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Extracurricular Activities Handbook: Table of Contents

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Calendar for Applications and Yearly Procedures

	UNIVERSITY EVENTS	DIVISION OF STUDENT AFFAIRS	STUDENT UNION
April	Matriculation ceremony, orientation	Funding applications※1	New student welcome activities/ welcome festival
May			New student welcome activities/spring screening of new applications for registered student groups
June	Open College by Parents Association of Student Education Assistance	Review of group member registration updates	
July	Spring semester final exams		
August	Open Campus		
September	Spring semester commencement ceremony Fall semester matriculation ceremony		New student welcome activities
October		Funding applications	Fall recruitment of new applications for registered student groups
November			School festival
December		Extracurricular activities guidance	Affiliated group continuation screening
January	Fall semester final exams		
February		TriR guidance	
March	Commencement Ceremony		

*1 For details, check “Ⅲ-2.Grants and Recognition.”

Groups must submit relevant forms to the Office of Student Affairs/Office for Athletes and Sports Services for the following:

Overnight activities, trips

Application for issue of certification of participation in competition

Campus vehicle entry

Facilities reservation application notification form *Different format for each campus

(Kinugasa: Event application /special event permit application; BKC: Prospectus/notification; OIC: Prospectus)

INTRODUCTION

I. Extracurricular Activities at Ritsumeikan University

1. Explanation and Types of Extracurricular Activities

At Ritsumeikan University, a variety of extracurricular activities are conducted in the following categories.

(1) Extracurricular activities conducted as part of clubs, circles, study groups, etc. (approximately 350 organizations) that are considered to be part of the Student Union (see next section)
(2) International exchange/cooperation, class improvement, peer support, and volunteer activities, and academic conferences and independent seminars closely related to undergraduate teaching and learning
(3) The various activities of undergraduate project groups, learning communities, etc. They either are derived from the curriculum, or conducted independently in extracurricular settings by peers who have come together for a novel purpose.

About 60% of Ritsumeikan University students participate in the above activities.
So that students with diverse backgrounds and characteristics can learn from each other, engage in friendly rivalry, and learn and grow independently in a community of learning throughout their entire curricular and extracurricular student life, Ritsumeikan University provides support for extracurricular activities that is based on cooperation between the faculty and staff of various organizational units.

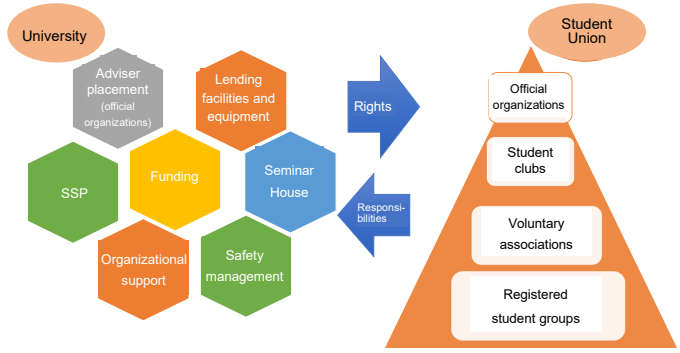
1.1 The Significance of Extracurricular Activities

In addition to regular courses, Ritsumeikan University defines extracurricular activities (club and circle activities, peer support, etc.) as important learning opportunities. These activities, which are based on the principle of free participation, offer students a variety of options according to their interests and the skills they would like to acquire. In addition to the satisfaction and fulfillment you gain from the activities themselves, participation in academic, arts, sports, and student self-government activities will provide you with a great opportunity to learn skills that will be useful in the real world, including interpersonal relations, because of the diverse array of students involved. Increased diversity within an organization helps to further enhance the quality of the activities and creates opportunities for new discoveries and growth. The valuable experiences that students gain during their university years will give them a useful start to enrich their futures.

1.2 Support Provided by the University

Ritsumeikan University provides support for extracurricular activities by lending facilities and equipment, funding, training and seminars, and more. Details are provided in this booklet and on the extracurricular activities and scholarships websites.

The University and Student Union's Relationship



Extracurricular Activities Website

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

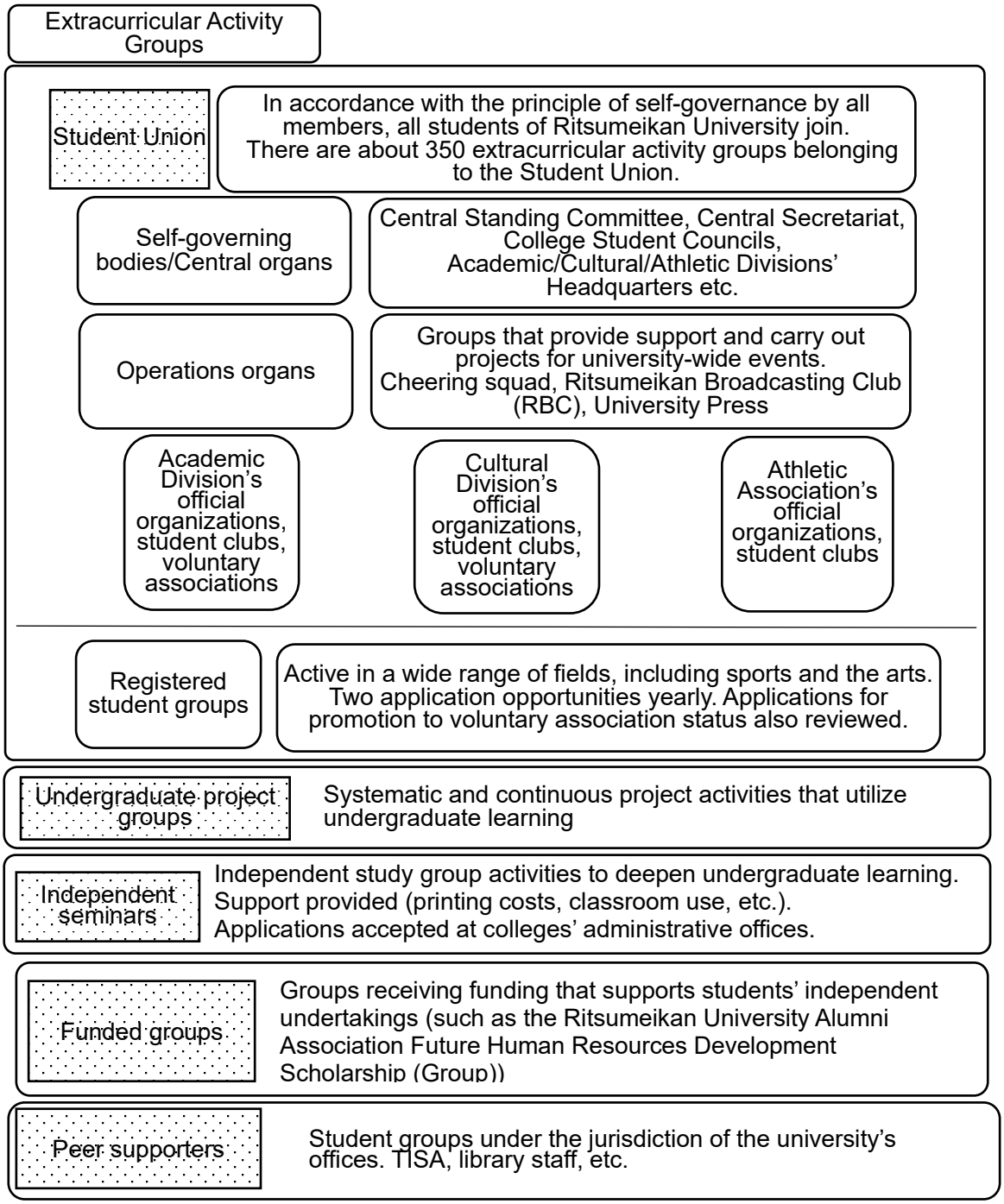
Scholarships Website

https://www.ritsumei.ac.jp/scholarship/grow02.html/

1.3 Types of Extracurricular Activities

The types and specific categories of extracurricular activities available at Ritsumeikan University are shown below. For example, extracurricular activity groups belonging to the Student Union are classified as an official organization, student club, or voluntary association. This classification is based on the rules of the University Student Council and rules of the Academic, Cultural, and Athletic Divisions. There are also circles (registered student groups).

There are also groups not affiliated with the Student Union. These include undergraduate project groups, undergraduate independent seminars, and funded groups (such as learning communities). In this way, students can find activities that suit themselves from a wide range of options.



2. About the Ritsumeikan University Student Union

2.1 The Ritsumeikan University Student Union

The Ritsumeikan University Student Union is a self-governing student organization consisting of all undergraduate students of Ritsumeikan University. Its purpose is to contribute to the development and improvement of curricular studies, extracurricular activities, and the advancement of the Ritsumeikan Academy. In addition to planning and executing welcome events for new students and the school festival, students engage in self-government activities aimed at improving curricular class learning, extracurricular activities, and students' daily life environments.

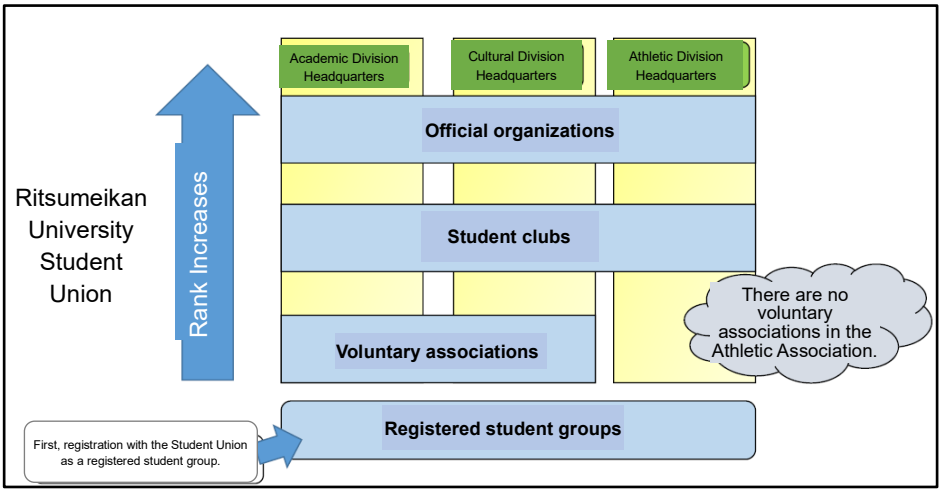
2.2 About Student Union Fees

For Student Union activities, membership fees (admission fee: ¥3,000, annual fee: ¥5,000) are collected from members. These funds are mainly used for new student welcome events, school festivals, and the activities of students' extracurricular groups (Athletic/Academic/Cultural Division official organizations and other groups; self-governing bodies/committees; cheering squad, Broadcasting Club, etc.).

2.3 The Student Union's Certification System

The Ritsumeikan University Student Union has established a system for certifying certain extracurricular activity groups. This system is notable in that students develop their own extracurricular activities and vouch for each other's activities. At Ritsumeikan University, there are about 350 extracurricular activity groups. Since it is not possible to lend facilities/equipment and provide financial support to all groups equally, there are four categories within the certification system: official organizations, student clubs, voluntary associations, and registered student groups.

The Group Certification System of the Student Union



- Can use the University's facilities related to extracurricular activities.
- Can use the various equipment managed by the university.
- Listed on the website "SPORTS & CULTURE," which introduces extracurricular activities.
- Can apply for various grants from the University.
- Assignment of university faculty/staff adviser, president, and vice president positions (only for official organizations) and more

3. Procedures for the Establishment, Continuation, and Promotion/Demotion of Groups

Creating a New Community

Scholarships and Grants to Support Extracurricular Growth

Some groups want to create new learning communities and take on challenges, step up to the next level, and grow. This might include small group learning or diverse learning group activities that span colleges. These groups can use the university's scholarships and grants program for extracurricular growth to create new communities. For more information, please check the Scholarship and Grants website.
Scholarships and Grants Website
(https://www.ritsumei.ac.jp/scholarship/grow02.html/)

Peer Supporters Under the University's Jurisdiction

Ritsumeikan University has a unique peer support system for students to learn from each other and grow together. Its activities include providing support for new students, serving as a link between faculty and students, and facilitating exchanges with the university's international students. There is a wide range of peer supporters under the jurisdiction of the university, and students are encouraged to find activities that they would like to participate in.

- ●Orientation conductors and "Class Enter" (Jurisdiction: Each college's administrative office and the Office of Student Affairs)
  - • Students who support new students in study, self-governance, and student life
- ●Educational supporters (ES)/teaching assistants (TA) (Jurisdiction: Each college's administrative office)
  - • Undergraduate and graduate students who provide backup for management and learning in junior student classrooms
- ●Japanese language volunteers (Jurisdiction: Language Education Center)
  - • Supporting international students' Japanese language classes as Japanese speakers
- ●Junior advisers (JA) (Jurisdiction: Division of Career Services)
  - • Students who have already been offered jobs (called JA) support junior students' job-hunting activities
- ●Admissions and public relations student staff (open campus staff) (Jurisdiction: Office of Admissions)
  - • In charge of planning, preparing for, and operating open campus events
- ●Student volunteer coordinators (Jurisdiction: Service Learning Center)
  - • Supporting community participation by introducing students to volunteer opportunities, planning and operating programs, and disseminating information about volunteer activities
- ●Library staff (Jurisdiction: Office of Library Services)
  - • Providing library maintenance, answering users' questions, conducting library tours, introducing books and more
- ●Support staff of the Disability Resource Center (Jurisdiction: Disability Resource Center

[Office of Student Affairs])
- Assisting students with disabilities in taking classes, and planning lectures and educational events related to support for people with disabilities

●Student Support Program (SSP) peer supporters (Jurisdiction: Office of Student Affairs)
- Providing administrative support and planning for the Student Success Program (SSP) which supports student independence and growth

●Beyond Borders Plaza (BBP) Staff (Jurisdiction: International Center)
- Operate the global commons area BBP, and implement international exchange between students.

The above only provides examples of peer supporters and is not all-inclusive.

Creating a New Student Group: In Case of Newly Registering a Student Group with the Student Union

In order to create a new student group that is registered as an extracurricular activity group of the Student Union, it is necessary to fulfill the stipulated conditions, follow the stipulated procedures, and be approved by the Student Union.

New Registered Student Groups

The Ritsumeikan University Student Union has established the Affiliated Student Group System to support student groups at the university. If registration is approved, your group will be able to use the facilities on campus, apply for funding, and receive various other forms of support.

Application Period:

Applications are accepted twice a year (Beginning of the Spring Semester / Beginning of the Fall Semester).

Details will be posted on the Student Union website.

Procedures:

1. If you are applying to become a new registered student group, you must meet the requirements set by the Student Union.
2. Please fill out the application form on the Ritsumeikan University Student Union website.
3. New registered student groups will be selected through a document and interview screening process within the Student Union.

