathering and organizing information Making a to-do list Time management Videos available through the SSP website Note taking Report writing, etc.		
Consultation hours and events with Peer Supporters	Opportunities for students to learn from one another, both face-to-face and online		
Individual consultations with	SSP Coordinators provide study skills assessments and advice to help students grow and gain		

To find out more, contact the Office of Student Affairs or SSP Support Coordinator.

Step 1

Schedule a consultation with an SSP Coordinator. You can do so in person, by e-mail, or using the reservation form on the SSP website

Step 2

In discussion with an SSP Coordinator on your campus, discover your strengths and weaknesses, and what problems you can solve by developing new skills and approaches.

Step 3

The SSP Coordinator will provide you with essential problem-solving support, introductions to other resources on campus, and other forms of coordination.

Student Success Program (SSP), Office of Student Affairs Opening hours: Monday to Friday 9:30-17:00 *Same hours as Student Office

Kinugasa: 2nd Floor, Kenshinkan BKC: 1st Floor, Central Arc OIC: Building A (within AS Office)

TEL. 075-465-8174 TEL. 077-561-3951

E-mail ssp1@st.ritsumei.ac.jp

URL https://www.ritsumei.ac.jp/ssp/english/howto.html/

See how to use SSP or to apply

TEL, 072-665-2130

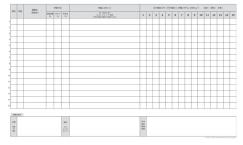
for individual consultations here

Try Out the SSP Support Tools

The SSP offers three support tools to help you visualize, organize, and clarify your tasks.

First use the Course Study Planning Sheet to get a visual overview of your classes for the next half-year. Then, use the To-Do List to organize what you need and want to do in your student life. In order to put your To-Do List into practice, use the Time Management Sheet to clarify your tasks. Using these three tools together enables you to follow a procedure to take practical action.

Course Study Planning Sheet Plan out your next half-year of classes



This is a tool to collect and organize information on the classes you're taking, so you can plan ahead half a year at a time.

The sheet gathers together information including evaluation methods, course objectives, key points, tasks, reports, and exams, and class attendance. By collecting and organizing class information in this way, you will be able to see clearly what to do

You can find a simplified version of the sheet on pages 20-23.

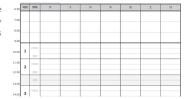
To-Do List Understand what you need to do and what order to do it in

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- mm - mm - 997, 9-96	
937, 7-96	
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997. 9-96	
794x-h	

This sheet allows you keep tabs on the tasks you need to complete and clarify the process to completion. You'll find it easier to make progress in your studies and homework if have a solid grasp of tasks and deadlines and a clear plan of what to

Time Management Sheet Decide how you'll use your time on a weekly basis

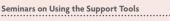
This virtual weekly schedule makes your current situation visible at a glance. Placing things on the To-Do List and your daily habits into a schedule format helps you identify the best ways to spend your time.



Make use of practical learning tools to manage your student life.

Access these web pages to download the tools and attend related seminars

SSP Support Tools URL https://www.ritsumei.ac.jp/ssp/english/tool.html/



URL https://secure.ritsumei.ac.jp/students/ssp/english/support.html/



What To Do When You're in Trouble

- I've been in a traffic accident.
- ⇒First dial 110, and 119 if anyone is injured. For consultations regarding traffic accidents, refer to the consultation points 1, 2 and 3 below.
- I'm a victim of billing fraud or have been forced to agree to a high-priced purchase.
- ⇒Don't comply with the request for payment immediately. Seek advice at consultation points 1 and 4 below.
- I'm a victim of sexual assault, stalking, nuisance phone calls, or online trouble.
- →Don't try to deal with it on your own. Seek advice at consultation points 1, 2 and 4 below.
- I think I've been harassed.
- ⇒Don't try to deal with it on your own. Talk to a harassment advisor.