Note

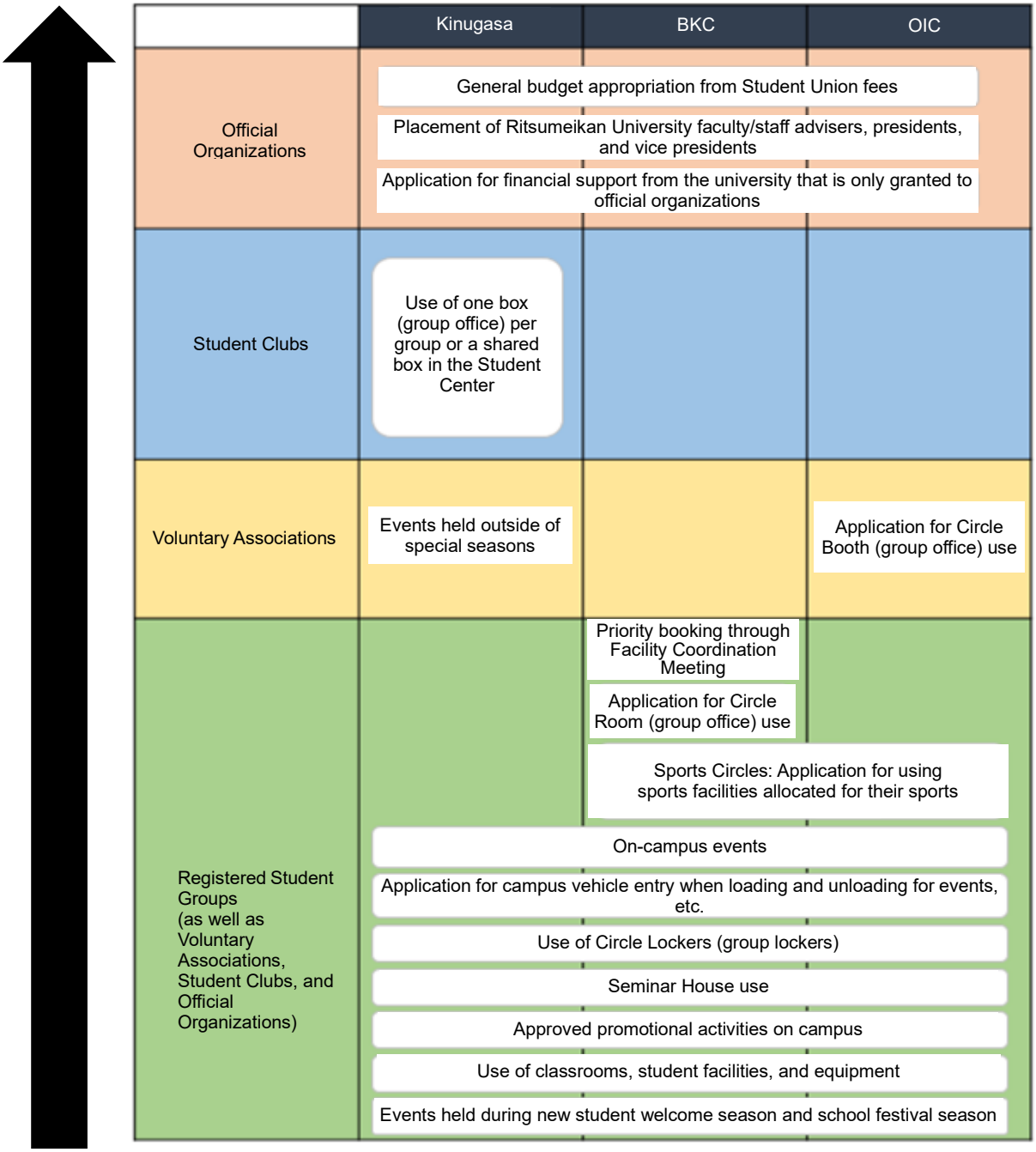
According to the regulations for affiliated organization of the Ritsumeikan University Student Union, if you wish to continue your activities as a group affiliated with the Student Union in the following academic year and beyond, you must undergo the affiliated group continuation screening. Details of the screening process can be found on the Ritsumeikan University Student Union's website below.

Ritsumeikan University Student Union Website

(http://www.ritsumei.club/)

Promotion and Demotion of Student Union Groups

Ritsumeikan has a system in which voluntary associations, student clubs, and official organizations affiliated with the Student Union's Academic, Cultural, and Athletic Divisions can be promoted or demoted to a higher or lower status. Registered student groups may apply to be promoted to voluntary association status. Details regarding promotion and demotion can be found in the respective division's rules. For groups that wish to be promoted, please check the group promotion guidelines on the government union website and follow the required procedures. Promotion/demotion decisions will be made after deliberations of the respective division headquarters. In addition, the conditions for using facilities are as follows and depend on the classification of the organization.



Procedures for University/Student Union Registration

Based on the Student Union's (Student Council) certification, the university will approve groups it judges to be appropriate in terms of their group and activities. Extracurricular activity groups that have been approved by the university and the Student Union are required to **pass the affiliated group continuation screening (Student Union) and register their members (university).** Groups that fail to do so will not be able to receive support from the university or Student Union, including the use of facilities and equipment, so please be sure to submit the forms. Also, groups may be assumed to have no intention to continue and be dissolved. Anytime there is a change of officers or other registered information in the middle of the academic year, please complete the required procedures to report this via the Student Union website, and update your member registration information.

1. The Handling of Officer Notification Form, Group Member Notification Form and Group Member Registration Information

The information provided in the officer notification form, group member notification form and group member registration is used for emergency contact, career and employment support, the creation of alumni lists, and to compile statistics on member numbers in order to understand the state of extracurricular activities at the university. Names and other personal information will be strictly managed in accordance with the Ritsumeikan Trust Personal Information Protection Regulations.

2. Affiliated Group Continuation Screening

Please access the Ritsumeikan University Student Union website to submit the form.
Ritsumeikan University Student Union Website
(https://www.ritsumei.club/)

3. Member Registration

Please log in to manaba+R and go to CAMPUS WEB.
For instructions, please check the Ritsumeikan University website.
Ritsumeikan University Website (https://www.ritsumei.ac.jp/infostudents/activity/)
*Member registration is a requirement within the university system and should be conducted separately from submitting changes to information about the three officers to the Student Union.

Each group's member registration on CAMPUS WEB can be updated by those with the authority to do so. (E.g., the representative and vice-representative of each academic year). It is important to always update member information, not only so the university can know who belongs to each group, but also in case of any incidents or accidents. Whenever the leadership changes, please make sure to transfer the authority from the previous representative/vice representative to the new members via CAMPUS WEB.

4. The Adviser, President, and Vice President System

4.1. Purpose and Objectives

A function of extracurricular activities is to, while supplementing the curricular education, realize the objectives of university education in a different way.
In light of this, the purpose of assigning faculty/staff advisers, presidents, and vice presidents that provide support and guidance to extracurricular activity groups is to further develop student culture and activities at the university and establish a university-wide, comprehensive support system.
Advisers, presidents, and vice presidents are generally assigned to the central operations groups and Academic/Cultural/Athletic Division official organizations under the Student Union, project groups approved by the Division of Student Affairs, and other groups approved by the Division of Student Affairs. They provide advice and guidance on the activities of the groups.

4.2. Roles

The main roles of advisers, presidents, and vice presidents are as follows.

(1) Support and guidance about group activities
(2) Learning support
(3) Support for career and job-hunting activities
(4) Other support and guidance for university life

If you do not have contact information for your advisor, president, or vice president, please contact the Office of Student Affairs or Office for Athletes and Sports Services.

5. To enrich student life through extracurricular self-directed activities

Ritsumeikan University is committed to enriching the university experience by promoting the "Ritsumeikan Model of Learning," which systematizes learning centered on each individual learner, meaning every one of you. This "Ritsumeikan Model of Learning" positions various settings—such as "Small-Group Learning," "Specialized Study," "Study Abroad," "Career Development," "Extracurricular Self-Directed Activities," and "Ritsumeikan Sports"—as fields for learning and growth. The Student Affairs Department is also fully committed to supporting all of you so that you can thrive.

To all students who are managing group activities and holding this "Extracurricular Self-Directed Activities Handbook," as you strive to enrich your student life through these activities, we wish to convey a point that we hope you will newly recognize and deepen your understanding of, both individually and within your club/circle. This is student life based on "Diversity & Inclusion". Ritsumeikan strives to realize an environment where members with diverse backgrounds and circumstances—including nationality, ethnicity, religion, ideology, social status, disability, gender, sexual orientation, gender identity, and age—respect one another and can learn, research, and work together.

Based on the above, it is important that group activities organized by individuals ensure participant diversity and respect the diversity of individual intentions. For example, in managing group activities such as clubs and circles, paying consideration to securing participant diversity and respecting the diversity of each participant's intentions—not only in daily activities but also in recruiting new members—is a crucial effort that leads to your "learning and growth". For undergraduate and graduate students responsible for managing group activities, if you have concerns such as "I'm unsure if the recruitment conditions or explanations are sufficient with this content" or "I don't know how I should proceed," please consult the Student Office.

● Contact Information

(Weekdays and class days that fall on national holidays, 9:30 a.m. – 5:00 p.m.; excluding university-wide closure days)

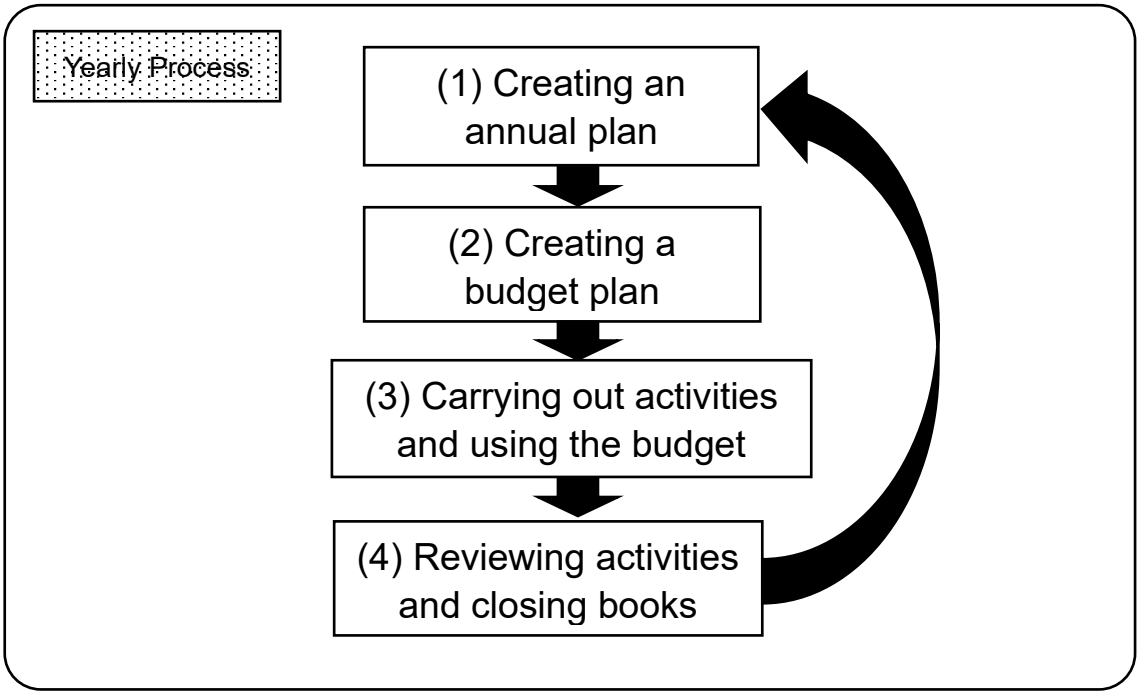
Student Office (Kinugasa): 075-465-8167
Student Office (BKC): 077-561-3917
Student Office (OIC): 072-665-2130

ALL CAMPUSES

II. Annual Planning and Procedures for Regular Activities

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.

(4) TriR Account Deletion

Just like the TriR account application, please complete the procedure using the designated form available on the Extracurricular Self-Directed Activities Support webpage below.

Please note that the account (ID and password) must be used and managed only by the applicant of the organization, and must never be shared inside or outside the organization.

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

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 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.

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.

Shuttle Bus Website (https://www.ritsumei.ac.jp/infostudents/shuttlebus/)

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

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.go.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	Application location: Office of Student Affairs/Office for Athletes and Sports Services on the university’s three campuses Application documents: (1) Application for Issuance of the Certificate of Competition Participation (2) Certificate of Competition Participation (3) Submission checklist for the Application for Issuance of the Certificate of Competition Participation (4) Tournament guidelines and competition invitation documents etc. - Please download the application forms (1) through (3) above from “Notice and Applications for Group Activities” at the following URL or QR code. Athletic Association groups: Ath-Rits Athletic https://www.ritsumei.ac.jp/athletes_support/procedure/ Non-Athletic Association groups: Non-Athletic https://www.ritsumei.ac.jp/infostudents/activity/ - If there is more than one applicant, please submit all forms together at one of the campuses. - The application form will only be issued after review and approval by university committees. Please complete the application procedures at least **three weeks prior** to the first relevant class day. - 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.
Post-permission procedures	The certificate with the Dean of Student Affairs official seal will be issued to those who have received permission. Be sure to explain why you will be missing classes to the instructors in charge. - If you have any questions, please contact the Office of Student Affairs/Office for Athletes and Sports Services.

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

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.ritsumei.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.

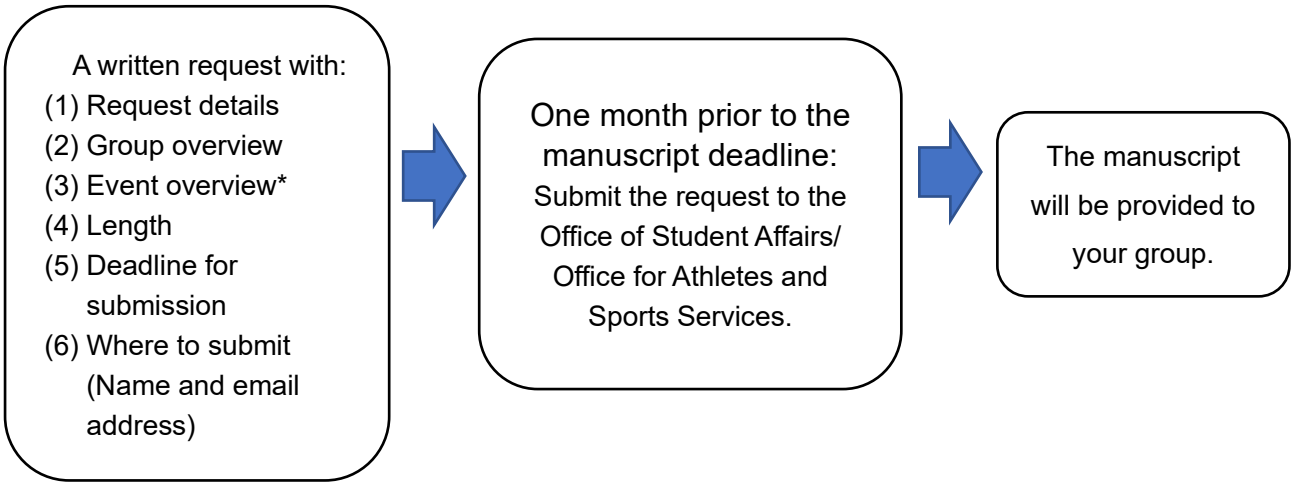
9.3. Reference Material

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.

11. Inviting External Speakers for Lectures and Related Events

When an extracurricular activity group intends to invite an external speaker to campus to hold a lecture or similar event, the group must consult with the Student Office no later than four months prior to the scheduled event date. Please provide information such as the purpose and outline of the event, the planned date and time, venue, estimated number of participants, and the name of the external speaker.

ALL CAMPUSES

III. Money Management, Grants, and Incentives

1. Budgeting, Management, and Closing Books

Insofar as fees are collected from members, groups are first and foremost accountable to these members for how the fees have been spent. In addition, they also must report monetary matters to the University/Student Union.

- Annual budget
- Annual closing of books
- Budget for individual projects (concerts, presentations, trips, overnight activities, etc.)
- Closing books for individual projects (concerts, presentations, trips, overnight activities etc.)
- Cash account books for each activity
- Storage of receipts as evidence of expenditures
- Daily or monthly ledgers, as needed

→ As an organization, it is essential to have the persons in charge report to group members how the money collected has been spent, as well as to plan group activities.

Student Union Official Organizations

Groups using Student Union fees are required to submit a financial report to the Student for each month or event in which their fees are used. The fees are only disbursed based on reports regarding expenses already incurred, so please make sure that your group manages finances and evidence of expenditures on a day-to-day basis.

* Receipts are important evidence for the settling of accounts. Please make it a habit to obtain receipts and get them addressed to “ XX (name of groups), Ritsumeikan University”.

2. Grants and Recognition

Extracurricular activity groups wishing to receive a grant should note the following:

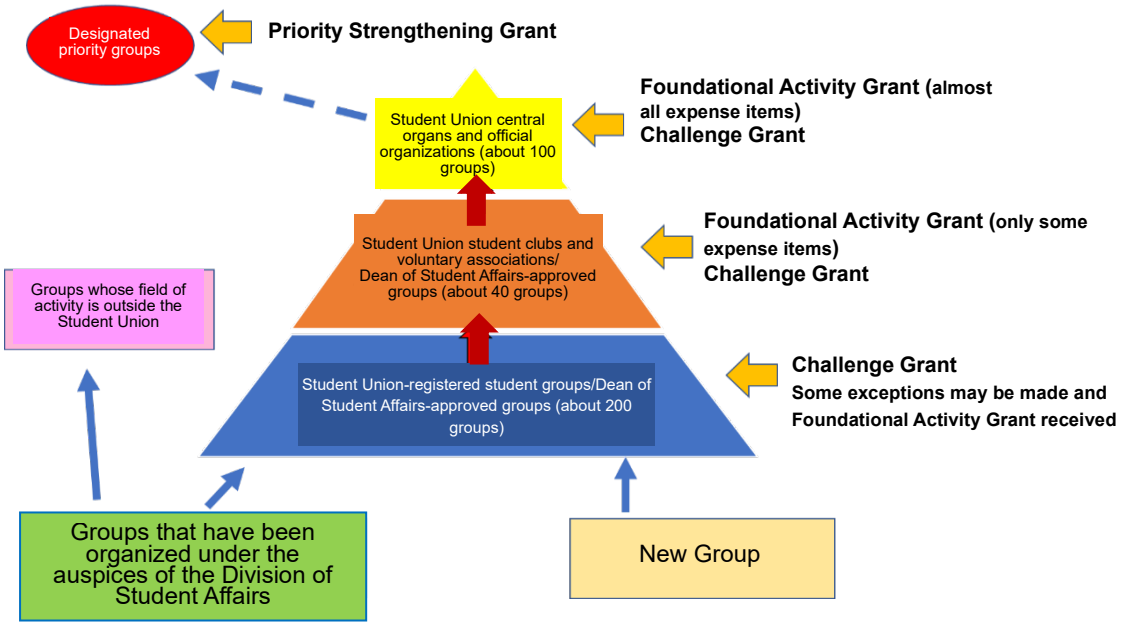
- Check the Ritsumeikan University's scholarship and grant programs website (see below).
- Please read the grant's application guidelines carefully, attend the application information session, and prepare and submit the necessary materials for the grant by the deadline.
  After being selected as a recipient group, follow the instructions and complete the procedures on time.
- When obtaining receipts, they should be made out to the name of the group.
- Prepare the financial documents and complete the book closing procedures before the grant's due date.
- Comply with the obligations of grant recipient groups.
- If you need a copy of the accounting documents your group has submitted to the university, please contact the Office of Student Affairs or the Office for Athletes and Sports Services.

Ritsumeikan University Scholarship and Grant Programs Website
(https://www.ritsumei.ac.jp/scholarship/grow.html/)

Grant Programs for Extracurricular Activity Groups at Ritsumeikan University

The purpose of this grant system is to financially support the university's extracurricular activity groups and to advance and promote their activities. Grant programs differ depending on a group's classification. For more information, please refer to the webpage on scholarship and grant programs at the end of this section.

The Grant Programs' Role and Scope of Support



2.1. Challenge Grant

(1) Overview:

The Challenge Grant supports groups that actively take on the challenge of activities that advance and promote extracurricular activities. Recipient groups set clear goals, indicators, and plans, and have opportunities for verification, reflection, and information sharing. Generally, for a single academic year, but depending on the nature of the activity, support can be provided over multiple years.

(2) Eligible Groups:

- Central Standing Committee and Athletic/Academic/Cultural Divisions' Headquarters under the Student Union
- College Student Councils under the Student Union
- Central operations groups under the Student Union (Athletic Division [official organizations, student clubs], Academic Division [official organizations, student clubs, voluntary associations], Cultural Division [official organizations, student clubs, voluntary associations], Broadcasting Club, University Press)

- Student groups registered with the Student Union
- Other Dean of student Affairs-approved groups (undergraduate project groups, etc.)
  - In the case of an eligible group that is required to notify the university of its officers, the relevant form must have already been submitted.
  - Groups that have had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations cannot apply for academic years during which this disciplinary action is in effect.
  - Groups eligible for the Ritsumeikan University Extracurricular Activity Group "Priority Strengthening Grant" are not eligible to apply.
  - For details, please check the application guidelines on the Scholarship and Grant Program website below.

(3) Eligible Expenses

Guidance honorariums, travelling expenses, accommodation, supplies, materials, insurance premiums, transportation, facility usage fees, and other expenses deemed necessary by the Dean of Student Affairs (food and beverage expenses are not covered)

(4) Application Period

Scheduled for late April (spring semester only)

(5) Grant Amount

The amount will be determined following a document screening and interview on the theme chosen in the application.

Grants for selected groups range from ¥200,000 to ¥1,000,000. For more information, please check the scholarship and grant programs website.

2.2. Foundational Activity Grant

(1) Overview

This grant will cover a portion of the cost of activities that are constantly required to sustain extracurricular activities.

In addition, it provides foundational support for extracurricular activities by creating opportunities to reflect on the activities and verify activity effectiveness.

(2) Eligible Groups

- Central Standing Committee and Athletic/Academic/Cultural Divisions' Headquarters under the Student Union
- College Student Councils under the Student Union or the various committees within these councils
- Central operations groups under the Student Union (Athletic Division [official organizations, student clubs], Academic Division [official organizations, student clubs, voluntary associations], Cultural Division [official organizations, student clubs, voluntary associations], Broadcasting Club, University Press)
- Other Dean of Student Affairs-approved groups (undergraduate project groups, etc.)

- Groups that have had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations cannot apply for academic years during which this disciplinary action is in effect.
- Groups eligible for the Ritsumeikan University Extracurricular Activity Group "Priority Strengthening Grant" are not eligible to apply.
- Activities receiving the Ritsumeikan University Extracurricular Activity Group "Challenge Grant" are not eligible.

(3) Application Period
Scheduled for late April (spring semester) and late September (fall semester)

(4) Eligible Expenses
Equipment purchase, travelling expenses (tournaments, competitions, etc., fieldwork, trips/overnight activities), bringing in instructors, safety measures, facility usage, large equipment transportation, insurance premiums, printing, undergraduate project activities, designated support club activities

(5) Grant Amount
Eligible expenses differ depending on a group's classification. For more information, please refer to the application guidelines.
In addition, the maximum amount varies depending on the expense item.

For Both Grants 1. and 2. Above

1) Please attend the application information session before applying. (This is a prerequisite for receiving the Challenge Grant.)
2) It is not possible to apply for both the Foundational Activity Grant and the Challenge Grant using the same application content.
3) Selected groups are required to submit a report, complete a questionnaire, and, if requested by the university, give a presentation in a poster session or other format.
(For the Challenge Grant, a presentation is given every year and participation is mandatory.)
4) If there is any remaining balance in the grant, it should be returned to the University.

Ritsumeikan University Scholarship and Grant Programs
http://www.ritsumei.ac.jp/scholarship/

Recognition Program

Extracurricular activities may be recognized with awards such as a group award, individual award, and Dean of Student Affairs award (for groups and individuals). These awards are given to groups and individuals who have made outstanding achievements in student activities that contribute to the development of Ritsumeikan student culture or of

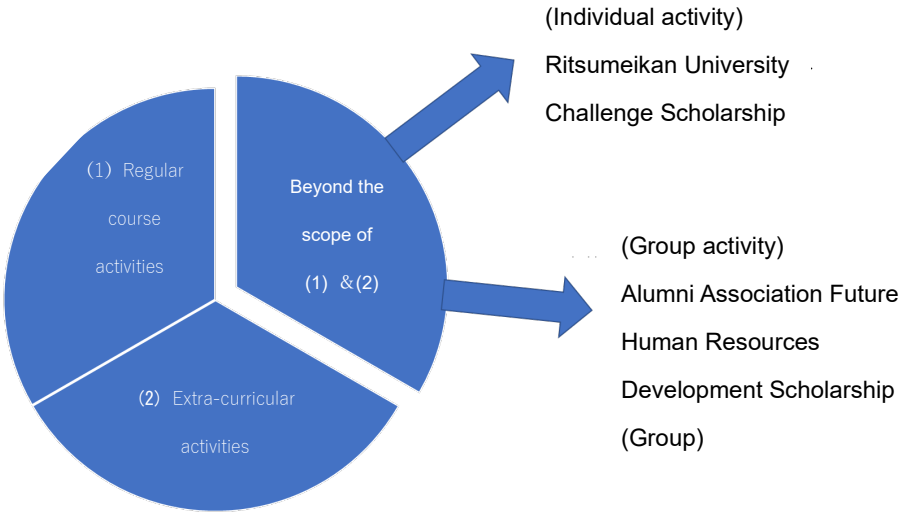
community/society, and who are expected to play an active role both in Japan and/or overseas. For more information, please check the following webpage.

Ritsumeikan University Recognition Program
https://www.ritsumei.ac.jp/scholarship/extracurricular/list01.html/#extra10



About the Development Assistance Scholarship and Incentive Program

Ritsumeikan University offers a full range of scholarships to help you try to realize your dreams. This scholarship is one of the unique scholarship programs available only at Ritsumeikan University. There are several types of scholarships, but they are all designed to support students who wish to realize their dreams while making the most of their studies at the university.



2.3. Ritsumeikan University Challenge Scholarship (Individual activity)

(1) Objectives

This scholarship supports the process of individual students who take the challenge of initiating activities with an awareness of problem solving that goes beyond the scope of individual curricular and extra-curricular activities. Through the challenges supported by this scholarship, we aim to encourage students to contribute to solving social problems, expand their potential, and create new value.

(2) Eligible Activities

Individual voluntary activities that contribute to solving various social problems based on the university's teaching philosophy.

(3) Qualifications

Regular students enrolled in an undergraduate college (excluding those on leave of absence)

*Other application requirement qualifications exist.

(4) Scholarship Amount

First Step Support ¥50,000, ¥100,000 per academic year

Advancement Support ¥50,000, ¥100,000, ¥200,000, ¥300,000 per academic year

(5) Application Period

Scheduled for April to May. *Additional applications may be accepted depending on the status of applications and other factors.

Please check the following website for further details.

Ritsumeikan University Challenge Scholarship

https://www.ritsumei.ac.jp/scholarship/grow02.html/#grow-personal-support-01

2.4. Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group)

(1) Objectives:

The purpose of this program is to support the revitalization of independent learning activities by subsidizing a portion of the expenses for students and graduate students of the University who are expected to achieve high results in various learning activities in groups led by students and graduate students of the University in extra-curricular activities.

(2) Eligible Activities

Extra-curricular activities that meet the following two conditions.

1) Community activities of undergraduate and graduate students
2) Activities that contribute to the 17 goals of the SDGs (Sustainable Development Goals) by our undergraduate and graduate students

(3) Qualifications

1) The group must be composed of at least three regular students enrolled in an undergraduate or graduate school (master's program, first-year doctoral program, first-year or second-year doctoral program in an integrated system, or professional degree program) of the University.
(Those whose eligibility at the time of benefit is enrolled in school or studying

abroad)

2) Groups must have a recommendation from a permanent faculty/staff member (with no fixed term of appointment) from the university

(4) Scholarship Amount

New Group: ¥150,000, ¥300,000, ¥500,000 per academic year

Continuing Group: ¥150,000 per academic year

(5) Application Period

Scheduled for April to May. *Additional applications may be accepted depending on the status of applications and other factors.

Please check the following website for further details.

Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Support for Groups)

https://www.ritsumei.ac.jp/scholarship/grow02.html/#grow-personal-support-03

ALL CAMPUSES

IV. To Conduct Advanced Activities in a Safe Manner

1. Guidance, Seminars, and Other Training Opportunities

1.1. Extracurricular Activity Guidance

Every year around December, the Office of Student Affairs holds extracurricular activity guidance for the incoming leadership officers of student groups. It focuses on the university's various programs, how to apply for grants, and what the groups' leaders need to know. All of this information is important, so please be sure to attend. Information about the guidance will be shared via manaba+R, the Student Union website, and the division headquarters mailing lists.

1.2. Student Life Seminars

Students face various issues that may threaten the safety and security of their student life. These include problems at part-time jobs, pyramid schemes, information ethics issues (appropriate use of social networking services), cult groups, harassment (including stalking and molestation), and inappropriate drinking. Since some outside organizations take advantage of the group characteristics of university student groups, seminars are held on student life as a routine risk management measure. Information about these seminars will be sent to the representatives of each group via manaba+R, etc. as needed, so please participate.

Planned Seminars
Planned Topics:

(1) Bad business practices (e.g. pyramid schemes), (2) Measures against cult groups, (3) How to manage money properly and appropriate use of SNS (and other topics related to the change in age of adulthood), (4) Drug abuse prevention (5) How to drink responsibly (7) "Black" exploitative part time jobs, (8) Crime prevention classes for women and more.

*Experts and others from outside the university will be invited as lecturers.
*Length of each seminar: About 50 to 90 minutes (maximum)
*Topics are subject to change with consideration for social conditions and other factors.

2. Safety Management for Activities and Emergency Response

When conducting extracurricular activities, all participants must remain mindful of safety management and emergency response procedures. In the event of an accident or injury, appropriate action must be taken promptly in accordance with the table below. (If a certified trainer is present, their instructions must be followed.)
If you are unsure whether to call an ambulance or seek medical attention, contact #7119 for guidance.
Furthermore, in the event of a traffic accident while traveling to or from activities, or in the case of a facility fire, initial response measures (including emergency notification, ensuring safety, and initial fire suppression) must be undertaken, after which the Office of Student Affairs must be notified without delay.

Level	Condition Indicators	Emergency Response	Reporting
Most Severe (Life-threatening)	- Unconscious / unresponsive - Not breathing / irregular breathing	1. Call 119 (provide location, age, sex, condition) 2. Secure AED 3. Provide first aid (If unsure, follow the instructions given by the 119 operator) 4. (On campus) Contact the campus management office/information desk and request guidance for emergency vehicle 5. (On campus) Contact Health Center	**[Immediate]** Report to the supervisor and the Office of Student Affairs (For varsity athletic clubs, report to the Office for Athletes and Sports Services) (Include details such as who, when, where, and what happened) Additionally, promptly notify the guardian.
Severe (Requires Transport)	- Uncontrollable heavy bleeding - Severe head injury - Severe headache, dizziness, nausea - Double vision - Paralysis - Disorientation - Loss of speech - Extensive burns - Severe fractures or dislocations		
Moderate (Requires Medical Attention)	- Fractures (able to move independently) - Dislocations (able to move independently) - Cuts requiring stitches - Severe sprains	1. Clean the wound, control bleeding, immobilize the injured area, apply ice, and seek medical attention at a medical facility with an orthopedic or surgery department.	**[Promptly after medical examination]** Report to the supervisor and the Office of Student Affairs (For varsity athletic clubs, report to the Office for Athletes and Sports Services) ** Notify the student's emergency contact as necessary.*
Mild (On-site Treatment)	- Cuts / abrasions - Bruises / sprains	1. Clean the wound with running water, control bleeding, and apply cooling as necessary 2. If the condition worsens, promptly seek medical attention	**[Optional]** Report to the supervisor

■ Notes

・ **Reports must be made by an individual who has a clear understanding of the situation at the accident site and is able to provide an accurate explanation.**

・ "Supervisor" refers to non-student personnel responsible for the organization (including the faculty advisor, director, and deputy director).