Ritsumeikan University Harassment Prevention Committee website

URL https://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/

1 Advice from the Office of St	udent Affairs	4 Scams, billing frauds, etc.	
Kinugasa Office of Student Affairs		Kyoto City International Foundation*	TEL. 075-752-3511
BKC Office of Student Affairs	TEL. 077-561-3917	Kyoto City Consumer	
OIC Office of Student Affairs	TEL. 072-665-2130	Living Center (Consumer Affairs Advice)	TEL. 075-256-0800
2 Advice from the police		Kyoto City Consumer	TEL 075 (71 0004
Kyoto City Police Headquarters General Police	TEL. 075-414-0110	Living Safety Center	TEL. 075-671-0004
Consultation Office		Kyoto Bar Association	TEL. 075-231-2378
Shiga Prefecture Police Headquarters General	TEL. 077-525-0110	Kyoto Prefectural Police Scamming Emergency Line	TEL. 075-451-9449
Consultations	TEL 077 F/2 0110	Kyoto Stalking Advisory Support Center	TEL. 075-415-1124
Kusatsu Police Department	TEL. 077-563-0110	Shiga Intercultural Association	1
Osaka Prefectural Police Headquarters Resident Reception Center	TEL. 06-6941-0030	for Globalization* Shiga Foreign Residents Information Center	TEL. 077-523-5646
Ibaraki Police Department	TEL. 072-622-1234	Shiga Prefecture Consumer Living Center	TEL. 0749-23-0999
3 Traffic accidents		Kusatsu City Consumer	TEL. 077-561-2353
Kyoto City Consumer	TEL 075 257 2140	Living Advisory Counter	IEL. U//-301-2333
Living Center (Traffic Accident Advice)	TEL. 075-256-2140	Otsu City Consumer Living Center	TEL. 077-528-2662
Kyoto Prefecture Traffic Accident Consultation Center	TEL. 075-414-4274	Legal Information for Foreign Nationals*	TEL. 0570-078377
Shiga Prefecture		Shiga Bar Association	TEL. 077-522-3238
Traffic Accident Consultation Center (Otsu)	TEL. 077-528-3425	Living Information for Foreign Residents*	TEL. 06-6941-2297
Ibaraki City Residents Advisory Office	TEL. 072-620-1603	Ibaraki City Consumer Living Center	TEL. 072-624-1999
		Osaka Prefecture Consumer Living Center	TEL. 06-6616-0888
★ Available in English		Osaka Bar Association	TEL. 06-6364-1248

Avoid Trouble and Lead a Safe, Secure Student Life

University students are members of civil society. You are expected to uphold laws, regulations, and the rules and norms of the university and wider society, as well as conducting yourself responsibly with awareness and pride in your status as a university student. The booklet TIPS ON CAMPUS LIFE FOR STUDENTS—How to Lead a Safe and Comfortable Campus Life contains information on how to avoid the types of incidents and trouble that students often find themselves in, and enjoy your life as a student in safety and security. Please be sure to read through this information.

Topics covered include:

- Drugs, alcohol, social media
- Smoke-free campus, commuting rules
- Dangerous inducements, cults, theft, living alone, hazards when commuting to/from campus or going out at night
- Contractual acts, credit, cashless payments, national pension scheme, part-time work
- Comprehensive student support network information
- Student Disciplinary Regulations and Regulations on Disciplinary Action for Student Clubs



URL https://www.ritsumei.ac.jp/infostudents/campus-diary/

Injuries in curricular and extracurricular activities

■ The university holds Personal Accident Insurance for Students Pursuing Education and Research for all its regular students. This insurance offers benefits in the unlikely event that you suffer injury in an accident occurring in the course of your curricular (class) or extracurricular activities. (The university pays the insurance premiums.) For details, please check the QR code for "Instructions for making an insurance claim for injuries sustained on university premises or during curricular or extracurricular activities (Gakkensai)". If you are unsure about the procedures, please contact the Office of Student Affairs at OIC.

Events covered by the insurance:

During curricular classes and university events	One or more days of actual treatment	*Incidents during travel, such as
Injuries sustained in university facilities other than during extracurricular activities	4 or more days of actual treatment	commuting to/from campus, are excluded.
During extracurricular activities (by university- recognized groups)	14 or more days of actual treatment	*In the event of hospitalization, coverage is provided from the first day

The above insurance does not cover personal injury and damage to property, so we recommend students take out their own insurance to protect against such eventualities.