・ **Each organization must establish a clear reporting chain and designate responsible personnel in advance for incidents or accidents.**

■ Emergency Contacts (24-hour service)

Kinugasa: 075-465-8144
BKC: 077-561-2621
OIC: 072-665-2020

■ Reference (Weekdays only, 9:30–17:00)

	Health Center	Office of Student Affairs
Closed Hours	11:00–12:00	11:30–12:30
Kinugasa	075-465-8232	075-465-8168
BKC	077-561-2635	077-561-2854
OIC	072-665-2110	072-665-2130

andling of Extracurricular Activities in the Event of Typhoon or Other Disaster:
If a typhoon is expected, please decide in advance whether to conduct the activity, or to shorten its time.
The cancellation of classes and other university functions is determined based on the Ritsumeikan University Regulations on Curricular Classes.

2.1. When Classes Are in Session

When curricular classes are canceled (based on the issuance of storm warnings/special warnings, suspension of public transportation, typhoon forecast, etc.), extracurricular activities will also be suspended at that time. Stop immediately and return home while it is safe to do so.
Campus facilities (classrooms, Student Center, gymnasiums, sports fields, seminar houses, etc.) will not be available until the warning is lifted.

2.2. When Classes Are Not in Session (Including Summer, Winter, and Spring Breaks; Saturdays and Sundays When There Is No Class or Make-up Class)

Campus facilities cannot be entered or used with the issuance of special/storm warnings, evacuation orders/instructions/recommendations based on warnings, or the suspension of public transportation.
A notification will be posted on manaba+R that campus entry is prohibited.
Until the storm warning is lifted, please refrain from extracurricular activities.
If a typhoon is clearly approaching the area where you plan to engage in activities, it is recommended that you take early action and cancel your extracurricular activities in advance for safety reasons.

2.3. During Trips and Overnight Activities

If a typhoon is predicted to approach or pass through the area before a trip/overnight activity, please cancel your plans. In the event that a storm warning, etc., is issued during a trip/overnight activity, please cancel the activities and seek advice from your group adviser, president, or vice president, or university offices such as the Office of Student Affairs.

If after entering campus your current area of residence is under a storm warning or designated as a disaster area, and you are unable to return home, you may wait and stay overnight at a facility on campus. In this case, please consult with the Office of Student Affairs or the Office of Regional Collaboration.

(Weather reports)
https://www.jma.go.jp/jp/warn/

3. Insurance for Extracurricular Activities

Students are not covered during their commute to and from the university.

3. 1. Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

(1) Gakkensai

Every regular student at Ritsumeikan University is enrolled in the Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai). If you are injured in an extracurricular activity and meet the relevant conditions of the insurance, you can receive compensation. For more information, please go to the Office of Student Affairs.

(2) Eligibility for Insurance Benefits

1) During curricular classes or university events → Injury requiring **1 day** or more of treatment

2) During extracurricular activities (university-recognized student groups) → Injury requiring **14 days** or more of treatment

3) In school facilities (excluding during extracurricular activities) → Injury requiring **4 days** or more of treatment

(3) Procedures

There is a three-year statute of limitations on insurance claims. Please file your Gakkensai insurance claims as soon as possible.

Procedures are subject to change. Changes will be announced on manaba +R.

Step 1: Inquiry

(1) Pick up a flyer at the Office of Student Affairs counter on your campus. This explains how to download the SkettBook app to your smartphone and use it. You can also download the instructions from the web (using the QR code below).

(2) If you want to confirm the details of Gakkensai coverage before submitting a claim, please read the flyer (namely, the section describing medical insurance benefits and additional hospitalization fees).

(3) If you have more detailed questions or inquiries, please contact the Tokio Marine & Nichido Fire Insurance School Insurance Hotline.

Toll free: 0120-868-066

* Staff at the Office of Student Affairs counter are prohibited by the Insurance Business Act from explaining the details of insurance products.

Step 2: Apply on the app and prepare and Accident Certificate

(1) Download the SkettBook app.* **All students must download the app!**

(2) Log in to the app, click "Insurance Claims" on the lower right-hand side, then "Gakkensai Claim Application", then "Person who was Injured." Enter the necessary information including the details of the injury.* See the back side of the flyer for instructions. If you do not know how to work the app, please ask the Office of Student Affairs at OIC for assistance.

(3) After clicking “Finish,” you will receive an email entitled “[SkettBook] Notice of Receipt of Accident Information Registration (Do Not Reply),” so be sure to save this email.

(4) Roughly one or two weeks later, you will receive a direct message from the university via manaba +R with instructions on how to prepare an Accident Certificate. **Create your Accident Certificate**[*1] based on the instructions in this email.

(5) Use the online form indicated in the email notice to **submit your Accident Certificate**[*2].

*1: The insurance company will ask the university to certify the accident for which you have submitted a claim. The university will certify the accident based on the Accident Certificate you submitted.

*2: You will not receive a reminder from the university if you have not completed the online application. Make sure you complete your application promptly.

Step 3: Report medical treatment (submit an insurance claim)

(1) Log in to the app, click "Insurance Claims" on the lower right-hand side, then "Gakkensai Claim Application", then "Injured Person who Received Medical Treatment” to report on the treatment you received.

(2) After clicking “Confirm Information and Submit Claim,” you will receive an email entitled “[SkettBook] Notice of Receipt of Medical Treatment Status Report (Do Not Reply).”

* The insurance company may contact you if they have questions. The insurance company may also contact the medical institution to confirm information including the progress and details of your treatment, the severity of your symptoms, and the situation at the time of injury.

(3) The insurance payout will be transferred to your account in accordance with the terms of the contract. The insurance company will notify you of the payment amount by postcard or other means.

You will also be notified if there will be no insurance payout.

* **The university cannot answer any questions about the timing of insurance payouts.**

(4) Points to Note

Because some injury types and wound locations may not be covered by Gakkensai, we strongly recommend that group members that are at risk of injury (e.g., members of Athletic Association and other sports-oriented groups) purchase the Sports Safety Insurance. For details, please refer to “3.3. Sports Safety Insurance”.

3.2. About Event Insurance

We recommend that groups purchase insurance for events that may result in injury or similar incidents. Without this insurance, groups may be faced with large medical bills if an accident occurs that requires a hospital visit or hospitalization. Particularly in events with participants from outside the university, the organizer is often held responsible for injuries sustained by participants. To prepare for such eventualities, the university provides information on recreation insurance (accident insurance) and event organizer liability insurance. Both are handled by Creohuman. The type of insurance depends on the type of event, the number of participants, and other factors. Below are some typical plans that are often used by extracurricular activity groups at the university.

Recreation Insurance (Accident Insurance)

Insurance amounts: examples			Rate	Insurance premium (approximate) Per person/per day
Death/residual disability	Hospitalization insurance daily amount	Outpatient insurance daily amount		
¥1,000,000	¥1,500	¥1,000	A	¥9
			B	¥48
			C	¥97
¥3,000,000	¥3,000	¥2,000	A	¥23
			B	¥113
			C	¥225
¥5,000,000	¥5,000	¥3,000	A	¥37
			B	¥184
			C	¥368

(Insurance amounts and premiums are current as of October 2025)

Contract Conditions

- The number of insured persons must be twenty or more per day, or forty-five or more for the entire event if the event is held on multiple dates.
- Events that involve overnight stays are not covered by recreation insurance. They are covered by domestic travel insurance or other types of accident insurance. Such insurance is also offered by Creohuman.
- Group discounts may be available depending on the number of insured persons.
- Insurance premiums vary depending on the type of recreation.
  Examples of types of recreation to which the A rate applies: volleyball, hiking, dodgeball, softball
  Examples of types of recreation to which the B rate applies: field days, cycling, athletics, rubber baseball
  Examples of types of recreation to which the C rate applies: basketball, soccer, baseball
  (There are some types of recreation that are not covered by recreational insurance.)
- The premium per policy is calculated by multiplying the per person/per day premium by the number of insured persons.
- The minimum premium (the minimum premium per policy) is ¥1,000.

Liability Insurance for Event Organizers:

Please contact Creohuman for details.

Insurance Inquiries:
Creohuman Co., Ltd. (Insurance agency)
https://www.creohuman.co.jp/business/insurance/
E-mail: creohuman@creotech.co.jp

3.3. Sports Safety Insurance

(1) Sports Safety Insurance

This insurance is available to amateur groups of four or more people engaged in sports activities, cultural activities, recreational activities, volunteer activities, community activities, and so on. Extracurricular activity groups, such as athletic association affiliated groups, can also join if they meet the requirements.

The coverage includes accident insurance and liability insurance. Although there is some overlap in coverage with the Personal Accident Insurance for Student Pursuing Education and Research (Gakkensai) ([3.1] above), it is recommended to join as a safety net for your activities.

(It is a basic requirement that Athletic Association groups in particular apply for coverage.)

For more information on insurance rates and how to join, please check the following website of the Sports Safety Association (https://www.sportsanzen.org/hoken/).

4. Harassment Prevention

~ To avoid being either a victim or a perpetrator of harassment ~

Ritsumeikan University believes that creating a community where all students, faculty and staff members are respected as individuals, where they can learn and live actively, and that they can work safely and comfortably is important for their learning and growth, and for the University to fulfill its social mission.

The most important thing in creating an environment free of harassment is to understand that each person is different and to act with the awareness that both you and the other person are important individuals.

4.1 What is Harassment?

Harassment is defined as any conduct that goes beyond what is necessary and appropriate, to treat someone else unfavorably or harm the environment that they undertake activities in. There are various types of harassment including sexual harassment,

power harassment, academic harassment and other harassment (alcohol harassment, racial harassment, etc. For more information, please refer to the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website.

4.2 If You Think You Are Being Harassed

- ●Since the other party is often unaware that you felt uncomfortable, calmly and accurately tell them what they said or did that made you uncomfortable. This links directly to protecting you and the other party.
- ●It is important to consult with someone you can trust and have them listen to you. Don't keep it to yourself. Also, if your friend seems a bit different than usual, talk to them and lend them some advice.
- ●If you are unable to communicate directly with your instructors or senior students, you should consult with the administrative office for issues related to class or research guidance, or with the head student, advisor, or the Office of Student Affairs for extracurricular activities.
- ●If there is a possibility of stalking or other physical danger, seek help from someone close to you or the administrative office of your college, and in cases where it is required, contact the police immediately.
- ●If you find it difficult to solve the problem by yourself, please consult with a harassment advisor. For harassment consultations and procedures, please refer to the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website.

Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee
Website: https://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/

5. For a Safe and Comfortable Student Life

In addition to what has been explained so far, there are other points, such as traffic safety, problems on the internet, and the Student Support Room, to keep in mind to ensure that extracurricular activities go smoothly. These points will be reviewed below.

5.1. Traffic Safety

There has been an increase in the number of traffic accidents involving students near campus. This is particularly true regarding motorcycles and bicycles. These accidents appear to be caused by excessive speeding, aggressive right and left turns, unreasonable overtaking, wearing earphones while riding, and not using lights.
When riding a motorcycle or bicycle to or during an extracurricular activity, please obey traffic rules and ride safely. In the event of an accident, please keep the following points in mind.

In the Event of an Accident:

(1) Report to the police and contact your parents/guarantor.
(2) If you have insurance, contact your insurance company.
(3) Contact the Office of Student Affairs.

5.2. Drugs

In recent years, marijuana and methamphetamine use by university students and celebrities has been reported frequently in newspapers and on television. In particular, marijuana use is on the rise, with the largest number of arrests among those in their 20s and younger. Drugs are no longer something completely from a different world, as dangerous drugs known as “legal drugs” and “designer drugs” are being sold on the internet. Illegal drugs are highly addictive and can cause lifelong mental and physical harm. In addition, Drug misuse can also cause you serious harm to your health.
Please do not ever get involved with drugs.

5.3. Student Support General Guide

The Division of Student Affairs has the following four contact points where students can consult about problems and issues related to student life.

Ritsumeikan Medical Services Center website
(https://en.ritsumei.ac.jp/health/)

Student Support Room website
(https://www.ritsumei.ac.jp/ssr/en/)

Disability Resource Center website
(https://www.ritsumei.ac.jp/drc/en/)

Student Success Program website
(https://www.ritsumei.ac.jp/ssp/english/)

If you are not sure what to ask help for, where to ask for help, or whether or not to ask for help, the support coordinator of the Office of Student Affairs can advise you on how to use the various contact points and how to proceed with the consultation after listening to your situation. If you would like to consult with a support coordinator, please contact the Support coordinator of the Office of Student Affairs. Please have a look at the below website for details.
Student Support General Guide: https://www.ritsumei.ac.jp/drc/sougou/en/

6. Health and Safety Management

Students who engage in extracurricular activities are members of their group, and while they are Ritsumeikan University students, they are also members of society as a precondition. Each student and student group should be aware of this fact and act accordingly. For example, it is important to abide by the rules and regulations set forth by the national and local governments and by the facility managers at the activity site. As students of Ritsumeikan University, we ask that you conduct yourself and your activities with awareness and responsibility.

You must be mindful of health and safety management, including infectious disease countermeasures, when engaging in extracurricular activities. Initial responses to heat stroke and influenza can prevent the symptoms from worsening and infection from spreading. Please make sure to discuss and build a common understanding in your group regarding health and safety management.

6.1. Heat Stroke

Heatstroke can occur not only outdoors but also indoors. Make sure your body is well acclimated to the heat, maintain your physical condition, adjust your clothing to avoid heat buildup, and take care to prevent heatstroke.

[Prevention and Response to Heatstroke]

①Avoid activities in environments with high temperature and high humidity.

②Take frequent breaks, adjust the amount of physical activity, and make sure to drink plenty of fluids and take appropriate amounts of salt before you feel thirsty.

③Stop exercising when the Wet-Bulb Globe Temperature (WBGT) reaches 31 or higher, or when temperatures exceed 35°C, as these conditions are extremely dangerous.

④If symptoms of heatstroke appear, stop activity immediately, cool the body in a shaded or cool place, and take fluids.

⑤If a person shows slow responses, strange behavior, or loss of consciousness, call an ambulance.

6.2. Drinking Alcohol

Drinking alcohol under the age of 20 is against the law. Forcing someone to drink is a form of harassment and is extremely dangerous, as it can lead to serious accidents. Your group may have occasions such as social gatherings where alcohol is present, but never engage in forced drinking or rapid drinking.

①Do not allow anyone under the age of 20 to drink alcohol.

②Do not engage in or encourage rapid (chug) drinking.

(This is not only an individual responsibility but also a management responsibility of the group.)

③If someone becomes severely intoxicated, do not leave them unattended. Lay them on their side and watch carefully to prevent choking on vomit or hypothermia.

6.3. Smoking

Smoking is a major problem. It is not only harmful to the health of smokers themselves, but also to the health of non-smokers due to second-hand smoke. It is necessary to understand smoking from a health and scientific point of view. It is not a hobby or fashion accessory. In addition to avoiding the habit of smoking for the sake of your own health, you should also think about proper smoking manners, such as ensuring separate smoking areas are maintained and not littering cigarettes, in order to avoid second hand smoking. It is also important to note that even if you have turned 18 and are now an adult, smoking under the age of 20 is still against the law.

In principle, Ritsumeikan University bans smoking on its campuses to promote health and to ensure a comfortable learning and working environment for all students, faculty, and staff.