Temporary loans in emergencies (lost or stolen wallet)

- In the event that your wallet has been lost or stolen and you are unable to get home, the Office of Student Affairs may be able to loan you cash temporarily. Come to the Office to discuss your situation, bringing your student ID card and personal seal.
- •Loan amount: Up to 20,000 yen
- •Repayment due: Within three months

Note 1: The basic rule is to seek help from your guarantor first. This loan system is only for cases where help cannot be obtained in time.

Note 2: This system is not designed to support the costs of everyday living.

Scholarship consultations / inability to pay tuition due to change in household conditions / searching for the

Ritsumeikan University has many scholarship programs to help students live a secure campus life and pursue their individual goals within and outside the classroom. Please familiarize yourself with these programs and utilize them effectively.

Office of Student Affairs			
		BKC: 1st Floor, Central Arc	OIC: 1st Floor, Building A (in AS Office)
Financial Support Scholarships	TEL. 075-465-8168	TEL. 077-561-2854	TEL. 072-665-2135
Growth Support Scholarships	TEL. 075-465-8167	TEL. 077-561-3917	TEL. 072-665-2130

Working as a Peer Supporter or Student Staff Member

At Ritsumeikan University, there are many systems of peer support in which students support and learn from one another independently. Around 40 organizations and 4,000 students are involved in peer support activities. A way for students to assist other students, peer support is an opportunity for meeting, learning and growth among students from diverse national and regional backgrounds and value outlooks.

Peer support has a long history at Ritsumeikan University, beginning with the "Orientation Conductor" activities to support new enrollees and discussed at the Plenary Council* of the University as early as 1991. Today it is one of the university's distinguishing features.

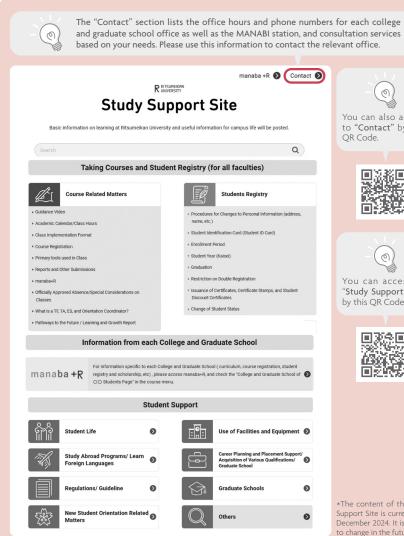
*Plenary Council: Based on the idea that all constituents of the university should participate in self-government, Ritsumeikan University has established a system that enables the different groups that constitute the university —undergraduate students, graduate students, faculty and staff, and the university authorities (Executive Board of Trustees)—to engage actively in improvements and reforms to the conditions of education, research, and student life. This system is known as the "Plenary Council." The members of the Plenary Council are representatives of the Student Council and Graduate Student Council as the self-governing organizations of undergraduate and graduate students respectively, the Faculty/Staff Union, and the university authorities (Executive Board of Trustees), with the Ritsumeikan Co-operative participating as an observer.

Use your smartphone to capture the QR code you wish to access. Hide the other codes with your fingers or other object as necessary.

Name	Main Activities	Inquiries regarding Applications, etc.	QR Code
Orientation Conductors	Provide various forms of support for new students' adjustment to campus life, in collaboration with the Colleges and Office of Student Affairs.	Kinugasa: Administrative Office of your College BKC: Administrative Office of your College OIC: MANABI Station (Building A, 1F/AC Office)	
SSP Peer Supporters	Support the operation of the SSP, which supports students' independence and growth.	Student Success Program (SSP), Office of Student Affairs	
BBP Staff	Provide support for international exchange, language learning and study abroad, organize events and activities, and offer guidance on how to use Beyond Borders Plaza (BBP).	Language Education Center, International Center	
Educational Supporter (ES)	They are undergraduate students who support instructors and students in class.	Kinugasa: Administrative office of each college BKC: Administrative office of each college OIC: Manabi Station (Building A 1F AC Administrative office)	
Library Staff	Maintain a comfortable atmosphere in the library and respond to users' questions as peer supporters.	Kinugasa: Hirai Kaichiro Memorial Library BKC: Media Center Media Library OIC: OIC Library	

Study Support Site

On the Study Support Site, you can access basic information related to studying at the university as well as useful information for your campus life.



(9)

You can also access to "Contact" by this QR Code.

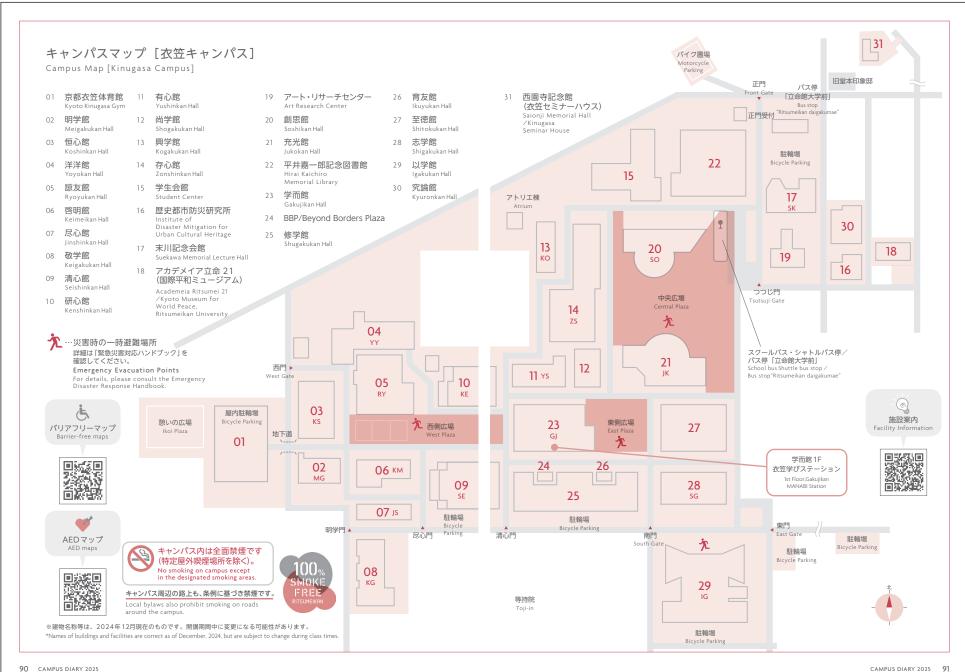




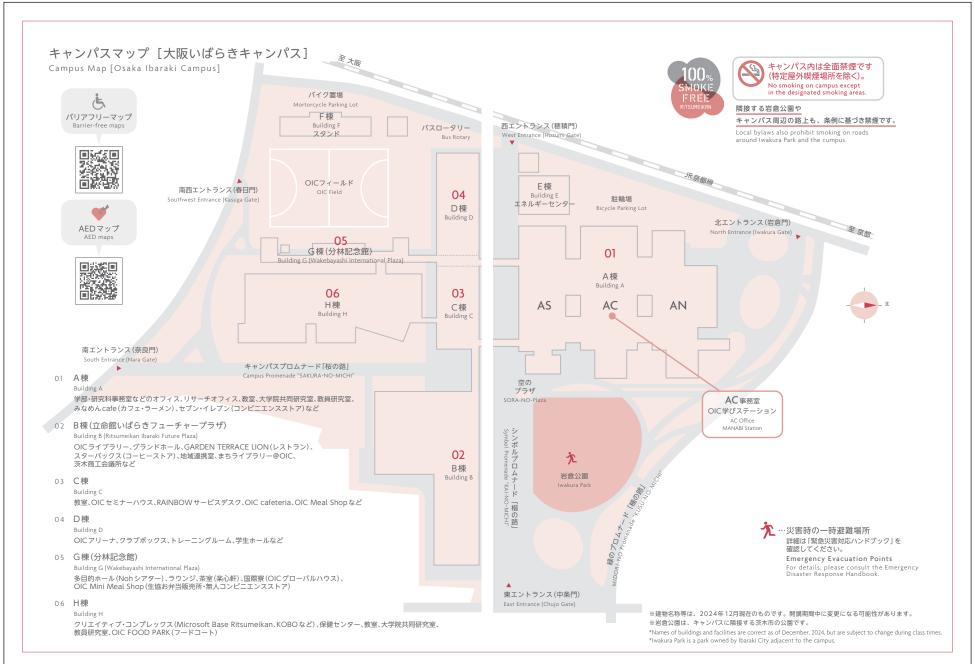
You can access to "Study Support Site" by this QR Code.