However, smoking cessation support areas have been established to help smokers quit smoking without undue stress. Smoking cessation support areas refer to the designated outdoor smoking areas stipulated in the revised Health Promotion Act and are areas where smoking is permitted despite the campus-wide smoking ban.

The university has established these smoking cessation support areas for two main reasons. The first is to combat poor smoking etiquette around the campus and eliminate complaints from nearby residents. Smoking while walking or on private property has become a problem, and there are concerns about health hazards caused by cigarette butt litter and passive smoking. The second is to reduce the risk of fire on campus. Cigarette butts discarded in trash cans and hidden smoking are high fire risks in facilities that handle flammable chemicals.

Smoking on campus is strictly prohibited at Ritsumeikan University, except in the smoking cessation support areas. Never smoke outside of the smoking cessation support areas.

Note: In accordance with the revised Health Promotion Act, smoking is prohibited on the premises of Type I facilities, including universities [except in designated outdoor smoking areas].

KINUGASA CAMPUS
V. Activities at Kinugasa Campus

1. Ordinary Classrooms, Student-related Facilities

Student Union-affiliated groups, independent seminars, groups approved by the University, and others may apply to use university facilities. Please follow the respective procedures to do so.
The use of classrooms by informal groups, external groups, and individual students is not permitted. (For external groups, facilities may be rented for a fee.) Keys to facilities are not permitted to be given to non-university parties.

Basic Rules:
The University will only lend facilities to extracurricular activity groups that are judged to be following the basic rules and regulations for conducting their activities. Please observe the following rules when using facilities. The University will take action, including suspension of use of facilities, for any group that fails to follow these rules.

1) Use must be suitable for shared spaces/Usage times must be adhered too
- No unauthorized alterations to the facility (graffiti, placing stickers on windows, etc.)
- Do not duplicate keys without permission.
- Do not bring in equipment that is not necessary for your activities (appliances, furniture, etc.).
- Do not smoke or drink alcohol (Smoking on campus outside of the smoking cessation support areas has been prohibited since AY2013.)
- Adhere to other rules and regulations set by the University Management Committee and the guidance of the Facility Management Supervisor.

2) Observe the rules and regulations of the University.
3) Do not engage in any conduct unbecoming an extracurricular activity group.
4) Do not engage in any conduct that disrupts the order of the University.

Days and Hours for Use:

*Please note that facilities may not be available even during the periods below, and the hours may be changed.
*Facilities are not available during the university-wide summer and winter breaks.
*For more information about the hours of operation of the kitchen space on the first floor of the Student Center, please refer to "Use of Kitchen Space in the Student Center" of this handbook.

Period/Day		Student Center, Art Studio, AV Lab, Shogakukan Hall BF	IG101, IG102, Multipurpose Halls 1-3 (Sound-producing activities in IG102 are permitted until **18:30** throughout the year.)	Undergraduate Facilities (Classroom for sound-producing activities, Yoyokan Hall fitness room)
When classes are in session	Mon – Sat	9:00 – 22:30	9:00 – 21:30	9:00～21:30
	Sun/holidays	9:00 – 18:30	9:00 – 18:30	9:00～18:30
During long breaks	Mon – Sat	9:00 – 21:30	9:00 – 18:30	9:00～18:30
	Sun/holidays	9:00 – 18:30	9:00 – 18:30	9:00～18:30

List of Facilities Available for Use

	Facility		Sound-producing Activities	Notes
Student Center	Boxes (group offices)		Not allowed	In principle, one box is lent per official groups. Student clubs lend shared boxes out to groups based on Kinugasa Campus.
	Practice area/hall Multi-purpose room (*1)		Allowed Not allowed	Priority is given to official groups. Voluntary associations and student clubs can use them if they are available.
	Music hall		Allowed	For expressive activities
	Conference room		Not allowed	Available for official groups, student clubs, and voluntary associations.
	Storage space		Not allowed	Shared space. Usage permission granted on a yearly (academic year) basis.
	Workroom		Not allowed	A shared space that all groups can use.
	Meeting rooms 1-4		Not allowed	A shared space that all groups can use.
Undergraduate facilities	Ordinary classrooms All classrooms are available unless noted otherwise on the right		Not allowed	(Priority classrooms for groups with activities producing sound) Groups with activities that produce sound have priority use of classrooms on the third and fourth floor of the Kenshinkan Hall and on the fourth and fifth floors of the Ryoyukan Hall. Available in and after the 5th period on weekdays and all day on weekends. The following classrooms are not available for use. Suekawa Memorial Hall, Soshikan Hall Zonshinkan Hall ZS202 (mock court room), Meigakukan Hall MG301 Keigakukan Hall (not available in and after the 6th period on weekdays and all day on weekends)
Shogakukan Hall BF			Not allowed	Student conference rooms 1, 2
Yoyokan Hall Fitness room			—	For expressive activities
Audio Visual Lab			Depends	In principle, the Ritsumeikan University Broadcasting Center (RBC) are the only authorized extracurricular activity groups authorized to use it.
Event venues	Student Center	Small hall (Capacity: 147)	Allowed	For theatrical performances, concerts, and other expressive activities.
		Music hall	Allowed	For expressive activities. No seating (chairs can be brought in, standing use also allowed)
		Open lounge area (*2)	Not allowed	For video screenings, exchange events, etc.
		Kitchen space (*3)	Not allowed	Induction cooktops, water supply, and other cooking equipment provided for cooking events
		Open factory area	Not allowed	Free space on the second floor. Normally no need to

	Facility		Sound-producing Activities	Notes
		(a gallery available)		make a reservation and can be used freely. In the open factory area on the second floor (*Ichimatsu* Box) For small-scale exhibitions and publicity activities. Please contact the Office of Student Affairs at Kinugasa Campus if you would like to host an event.
		Open lounge area (a gallery available)	Not allowed	In the open lounge area on the first floor (*Ichimatsu* Box, hanging rails, and spotlights available)
	Igakukan Hall	Hall 1 (Capacity: 651) *4	Allowed	For lectures and other events Be sure to read the manual provided with the hall before using the hall.
		Hall 2 (Capacity: 498) *4	Allowed	For expressive activities such as concerts Need to request hall staff beforehand for your event.*4 **Sound may be produced until 18:00 all year round.**
		Multi-purpose halls 1-3	Not allowed	For exhibitions and other events
	West Plaza *5		Depends	Performances in these places are allowed every Tuesday and Thursday when classes are in session, from 12:20 to 12:50 p.m. Events that do not produce sound can take place regardless of the day of the week. For important points to note when holding events, please refer to section “V.8 Holding Events”.
	East Plaza *5		Allowed	

*1: Practice area includes practice rooms, Student Center halls 1 to 10, and multi-purpose rooms.
*2: The area is in the Cafe Junge on the first floor. Events should take place outside of Junge business hours.
*3: The area is in the Cafe Junge on the first floor.
*4: In the case of using lighting, sound or video in IG101 or IG102:

IG101

The operation of the system is based on group operation. Please check the operation manual provided with the equipment before operating the equipment.

IG102

Only the following equipment may be operated by groups.

1) Two wireless microphones
2) Full illumination and dimming of audience seats and stage lights

If you wish to use other than the above (spotlights, etc.), you must make a request to hall staff. For details, please check the following website.

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

*5: If you have events in the West Plaza, East Plaza, Ryoyukan cafeteria, or the Cafe Junge in the Student Center, please check the on-air schedule of Ritsumeikan Broadcasting Club (RBC).

- RBC on-air schedule: Audio broadcasting on Mondays, Wednesdays, and Fridays; outdoor broadcasting in various locations on campus; video broadcasting on Mondays

1. 1.How to Reserve a Facility

(1) Regular Reservation

Reservations of facilities (ordinary classrooms and student-related facilities) can be made from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs). You can check availability of facilities on TriR and then reserve a time slot of a classroom if it is not booked.

(2) Application-based Reservation

1) Reservations During Course Offering Periods and Summer/Spring Breaks

This allows groups to reserve on-campus facilities during the periods and breaks at once for stability in their activities. You can make multiple reservations on the same day of the week and/or at the same time slot during the target period.

- Spring semester reservation applications are scheduled for March, summer break applications for June, fall semester applications for July, and spring break applications for November.

  * We will send announcements via manaba +R before each eligible period, so complete the necessary procedures if your organization wants to use one of these facilities.

2) Event Application

Event applications enable groups to make facility reservations for events at once during a specific period every year. Applications are accepted before spring semester classes begin. For details on application eligibility and procedures, please refer to section “V.8 Holding Events”.

3) Special Use Permit Application

Please submit relevant application forms (for events, special use, advance reservations, etc.) in the following cases. Please note that the Office of Student Affairs at Kinugasa campus will need to review the application for approval, so submit your application well in advance.

- When using facilities that are not normally available for reservations
- In case of advance reservation (e.g., when an instructor will be visiting the school or when advance notice is required)
- Use of facilities on the day of the event without a reservation due to unavoidable reasons
- Use of facilities after hours (late at night or early in the morning) due to unavoidable reasons

*In principle, late-night/early-morning and unreserved same-day facility use is not permitted.

4) Facilities Coordination Meeting (Held by the Office of Student Affairs at Kinugasa campus)

A facilities coordination meeting is held to coordinate the use of facilities between groups that have applied for batch facility reservations (such as **reservations during course offering periods and summer/spring breaks, and event applications**).

The Office of Student Affairs at Kinugasa campus will contact the groups in question. Please make sure to have at least one member from your group attend. If you do not participate, we will assume that you have abandoned your application for use and will proceed with coordinating without your group.

5) Other

Classroom reservations for undergraduate seminar use should be made through an administrative office of each college.
(Such reservations cannot be made using (a) through (d) above.)

Where to Obtain Forms and Detailed Information

The event application and special use permit application forms are available at the Office of Student Affairs at Kinugasa campus and at the following website.
The list of facilities for extracurricular activities is also available at the following website.
https://www.ritsumei.ac.jp/infostudents/activity/

After Making a Facility Reservation

Confirm your facility reservation on TriR → The location to receive a key depends on the facility you reserved.
Borrow the key at the Student Center reception.
Borrow the key from the Office of Campus

Please be sure to return the key. If you duplicate a facility key, we will suspend your group's facility usage rights and take appropriate action on the group.

1.2. Facility Usage Application Schedule (AY2025 Schedule)

Application Period	Application Content	Period Covered
Mid-March	Annual event applications	The following academic year (May 1, 2025 – March 31, 2026) Accepted any time after the mid-April announcement for confirmed reservations
Mid-March	Reservations during the spring semester course offering period	May 1 – July 25
Early June	Facility usage during the summer break	July 26 – September 25
Late July	Reservations during the fall semester course offering period	September 26, 2025 – January 24, 2026
Late November	Facility usage during the spring break	January 25 – March 31,2026
*Facilities are unavailable for reservation during the first week of April due to use for orientation.		

*The above schedule is subject to change. For details, please check the notification from the Office of Student Affairs at Kinugasa campus.

1.3. Use of Boxes (Group Offices) in the Student Center

Student Center boxes are facilities loaned by the university to official organizations. If it is confirmed that campus rules are being violated, measures may be taken, including suspension of the use.

1.4. Use of Lockers in the Student Center

The Central Secretariat of the Student Union accepts applications for new and continued use of lockers on the second floor of the Student Center. For more details, please visit the Student Union website.
Ritsumeikan University Student Union Website
(http://www.ritsumei.club/)

1.5. Use of Kitchen Space in the Student Center

The Student Center kitchen space can be used for cooking-related events by seminars, groups, and others.

1. Hours

- During course offering periods:
  9:00 – 21:00
  (for space and equipment)
  ➢The equipment should be returned by 21:00
- Outside of the course offering periods:
  9:00 – 20:00
  (for space and equipment)
  ➢The equipment should be returned by 20:00
- Sundays and holidays:
  9:00 – 17:00
  (for space and equipment)
  ➢The equipment should be returned by 17:00



2. How to Use

(1) Kitchen Space Reservation

Check the availability of the Open Lounge (Kitchen) on TriR and submit an application form (for events, special use, advance application, etc.).

* Direct reservations cannot be made on TriR.

(2) Applying for Equipment

Fill out a use request form for equipment and make a reservation at the reception on the first floor of the Student Center at least one day prior to use, and receive a copy of the form.

3. Equipment

<table>
<tr><th>Items Equipped</th><th>No Application Required for Use</th><th>Application Required for Use</th></tr>
<tr><td>Combination microwave</td><td rowspan="6">Sink drain nets</td><td>Cookware set for induction cooktops (pots, pans)</td></tr>
<tr><td>Refrigerator, freezer (*1)</td><td>Hot plate</td></tr>
<tr><td rowspan="3">Induction cooktops (4 burners)</td><td>Rice cooker</td></tr>
<tr><td>Kitchen knife set</td></tr>
<tr><td>Portable induction cooktop</td></tr>
</table>

*1: Refrigerators and freezers can be used only on the day of the event (anything left inside will be discarded).
*2: Please check with the Office of Student Affairs at Kinugasa campus about items you need to bring.

1.6. Use of Air-Conditioning / Heating

(1) Operation Periods in Summer and Winter
- Air-conditioning: June 1 to September 30
- Heating: November 24 to March 26

(2) Use Outside of the Operation Periods in (1) Above

As a general rule, summer air conditioning can be used when the room temperature is 28°C or higher, and winter heating when the room temperature is 19°C or lower. If you want to use the air conditioning/heating in these cases, please apply by filling out the application form for use of air conditioning/heating outside of the operation periods (special exemption) available at the Office of Student Affairs at Kinugasa.

If you cannot adjust the room temperature of the Student Center by opening the windows due to secondhand smoke from the nearby smoking cessation support area, the use of air conditioning/heating outside of the operation periods will be permitted.

2. Kinugasa Seminar House

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use the Seminar House. Please follow the steps below to do so. Informal groups, external groups, and individual students are not permitted to use the Seminar House.

Basic Rules:

- Please observe the rules of use and make sure that everyone can use the Seminar House comfortably.
- It is prohibited to bring alcoholic beverages into the Seminar House, to enter the building under the influence of alcohol, or to drink alcohol.
- Smoking is prohibited in all areas of the building and its facilities. Smoking outside the facility is also prohibited by ordinance.
- Please refrain from talking loudly late at night, or any other behavior that may disturb other users in the building.
- Regardless of whether intentionally or negligently, users who damage or deface equipment or other items are responsible for paying for the items.
- Please be sure to return all used desks and chairs to their original positions, and dispose of trash in the designated areas.
- Please apply to the Office of Regional Collaboration at Kinugasa Campus as early as possible (at least one week in advance) if you wish to have people from outside the university use the Seminar House.
- Please be sure to check the guidelines for use in the Office of Student Affairs at Kinugasa campus before doing the paperwork to use the Seminar House.

Steps to Use the Seminar House:

Provisional reservations	⇒	Application	⇒	Use
Kinugasa Seminar House		Submit application form and student list to the Office of Student Affairs at Kinugasa		To Kinugasa Seminar House Submit the use application form, list of users, and pledge. *1

*Reservations may be made at the Kinugasa Seminar House or by phone up to three months before the day of use and no later than the day preceding the day of use. Room availability, reservation confirmation, cancellation, and all other matters are handled by Kinugasa Seminar House.

*For more details, check the Ritsumeikan website and make sure to apply early.

Seminar House (https://www.ritsumei.ac.jp/lifecareer/activity/facility/stay/)

Reservations are accepted from Monday through Friday from 9:00 to 17:00.
Phone number for reservations: 075-465-8110
For details on how to use the Seminar House and other information, please check the website.

3. Use of Sports Facilities

3.1. Kinugasa Sports Facilities and Eligible Groups

General Use:

The Kyoto Kinugasa Gymnasium is open for general use so that groups other than Athletic Association-affiliated groups can also enjoy its facilities. At certain times it is open for designated sports and at other times for any activity (4th and 5th periods).
The gym may be used by 1) groups affiliated with the Student Union, 2) seminars/classes, 3) self-governing bodies, 4) peer supporters and so on. **The gym may not be used by individuals.**

Available Facilities

Facility Name	Types of Sports	Available for
Kinugasa Gymnasium Arena 1	badminton - 7 courts, basketball - 2 courts, volleyball – 2 courts, handball – 1 court, futsal – 1 court	Designated sports Any activities (4th and 5th periods)
Kinugasa Gymnasium Arena 2	badminton – 6 courts, basketball - 2 courts	Designated sports
Kinugasa Gymnasium Arena 3	table tennis – 5 courts	Designated sports

■ Gym Openings for Designated Sports

Specific dates and times are set for use for badminton, futsal, basketball, volleyball, and table tennis. The dates and times will differ according to the physical education class schedules for spring and fall semesters.

Also check with the Office of Student Affairs at Kinugasa on the 2nd floor of Kenshinkan Hall for the dates, times, and details of events that are open to regular students.

Usage Restrictions

Maximum of one time slot per group per week for futsal, basketball, or volleyball.
Maximum of two time slots per group per week for badminton or table tennis. The reserved slots may not be used for other sports.

Notes Regarding Use:

• Badminton
The gym has poles and nets for class use. Your group must prepare them before use and put them away after use.
• Table Tennis
No more than two tables per group per slot may be used. Please ensure that they are set up safely.
Do not adjust the height of the tables without permission.
• Basketball
Use the basketball hoops provided.
The team bibs used for curricular classes are not available.

■ Gym Openings for Any Activity (4th and 5th Periods)

If judged reasonable by the Office for Athletes and Sports Services, the gym use for activities besides sports will be allowed on a set date and time. Depending on the activity, the office may not give usage permission.
The gym is available for non-sports use during fourth and fifth periods on Monday, Tuesday, Thursday, and Friday when classes are being held. (Not available on Wednesdays)
Only Arena 1 is available (table tennis not allowed).

Usage Restrictions:

Maximum of two time slots per group per week.
Same-day reservations for use will not be accepted.

Notes Regarding Use:

- Same as “Notes Regarding Use” under “Gym Openings for Designated Sports” above
- For filming by students from the College of Image Arts and Sciences, please first complete the paperwork (form/prospectus) at the Administrative Office, College of Image Arts and Sciences. Then, submit the application for facility use to the Office for Athletes and Sports Services. (If the filming is judged to not be appropriate, usage permission may be denied.)
- For use as a seminar or class, permission must be obtained from a Ritsumeikan University faculty or staff member.

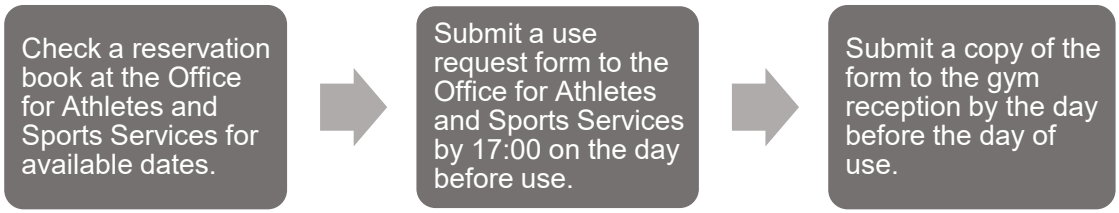
■ Rules Regarding General Use (For All Sports and Activities)

(1) If it is discovered that people have applied for facility use or used the facility under the guise of another class, seminar, or group, they will be prohibited from using the facilities thereafter.
(2) Only recognized members of your group may use the gym. You are not allowed to use the gym with another group. However, if a group that initially applied for the reservation agrees, you may use the allocated space between two groups (1/2 each, 1/3 and 2/3 each, etc.).
Please be sure to talk with and apply to the Office for Athletes and Sports Services in advance.
(3) The gym is not available when there is priority use. This includes curricular classes, university-wide events, and Athletic Association-affiliated groups.
(Hours of use are subject to change due to class schedules. Please check with the Office for Athletes and Sports Services.)
(4) The gym is not available during the summer, winter and spring breaks.
(5) Be sure to observe the approved time slot (including preparation and cleanup).
(6) Use the gym equipment carefully. In the event of damage, contact the reception immediately.
(7) Make sure to use the gym in a safe manner.
(8) Do not leave garbage behind. Leave the facility clean and throw garbage away in the appropriate receptacle according to its type.
(9) Eating and drinking are not allowed in the gym (water bottles, plastic bottles, etc. can be used for hydration / salt supplementation).
(10) If the university deems it necessary, prospectus submission, discussions, and coordination may be required before granting use permission (Freshman Leader's Camp (FLC) events by orientation conductors (Oritors), etc.).
→ Due to schedule coordination with curricular classes and Athletic Association-affiliated groups, reservations will not be finalized when a group comes to the Office for Athletes and Sports Services to discuss or apply for a reservation. Please note that schedule coordination is carried out one month prior to the month of gym use.

For more information, please contact the Office for Athletes and Sports Services.

If any of the above is violated, subsequent use will not be allowed.

3.2. Procedures



If you wish to use the gym as a class or seminar, please submit a use request form for Kyoto Kinugasa Gymnasium in addition to the above form.

Application Period	Reservations for Designated Sports	Reservations for Any Activity (4th and 5th Periods)
Student Union-affiliated groups	14 days prior	7 days prior
Seminars/classes		1 month prior

- If failing to submit the request form to the gym reception by the day before the day of use, you may not use the gym.
- After the submission, please keep a copy of the form until the day of use.

Cancellations or Changes

- If you need to cancel your reservation, please contact the Office for Athletes and Sports Services.
  Cancellations and changes cannot be done at the gym.
- The same applies to the provisional reservations. Please contact the office below as soon as possible, as there are a limited number of slots available.
- It is not possible to make reservation changes verbally. Cancel the reservation and resubmit the request form again. Due to the preparations involved, changes and cancellations must be completed at least one day in advance.

Contact information:

Office for Athletes and Sports Services
Tel.: 075-465-8167
Hours: Monday through Friday, 9:30 to 17:00 (Office business days only)
Closed on Saturdays, Sundays, and holidays
Please make a reservation or consult with us well in advance during the office hours.

3.3. Equipment Available

The following is a list of equipment that can be borrowed during gym openings.
Please be sure to return them to the gym after use.

Volleyball	Volleyballs
Badminton	Rackets, shuttles
Basketball	Basketballs
Futsal	Futsal balls, goalkeeper gloves
Table tennis	Net / net supports, rackets, balls

If you wish to use equipment other than the above, please talk with the Office for Athletes and Sports Services.

Items Not Available:

- Basketball bibs
- Mattresses, cones, and all other items used in class
- Indoor sports shoes (shoes used outdoors strictly prohibited). Must be brought by each person.

Use of Lockers and Changing Rooms:

The changing rooms and lockers in the gym are meant for curricular classes in general, but they are available to users during gym openings. However, in order to avoid items being mixed up with those from curricular classes, please be careful not to leave anything behind. Store valuables at your own risk. Fingerprint-lock lockers are installed in the changing rooms. Be sure to check that your locker door is locked to prevent theft. Please place valuables in the locker for valuables located in front of the gym office.

3.4. Use of Kinugasa Gym Training Room

In order to use the training room, you need to attend an orientation session. Orientation sessions and training room use are by appointment only. Please make a reservation using the below URL.
The training room is available for use from Monday through Saturday (closed on Sundays and holidays [even if classes are held]). Open all hours except when in use by a class. For more information, please check the below university website.

Kinugasa Gym Training Room:
(https://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/kinugasa/) (Japanese only)

Reservations for orientation sessions

Reservations for Kinugasa/BKC/OIC training rooms

4. Equipment Use

Basic Rules:

• Equipment loaned to students can only be used at the university. In principle, use outside the university is not permitted. Please apply to use equipment. Each applicant should pick up equipment at an appropriate place.
• If it is found during or after use that the equipment is damaged, the using group will be invoiced for repair costs after the group is interviewed about how it was handled.

As a general rule, you can submit an application for equipment up to one week in advance. (This is the same rule for facility applications.)

However, if you need to apply for equipment more than one week in advance (after confirming approval of facility usage), please apply for special permission at the Office of Student Affairs at Kinugasa.

[Regular Application]

You can make reservations directly at the Student Center.

[Special Application]

You must apply and obtain permission from the Office of Student Affairs at Kinugasa before making a reservation at the Student Center.

○ As a rule, please apply for equipment at the Student Center **outside of the following hours.**

Weekdays/Saturdays: (1) 11:00 -13:00, (2) 18:00 - 20:00
Sundays/Holidays: (1) 10:30 -12:30, (2) 16:00 - 18:00

• If equipment is required, please reserve it at the same time as you reserve the facility.
*There are limits on the amount of equipment. As in principle equipment is loaned out in the order applications were received, there may be times equipment can’t be used.

4.1. Common Equipment (Where to Apply and Receive: Student Center)

***As of October 2024**

Qty.: Quantity

Common Equipment								
No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
101	Microphone (with 5 m cable)	15	121	Projector	2	141	Backup blackout curtain (not for regular rental)	1 set
102	Music only microphone (vocal microphone)	11	122	Projector (ultra short throw)	1	142	Platforms (all)	1 set
103	Microphone stand - tabletop	8	123	Standing screen	1	143	Platform (thick/large)	8
104	Microphone stand - tabletop/curved	1	124	Picture hanger (large)	47	144	Platform (thin/large)	50
105	Microphone stand - straight	4	125	Picture hanger (medium)	16	145	Platform (corner)	2
106	Microphone stand - boom	7	126	Picture hanger (for SUBWAY)	25	146	Foot base pad (large)	2
107	Retractable extension cord 30 m	11	127	Thermometer	2	147	Foot base pad (medium)	6
108	Retractable extension cord 50 m	7	128	Sandwich board sign	1	148	Foot base pad (small)	3
109	Retractable extension cord 100 m	6	129	Gold folding screen	2	149	Tiered seating equipment set (requires assembly)	1
110	Stepladder extra-large (3 m)	3	130	Lighting control desk	1	150	Portable stage equipment set	1
111	Stepladder large 2 m (4 m)	8	131	Long table (wood/foldable)	10	151	Border curtain	1
112	Helmet (required when using large or extra-large stepladders [110/111 above])	25	132	Folding chair (for students)	50	152	Remote control for K306	1
113	Stepladder small 1.5 m (3 m)	1	133	All blackout curtain sets A to D (new)	1 set	153	Extension cord 10 m	5
114	PA system (large) (requires a cart to carry)	1	134	Blackout curtain set A (new)	1	154	Extension cord 5 m	10
115	PA system (small)	2	135	Blackout curtain set B (new)	1	155	Circulator (with extension cord)	29
116	Handheld microphone (large)	3	136	Blackout curtain set C (new)	1	156	HDMI cable (2 m)	2
117	Handheld microphone (small)	1	137	Blackout curtain set D (new)	1	157	Hall mop	3
118	Tally counter	5	138	All blackout curtain sets A and B (old)	1 set			
119	Tape measure 50 m	3	139	Blackout curtain set A (old)	1			
120	Tape measure 100 m	2	140	Blackout curtain set B (old)	1			

Qty.: Quantity

Equipment for Transporting Items			Exercise Mats		
No.	Item	Qty.	No.	Item	Qty.
601	Cart (steel)	3	701	Interlocking mat	100
602	Cart (aluminum/large)	1	702	Landing mat	1
603	Cart (aluminum/small)	1	703	Color mat (blue)	2
604	Trolley for carrying supplies (large)	2			
605	Trolley for carrying supplies (medium)	2			
606	Flatbed trolley for carrying supplies (large)	2			
607	Flatbed trolley for carrying supplies (small)	2			

Kitchenware

Qty.: Quantity

Kitchenware					
No.	Item	Qty.	No.	Item	Qty.
801	Cookware set for induction cooktops	1 set	810	Glass cup	11
802	Combination microwave	1	811	Water pitcher	4
804	Portable induction cooktop	2	812	Kettle (large) IH incompatible	1
805	Hot plate	2 sets	813	Kettle (medium) IH incompatible	1
806	Rice cooker (large)	1	814	Kettle (small) IH incompatible	1
807	Rice cooker (small)	1	815	Two-handled pot	2
808	Knife set	1 set	816	Stock pot	2
809	Tea set (teacups, teapot, etc.)	1 set			

Equipment Stored in the Igakukan Hall Storage Areas

Qty.: Quantity

Stored in Igakukan Basement Storage Area			Stored in Igakukan West Storage Area		
No.	Item	Qty.	No.	Item	Qty.
401	Partition (new)	59	501	Long table (wood)	100
402	Igakukan Hall's multi-purpose hall desk	8	502	Folding chair (for students)	200
403	Igakukan Hall's multi-purpose hall chair	18	503	Tiered seating (large)	5
404	Igakukan Hall's multi-purpose hall notice board	2	504	Tiered seating (small)	2
405	Igakukan Hall's multi-purpose hall portable stage	2	505	Partition (old)	53
			506	Partition (old) fitting/ends	65
			507	Partition (old) fitting/middle	44
			508	Linoleum mat (for the classic ballet club only)	7

4.2. Event Venue Equipment (Where to Apply and Receive: Student Center)

Event venues have their own equipment. Please note that these items may only be used at the venue in question after application.

- In IG101, set up the lighting, projector, and sound system according to the facility's provided manual. If more advanced staging or operation is required, please request to have hall staff.
- If wishing to use a wired microphone in IG101, you will need a microphone cable.
- If wishing to use wired microphones, projectors, and sound sources in IG101, please request to have hall staff.

Equipment for the Student Center's Small Hall

Qty.: Quantity

No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
201	Small hall wired microphone	5	208	Small hall extension cords - all	1 set	216	Connection (extension) cord II/II	20
202	Small hall wireless microphone	2	209	Small hall extension cord - C-C (1 m)	50	217	Connection (adapter) cord II-C	10
203	Small hall wireless pin microphone	2	210	Small hall extension cord - C-C (3 m)	20	218	Gel frame	50
204	Small hall condenser microphone	3	211	Small hall extension cord - C-C (5 m)	10	219	DF (studio lighting)	8
205	Small hall walkie-talkie	1 pair	212	Small hall extension cord - C-C (10 m)	10	220	Spotlight with stand	2
206	Small hall floor-type microphone stand	3	213	Small hall adapter cord C-2C (2 m)	15	221	Baby spotlight	6
207	Small hall stepladder	1	214	Small hall various spare parts for extension cords	Not for regular rental	*	Small hall Lighting control desk key	1

Equipment for Igakukan Hall's Halls 1 and 2

Qty.: Quantity

No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
301	Wired microphone (cable required)	8	307	Floor microphone stand	4	313	Igakukan Hall's hall 2 stage wings microphone key	1
302	Wireless microphone	1	308	Boom microphone stand (for performers)	8	314	Igakukan Hall's hall 2 stage wings fly system key	1
303	Tie-clip wireless microphone	1	309	AV rack key (Rosso)	1	315	Igakukan Hall's multi-purpose hall AV equipment (AV key required)	1
304	Microphone cable (6 m)	10	310	Igakukan Hall's hall 1 AV control board key	1	316	Igakukan Hall's multi-purpose hall AV equipment key	1
305	Microphone cable (9 m)	10	311	Igakukan Hall's hall 1 fly system operation panel key	1	317	Igakukan Hall's multi-purpose hall wireless microphone	2
306	Tabletop microphone stand	7	312	Igakukan Hall's hall 2 wireless microphone	1	318	Igakukan Hall's hall 2 tie-clip wireless microphone	1

4.3. Cheer Goods (Where to Apply and Receive: Student Center)

Qty.: Quantity

No.	Item	Qty.	No.	Item	Qty.
901	Big jersey (dark red)	1	951	Cheer stick	Inquire
902	Big jersey (white)	1	952	Cheer stick (Parents Association)	Inquire
903	Flag "Beyond Borders"	28	953	Megaphone	Inquire
904	Flag "R RITSUMEIKAN"	28	954	Paper megaphone	Inquire
905	Flag "立命館" (Ritsumeikan)	28	955	Paper fan	Inquire
906	Flag parts: Pole	60	956	Cheer card	Inquire
907	Flag parts: Pole parts	60	957	Alumni flag	Inquire
908	Flag parts: Base	10	958	Tote bag (white)	Inquire
909	Banner (6.0 x 0.8 m)	1			

4.4. Equipment Managed by the Office of Regional Collaboration

(Where to Apply: Office of Student Affairs at Kinugasa Campus. Where to Receive: Notified by the Office of Regional Collaboration)

Qty.: Quantity

No.	Item	Qty.	No.	Item	Qty.
*	Tent	Inquire	*	Lectern	Inquire
*	Sandbag	Inquire	*	Cone	Inquire
*	Sawhorse signboard	Inquire	*	Bar	Inquire

* Please check with the Office of Regional Collaboration regarding the number of items.