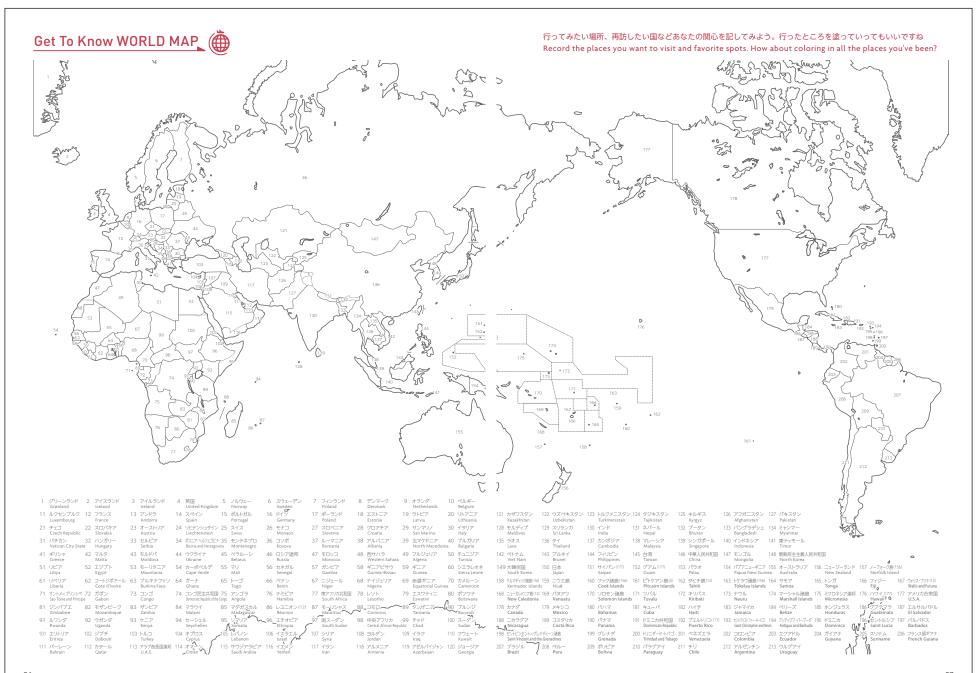


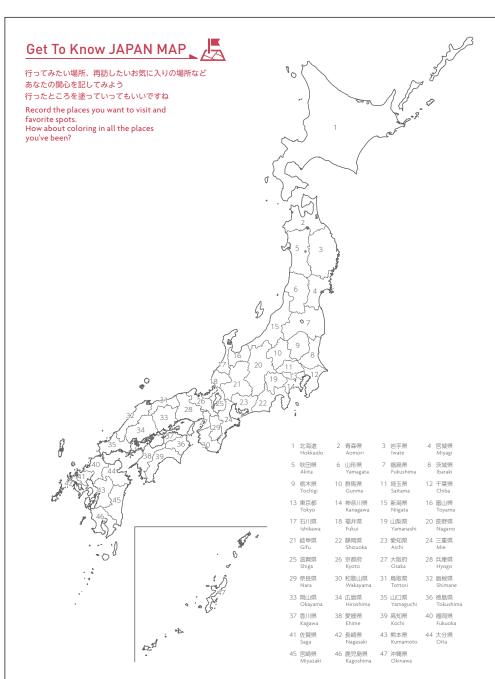
*The content of the Study Support Site is current as of December 2024. It is subject to change in the future.











NOTE

R

	氏 名/Name	
	立命館大学	Ritsumeikan University
	学部·研究科 / Department	専攻·学科·コース/Major
	回 生 / Grade	学生証番号 / Student No.
	現住所 / Address	
	電話番号 / Phone	携帯電話番号 / Mobile phone
	Eメール(携帯)/E-mail (mobile)	
$E \times - \mathcal{V} (PC) / E$ -mail(PC)		
	生年月日/Date of birth	血液型 / Blood type

この手帳は私にとって非常に大切なものです。 もし拾われた方は、お手数ですが上記までご連絡くださいますようお願いいたします。 This diary is important to me.

If you happen to find it, I'd be grateful if you could contact me directly.

MEMO



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You can download original cover designs from the website.
*The diary's existing cover is reversible, too. Use the red or white side as you prefer.



(Japanese Only)