4.5. Supplies Managed by the Office of Student Affairs at Kinugasa Campus

(Where to Apply and Receive: Office of Student Affairs at Kinugasa Campus)

Qty.: Quantity

No.	Item	Qty.
*	Transceiver	2
*	Armband	40

5. Printer and Digital Duplicator Use

Extracurricular activity groups can use a digital duplicator in printing room 104 on the first floor of the Student Center to print out leaflets, handouts, and other materials necessary for their activities.

Applying to Use Digital Duplicators

(1) Application Locations:
Central Secretariat, Special Operations Division, Cultural Division Headquarters, Academic Division Headquarters (Room 207, 2nd floor of the Student Center)
Athletic Division Headquarters (Room 428, 4th floor of the Student Center)
(2) Days Available: Weekdays (may vary during long breaks, regular exams, etc.)
(3) Hours Available: 16:30 — 19:30 (in principle)
(4) Eligible Groups: Student Union-affiliated groups

For more information, please check the following page.
https://www.ritsumei.club/2022/0513_11513/ (Japanese only)

6. Campus Entry of Large Buses and Other Vehicles

Basic Rules:

- If vehicle usage is deemed necessary for extracurricular activities (e.g., loading/unloading gear for an event), you can go to the Office of Student Affairs at Kinugasa to complete the vehicle entry procedures.
- Applications must be submitted in advance and must be made by 17:00 one day prior to the day of entry (or the preceding business day if the office is closed).
  Same-day applications are not accepted.
- When a university-wide event (Open Campus events, university festival, etc.) is held, the entry of vehicles may be restricted. Please consult with the Office of Student Affairs at Kinugasa Campus as early as possible.
- Unauthorized campus entry of vehicles and their illegal parking around the campus are subject to severe disciplinary action, including suspension from the University.
- The procedures differ for contractor/vendor/etc. vehicle entry depending on scale and whether a guide is required. Please talk with the Office of Student Affairs at Kinugasa Campus.
- Overnight parking is not allowed. Please be sure to remove the vehicle on the same day.
- The following groups are eligible to apply for temporary vehicle entry: Student Union-affiliated groups, project groups, and groups authorized by the Division of Student Affairs.

How to Apply

Please fill out and submit the prescribed form to the Office of Student Affairs at Kinugasa Campus, indicating the applicant's name and affiliation, information on the vehicle entering the campus, date, time, destination, reason, and other items. Please note that there are certain restrictions depending on the time of year and time of day. Please avoid bringing a vehicle on campus during the below times.

When Classes Are in Session

(1)	a.m.	8:40	–	9:00	(20 minutes)
(2)		10:30	–	10:40	(10 minutes)
(3)	p.m.	12:10	–	13:00	(50 minutes)
(4)		14:30	–	14:40	(10 minutes)
(5)		16:10	–	16:20	(10 minutes)

During Final Exams

(1)	a.m.	9:10	–	9:30	(20 minutes)
(2)		10:30	–	11:00	(30 minutes)
(3)	p.m.	12:00	–	13:30	(1 hour and 30 minutes)
(4)		14:30	–	15:00	(30 minutes)
(5)		16:00	–	17:00	(1 hour)

- Vehicles that have already entered the campus should not be driven during the above times.

Campus Entry of Large Buses

If, due to overnight activities, a trip, or similar reason, you wish to have a large bus enter the campus, advance application is required using a request form for large bus entry regarding extracurricular activities.
In principle, please submit your application to the Office of Student Affairs at Kinugasa Campus at least eight days in advance (including day of entry).

(1) Procedures

Please fill out the **request form for large bus entry regarding extracurricular activities** with the details of why you will be using a large bus. Have the form checked by and obtain permission from the Office of Student Affairs at Kinugasa Campus. Then, submit the form to the Office of Campus Information.

(2) Notes

If the bus will be present during shuttle bus/public bus arrival or departure times, please make sure it waits in a place that does not interfere with those buses.

7. Waste Disposal

Please dispose of waste from extracurricular activity groups per the below.
During the new student welcome season and school festival season, the Student Union will set up containers around the Student Center.
Also, please note that advance application and approval from the Division of Student Affairs is required for the disposal of equipment purchased using financial support for extracurricular activity groups such as Foundational Activity Grant, Challenge Grant, and Priority Strengthening Grant.

• For the collection for disposal of wood scraps, non-plastic trash such as bulky waste, household appliances, and liquid waste/chemicals, the submission of a disposal request is required. After identifying the items you wish to dispose of and their quantity, please contact us at the email address or phone number below.

Inquiries
Kinugasa Campus Facility Management, Creotech Co., Ltd.,

Email: ru-go-e@st.ritsumei.ac.jp

Phone: 075-465-8167

Please do not dispose of garbage in the garbage disposal area behind the Student Center.



8. Holding Events

Here, an event is defined as a performance, exhibition, recital, etc., held by an extracurricular activity group that attracts a large number of visitors. (Regular group practice and new group member recruitment information sessions are not included.) In order to hold an event, the following procedures must be completed for each campus.

8.1. Holding an Event

(1) Event Applications

Groups are required to make an application to the Office of Student Affairs at Kinugasa in order to hold an event. Please submit **relevant application forms (for events, special use, advance reservations, etc.)** online to the Office of Student Affairs at Kinugasa at least one month prior to the event.

(2) Reservations for Event Venues

To encourage groups to hold events in a planned fashion and ensure equal use of the university's limited facilities, **applications are accepted once a year during a specific period before the start of the spring semester (annual event application period).** if you plan to hold an event, please be sure to check the application period and other information, which are announced by the Office of Student Affairs at Kinugasa in a timely manner. **Applications can be submitted at any time** after the end of the annual application period as long as there is availability. Please check availability via TriR before applying.

***From AY2024, after the annual application period is over, reservations for small halls will be accepted around May, June, and October, each covering a three-month period. Once reservations for a specific semester are confirmed, you can make additional reservations for that semester at any time. For details, please check the information from the Office of Student Affairs.**

(3) Events Held During New Student Welcome and School Festival Seasons

The Special Operations Division of the Central Secretariat of the Student Union will accept applications at a separate time. The Office of Student Affairs at Kinugasa will not accept applications during this period, so please check the application period via the notification from the Special Operations Division.

8.2. Event Venues

Event venues on campus are as follows. Each facility has different characteristics (sound and lighting equipment, capacity, etc.). Lectures and similar events can also be held in ordinary classrooms.

Facility	Notes
Small hall, Student Center	Sound system, lighting system, 147-person capacity
Open lounge area, Student Center	At the Cafe Junge. Outside Junge business hours
Kitchen space, Student Center	Cooking equipment (induction cooktops, water supply, refrigerator, freezer, microwave, etc.)
Open factory area, Student Center 2F	This is a shared space. Exclusive use is not allowed. Only exhibitions and similar events are allowed.
Ichimatsu gallery 1, Student Center	In the open lounge area on the first floor (*Ichimatsu* box, hanging rails, and spotlights available)
Ichimatsu gallery 2, Student Center	In the open factory area on the second floor (*Ichimatsu* box)

IG101 Hall	Sound system, lighting system, projector, 651-person capacity
IG102 Hall	Sound system, lighting system, projector, 498-person capacity Sound may be produced until 18:30. *If you wish to use video equipment, lighting operations other than darkening and full-lighting, or sound equipment other than wireless microphones, please submit a Hall Staff Request Form and ask a professional organization to provide operating staff. No one other than those registered as operating staff may operate the equipment. Please submit the Hall Staff Request Form to the Office of Student Affairs at Kinugasa Campus by 3 weeks before use.
Multi-purpose halls 1 to 3, Igakukan Hall	n/a
West Plaza	Sound-producing events: Tuesdays and Thursdays when classes are in session (12:20–12:50)
East Plaza	

8.3. Equipment Use for Events

If you need any equipment for your event, please submit an application for that equipment.

8.4. Events in the West and East Plazas

Groups wishing to hold events in the West Plaza or East Plaza are requested to observe the following rules.

Rules Regarding Producing Sound	
(1) Application period	Apply to the Office of Student Affairs at Kinugasa Campus at least three weeks before the event.
(2) Volume limit	80 dB or less near the sound source (within 1 m) 60 dB or less at the campus boundaries.
(3) Volume measurement	Measurement shall be conducted by the performing group, and the volume shall be adjusted so as to observe the volume requirements. (Sound meters must be borrowed by applying at the Student Center reception before the performance.)
(4) Speaker placement	East Plaza: Facing the central plaza, with Shugakukan Hall in the background.
(5) Event hours	Amplified sound is allowed from 12:20 to 12:50 during the lunch break, and will begin when the Office of Student Affairs at Kinugasa Campus staff are present.
(6) Securing Pedestrian Paths and Performance Space	Groups will assign members to guide pedestrians so that the event will not get in their way. Since the entire plaza cannot be used by one group, each group should secure its own space for holding events.

9. Promotional Activities

Only groups affiliated with the University are allowed to conduct promotional activities on campus. External groups and non-university recognized informal groups are not allowed to do so. Groups conducting promotional activities on campus are requested to observe the following.

Basic Rules:

- Use of campus for commercial purposes, including advertising by companies and others, is not permitted (except for those approved by the University).
- No proselytizing, solicitation, or promotional activities by non-university recognized informal groups, external groups, or political/religious groups is allowed on campus.
- Posting of posters and leaflets outside designated areas (on glass surfaces of buildings and walls that are not bulletin boards) is prohibited. Leaving leaflets in a classroom is also prohibited.
- The use of microphones and loudspeakers for promotional activities is not permitted.
- Unauthorized posting of posters/leaflets and publicity activities outside of the University are prohibited by ordinance. Please take note of the Road Traffic Act and Outdoor Advertising Ordinance.
- If you want to sell tickets or set up a stall on campus, make sure to submit a proposal to the Office of Student Affairs. Only approved groups can sell tickets and open stalls.
- Signs and similar items (banners, streetlight flags, face cutout displays, standing sign boards, sawhorse signboards, etc.) cannot be displayed without permission from the Office of Student Affairs and the Office of Regional Collaboration.

9.1. Types of Promotional Activities

Form	Location	Eligible Groups	Period	Where to Apply
Bulletin board	Student Center Undergraduate facilities (managed by the Student Union)	Student Union-affiliated groups, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.) Applicable only to the academic year in which groups/individuals receive scholarship/grants	Until the end of each event	n/a
Streetlight flags	Streetlight flags on campus		1 week	Submit a prospectus to Office of Student Affairs at Kinugasa Campus
Digital Signage	Bus waiting area		2 months	Submit a request form and data for display on the posting form (*1)
small plastic displays, table tents	Cafeteria tabletop Junge gallery space	In addition to the above, groups affiliated with offices	Discuss with the Co-op	After applying to the Office of Student Affairs at Kinugasa Campus, please talk with the Co-op shop(s).
Leaflet distribution	Outdoors		n/a	Refer to “2. Application of Leaflet, Poster, etc.”

“Groups affiliated with offices” refers to groups under the jurisdiction of the University’s offices. Please be sure to obtain permission from the appropriate office before placing small tabletop displays or distributing leaflets.

*1 For details, please check the following website.
https://www.ritsumei.ac.jp/infostudents/activity/

9.2. Application of Leaflet, Poster, etc.

(1) Display of Posters, etc.

1) Posters and other notices should be posted on the bulletin boards for extracurricular activities in each building (i.e., bulletin boards which have instructions regarding the use of the bulletin boards for extracurricular activities attached to them).
2) Use of scotch tape, duct tape, glue, or staples to attach posters and other notices is prohibited as they leave marks.
3) Please be sure to adhere to all instructions regarding the use of the bulletin boards.

For details, please check the following website.
https://www.ritsumei.club/2023/0724_13482/

(2) Distribution of Leaflets

1) Groups registered with the Student Union may distribute leaflets on the campus's outdoor walkways after putting on an official armband. Armbands can be borrowed from the Office of Student Affairs.
*Please distribute them in a manner that does not disturb passersby or others.
*The campus is private property, and distribution of leaflets by groups/individuals from outside the University is not permitted.

(3) Placing Publicity Materials in the Co-op Cafeterias

1) Be sure to submit the publicity materials and a prospectus* to the Office of Student Affairs at Kinugasa Campus.
2) Please apply to each cafeteria and obtain permission.

(4) Use of Student Union's Digital Signage

The Student Union has digital signage displays in the undergraduate facilities and the Student Center at the Kinugasa Campus. Please contact the Student Union for details.

9-3. Shooting of Photographs and Video (including Drone Use)

Shooting Location	Dates/Times when Shooting is Possible	Application Method	Notes
Outdoor and indoor spaces on campus	As a rule, during the hours of use of the classroom, facility, or location where the photo will be taken. * Please consult with the Office of Student Affairs at Kinugasa in advance for details.	・ If you are only shooting in a classroom or facility that can be reserved on TriR, your TriR reservation will suffice. You do not need to file a separate application. ・ Even if you only want to shoot in a classroom or facility that can be reserved on TriR but you plan to use paint or special coatings, you will need to get approval in advance by submitting a proposal to the Office of Student Affairs at Kinugasa. (At least 7 business days prior) ・ If you will be shooting in a facility other than one that can be reserved on TriR, submit your proposal to the Office of Student Affairs at Kinugasa to obtain approval in advance. (At least 7 business days prior) * After receiving your application, the Office of Student Affairs at Kinugasa will issue a report and request confirmation from the relevant office, after which it will notify the applying organization of the screening results.	・ You must wear a Ritsumeikan University armband (which you can borrow from the Office of Student Affairs at Kinugasa) when shooting. ・ When shooting, maintain a clear line of sight and take care not to infringe on anyone's portrait rights. Avoid showing other students, faculty, staff, or local residents in your photographs or videos.

BKC
VI. Activities at Biwako-Kusatsu Campus

1. Ordinary Classrooms, Student-related Facilities

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use university facilities. Please follow the respective procedures to do so. The use of classrooms by informal groups, external groups, and individual students is not permitted. (For external groups, facilities may be rented for a fee.) For details on the facility reservation application, please refer to the “TriR Campus (TriR)” in the all campuses section in this guidebook.
*The term “extracurricular activity groups” refers to Student Union-affiliated groups.

1.1. How to Reserve a Facility

(1) Regular Reservation

Facility (ordinary classrooms, student-related facilities) reservations can be made from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs). You can check the availability on TriR and apply to use a classroom/time slot that is not booked.

(2) Application-based Reservation

(a) Reservations During Course Offering Periods

This allows groups to reserve on-campus facilities during a course offering period at once for stability in their activities. You can make multiple reservations on the same day of the week and/or at the same time slot during the target period.

(b) Event Application

Event application enables groups to make multiple reservations at once during a specific period every year. Applications are accepted before spring semester classes begin. (Here, an event is a performance, exhibition, presentation, or similar project held by an extracurricular activity group that attracts a large number of visitors)

(c) Special Application for Circle Briefing Session

In order to support student groups' activities to recruit new students during the start of semester period, applications for the use of facilities for holding circle information sessions will be accepted on a priority basis. Applications can be made as many times as you wish, no matter how many days in advance, during the application period.

(d) Facilities Coordination Meeting (Held by the Central Secretariat of the Student Union)

At BKC facilities coordination meetings, groups coordinate their usage schedules for specific student-related facilities.

1.2. Facility Usage Application Schedule

Application Period	Content	Period Covered	Where to Apply
March	Event application (excluding new student welcome season)	One year for the following academic year	Office of Student Affairs at BKC
	Reservations during course offering periods (spring semester)	From late April (facilities for extracurricular activities) and early May (classrooms) through the spring semester course offering period	
April	Special applications for circle information sessions	April to early May	
	Application for Circle Locker use	When classes are in session during the spring semester, starting in early May	
September to October	Reservations during course offering periods (fall semester)	When classes are in session during the fall semester, starting in mid-October	
November to December	Application for Circle Room (group office) use	One year for the following academic year	

1.3. Notes Regarding Facility Use

(1) University facilities cannot be used outside of usage hours. **When using the facilities, please make sure to plan your use according to the usage hours of the facility.**
(2) The same conditions as ones during the course offering periods apply to facility use on Sundays and holidays.
(3) Please talk with the Office of Student Affairs at BKC in advance if you wish to film on campus for your group's video production.
(4) Facilities can be used during summer and spring vacations except for University-wide holiday periods (Obon holiday period, year-end and New Year holiday period). As usual, applications can be submitted up to seven days in advance, including the date of application.
(5) If you wish to use the air conditioning outside the on-campus air conditioning period, please contact ext. 7125 or 2334 (Office of Student Affairs at BKC).
(6) After using the facilities, be sure to return desks, chairs, and other items in the facilities to their original positions before leaving. If you have a key, be sure to return it immediately after use.
(7) The office cannot check facility usage applications on Saturdays, Sundays, or national holidays (including holidays that are class days) or during the year-end/New Year's break. Be sure to apply by 17:00 on a weekday.

1.4. List of Facilities Available for Extracurricular Activities

	Facility	Sound-producing Activities	Main Purpose of Use	How to Apply	Hours
Ordinary classrooms	Co-Learning House I	Allowed	Meetings and discussions Classrooms available for sound-producing activities are listed separately.	Regular reservations or Reservations during course offering periods	**9:00 –21:45** Free slots when there are no classes
	Co-Learning House II	Not allowed			
	Ad-Seminario	Allowed			
	Forest House	Allowed			
	Prism House	Allowed			
	Rarcadia	Allowed			

	Facility		Sound-producing Activities	Main Purpose of Use	How to Apply	Hours
Student-related facilities	Hall	Union hall	Allowed	Events, etc.	Regular reservations or Event application	**9:00 – 22:00**
		Prism hall	Allowed			
		Epoch hall	Allowed		Regular reservations	
	Central Arc	Dream cross lounge stage	Allowed	Events, etc.		
		Jungle gym of expression	Not allowed	Exhibition space		
		Meeting rooms 1-3	Not allowed	Meetings and discussions	Regular reservations or Reservations during course offering periods	
		Darkroom	Not allowed	n/a	Facility coordination meeting	
		Flooring rooms 1, 2	Allowed	Practice for expressive activities		
		Training booth	Allowed	Musical practice	Regular reservations	
		Recording room	Allowed	Musical practice		
		Work laboratories 1, 2	Not allowed	n/a		
	Bio Link	Presentation space	Not allowed	Meetings, discussions, debriefing sessions, etc.		
	ACT α	Work laboratory	Not allowed	n/a		

		Multi-purpose space (expression practice area α)	Allowed	Practice for expressive activities	Facility coordination meeting	
	ACT μ	Piano booths a, b	Allowed	Musical practice		
		Training rooms 1-5	Allowed			
		Music training rooms 1-2	Allowed			
		Music training rooms 3	Allowed		Regular reservations	
		Multi-purpose space	Allowed		Facility coordination meeting	
	ACT σ	Training rooms 31-33	Allowed	Musical practice, practice for expressive activities, meetings, discussions	Regular reservations or Event application	
		Japanese-style room	Not allowed			
		Meeting rooms 31, 32	Allowed			

Classrooms Available for Sound-Producing Activities
Hours: 6th and 7th periods on weekdays; all day on Saturdays, Sundays, and holidays

Building	Floor	Voice	Stringed Instruments	Wind Instruments	Percussion Instruments
Forest House	2	Allowed			
	3	Allowed	Allowed		
Rarcadia	1	Allowed	Allowed		
Ad-Seminario	4	Allowed	Allowed		
Co-Learning House I	4			Allowed	Allowed
Prism House	1	Allowed	Allowed	Allowed	Allowed

1.5. Annual Use of Circle Rooms (Group Offices)

As a base for extracurricular activity groups, Circle Rooms and Circle Laboratories are available for annual use. Applications are invited from groups that actively engage in activities that embody BKC's campus concepts (regional exchange and collaboration, and cutting-edge technology (information, manufacturing, etc.)). Circle Rooms are lent on an annual basis for one year, and an application for continued use is required.
After reviewing groups that wish to continue to use Circle Rooms from the previous academic year, we will accept applications for new groups only if there are vacancies.

(1) Facilities Available

Student-related facilities at BKC (Details will be provided at the time of calls for applications.)

(2) Length of Use / Equipment Provided

1. Length of use: One year
2. Equipment: 1) Tables, 2) Chairs, 3) Equipment shelves, 4) Whiteboards, 5) Internal telephones

(3) Application Overview (Details will be provided at the time of application)

1. November - December (organizations applying for continuous use) *New applying organizations will be accepted if space is available
2. April 1 - March 31 (tentative)
3. Eligible Groups: Student Union affiliated groups (only for groups that have completed continuation procedures), undergraduate project groups

(4) Main Screening Criteria

In principle, groups that are based at BKC are eligible.

1. Significance, purpose, and necessity of having a facility in BKC as a base
2. Use of the base that could be accomplished through the use of classrooms, lockers, etc., or for the sole purpose of storing goods is not eligible.
3. Whether the group gives back to both internal and external communities by disseminating their activities such as competitions, contests, etc.
4. Whether the content of and plans for activities embody the unique characteristics of BKC (regional exchange, regional cooperation, information, manufacturing, etc.)
5. For groups active on other campuses: The actual status of activities conducted at BKC and the need for the group to be based at BKC

BKC Circle Room Applications
https://www.ritsumei.ac.jp/infostudents/activity/
Find more details in the Notifications on Facilities (BKC) section (Japanese only)

1.6. Annual Use of Circle Lockers

Circle Lockers are available for use by extracurricular activity groups officially registered with the university, depending on their activity status. Circle Lockers are available for one year. If you wish to continue using the locker in the following year, you will need to apply for continued use.

(1) Circle Locker Details

Location	Name	Size (Unit: cm)	Number of Lockers
Central Arc 3F	Extra-large	W 90 × D 75× H 210*	5
	Medium	W 90 × D 65× H 105	40
Central Arc 4F	Large	W 90 × D 45× H 210	30

* Width (W), depth (D), height (H).
These measurements are approximate. Actual size may vary.

(2) Outline of Circle Locker Application (Details will be provided at the time of application.)

1. Purpose: To store items for activities of groups
2. Application period: April (both continuous and new use)
3. Period covered: About one year after application
4. Application location: Office of Student Affairs at BKC
5. Eligible groups: Central organs of the Student Union; official organizations, student clubs, and voluntary associations affiliated with the Academic, Cultural, and Athletic Associations; registered student groups that have already completed continuation paperwork; and undergraduate project groups

(3) Notes Regarding Use

1. When you no longer need the locker, please return its key to the Office of Student Affairs at BKC.
2. Groups will pay for lost locker keys.
3. Do not leave items around the lockers (on top of the lockers, in the walkway). Abandoned items will be disposed of after notification during the annual cleanup.
4. In the event that the continuation procedure is not followed and luggage is left in the locker, we will notify you of the removal period and dispose of the luggage that has not been removed within this period.

BKC Circle Room Applications
https://www.ritsumei.ac.jp/infostudents/activity/
Find more details in the Notifications on Facilities (BKC) section (Japanese only)

2. Use of Epoch Ritsumei 21 (Hall, Seminar House, etc.)

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use Epoch Ritsumei 21. Please follow the respective procedures to do so. The use of classrooms by informal groups, external groups, and individual students is not permitted.

Basic Rules:

- Please observe the rules of use and make sure that everyone can use the Seminar House comfortably.
- It is prohibited to bring alcoholic beverages into the facility, to enter the building under the influence of alcohol, or to drink alcohol.
- Smoking is prohibited in all areas of the building and its facilities. Smoking outside is prohibited by local ordinance except in smoking cessation support areas.
- Please refrain from talking loudly late at night, or any other behavior that may disturb other users in the building.
- Regardless of whether intentionally or negligently, users who damage or deface equipment or other items are responsible for paying for the items.
- Please be sure to return all used desks and chairs to their original positions, and dispose of trash in the designated areas.
- Please be sure to check the guide to using Epoch before doing the paperwork to use the Seminar House.

Steps to Use the Seminar House

Provisional reservations		Application Procedures		Actual reservations
Make a provisional reservation at Epoch Ritsumei 21's front desk	⇒	Have your use request form and accommodation guest list form (only for overnight stays) checked at the Office of Student Affairs at BKC	⇒	Submit the use request form, accommodation guest list form, and epoch usage agreement at Epoch Ritsumeikan 21's front desk.

*The actual reservation must be made at least eight days (including the day of use) in advance. Failure to do so by the deadline will result in cancellation. If you need to cancel your reservation please inform us as soon as possible.

If you want to make a reservation within eight days including the day of use, please consult with the Office of Student Affairs at BKC in advance.

For details on how to use Epoch Ritsumei 21 and other information, please check Ritsumeikan University's website.

Epoch Ritsumei 21 (Japanese only)
https://www.ritsumei.ac.jp/students/lifecareer/activity/facility/stay/

*You can download the use request form and other documents for submission from the above URL.

3. Use of Sports Facilities

3.1. BKC Sports Facilities and Types of Approved Usage

■Facilities Available

Facility	Types of Sports Available
BKC Gym arena 1	2 basketball courts, 3 volleyball courts, 2 handball courts
BKC Gym arena 2	1 basketball court, 2 volleyball courts, 1 handball court, 6 badminton courts, 6 table tennis courts, 2 kendo courts, 6 other martial arts courts
BKC Gym training room	n/a
BKC Sports and Health Commons - Arena	2 basketball courts, 2 volleyball courts, 3 badminton courts, 8 table tennis courts
BKC Sports and Health Commons - Indoor pool	25 m x 7 lanes
BKC Sports and Health Commons - Multi-purpose space and active space	4 table tennis tables, mölkky set, etc.
Athletic field 1	2 soccer fields, 1 futsal field, 2 baseball fields (practice only), 2 softball fields, 1 lacrosse field, 1 rugby field, etc.
Athletic field 3	1 baseball field, 1 softball field, 2 soccer fields, 1 lacrosse field, 2 rugby fields
Tennis courts	6 hard/soft tennis omni courts, 2 hard courts

■ Hours (BKC Sports and Health Commons Excluded)

Facilities are available from Monday to Saturday (excluding Sundays and public holidays). They are also available on public holidays when classes are held.
Reservations are accepted for Athletic Association groups on Sundays and public holidays.
Facility availability during summer and spring breaks is the same as when classes are in session.
Information on office closures will be posted at the counter regarding Golden Week, university-wide summer and winter breaks, etc., at the relevant times.

BKC Sports and Health Commons:

Please check the website below for the latest information on the days and times available for group and individual reservations.
BKC Sports and Health Commons website: https://kids-co.theblog.me/

3.2. Training Room Use (BKC Gym / BKC Sports and Health Commons)

In order to use a training room, you need to attend a training room orientation session.
BKC Gym: Reservations are required for both an orientation session and the use of a training room.
BKC Sports and Health Commons: A reservation is required for an orientation session, but not for the use of a training room.
Please make reservations using the below URL.

Reservations for orientation sessions

Reservations for Kinugasa/BKC/OIC training rooms

Training Gym Availability:

• BKC Gym
Training rooms are available from Monday through Saturday (closed on Sundays and public holidays (even if classes are held)). They are open all hours except when in use by a class. For more information, please check the below university website.
BKC Gym Training Room (http://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/bkc/) (Japanese only)

• BKC Sports and Health Commons
Please check below for available days and times.
When classes are in session: Weekday evenings (9:15-21:00)
When classes are not in session: Weekdays (9:15-21:00)

3.3. Use of BKC Gym and Athletic Fields 1 and 3

1. Before Using the Facilities

Before using the facilities, please complete the procedures at the Office for Athletes and Sports Services.

2. Application Procedures:

For All Groups
- Reservations can be made one week before (the same day of the week preceding) the day of use.
- Reservations for Saturday can be made starting the previous Monday (because the office is closed on Saturdays and Sundays).
- In principle, one group may use the facilities for up to two time slots per day (they do not need to be consecutive).
- Only individuals registered as group members may use the facilities.
- The number of courts you can use will vary depending on a purpose of use and the number of users.
- Fill out a use request form at the counter to have a person in charge affix a seal on it. Then, submit it to the Office of Campus Management and Security.

For Athletic Extracurricular Activity Groups:
- The facilities may only be used for your group's registered sport.
- Tennis circles can use courts for each set of players.

For Cultural Extracurricular Activity Groups:
- Submit a use request form for sports facilities (prospectus). The facility may be used after approval by the Office of Student Affairs at BKC.
- Each group can use a facility only for one activity per day.

3. Available Equipment

As a general rule, equipment is not available to Athletic Association-affiliated official organizations or athletic-type extracurricular activity groups. However, large equipment (base sets, soccer goals, center net straps, etc.) is available to them.
Equipment is available to cultural extracurricular activity groups, research offices/labs, seminars, classes, etc. They need to submit a prospectus.
Please inquire at the counter for details about the equipment available.

4. When Using the Facilities

Be sure to observe the following.
(1) When using the facilities, wear exercise clothing and shoes.
Wear indoor shoes in the arena (**outdoor shoes and bare feet are strictly prohibited**).
Shoes with rubber soles must be worn on the tennis courts.
(2) When entering the building from an athletic field, be sure to remove any dirt from your shoes and clothes.
(3) Beverages other than tea and water are strictly prohibited on the tennis courts.
(4) Lockers in the BKC Gym locker rooms can only be used on the day of use. They may not be used as personal lockers.
(5) **Baseball scrimmage practice and hitting practice are strictly prohibited** on the athletic field 1 due to the risk of contact with neighboring groups. (Allowed for softball.)
For scrimmage/hitting practice, use athletic field 3.
(6) Unregistered groups, persons not registered as group members, and groups that have not submitted a use request form are not allowed to use the sports facilities.
(7) Any usage that differs from the content (type of activity, number of people, etc.) of the form is prohibited.
(8) Renting/lending a facility between groups is prohibited.
(9) **The athletic fields may be unavailable due to weather conditions (during or after rain)**
Please follow instructions of the BKC Gym staff in that case.

5. After Facility Use

(1) After use, please be sure to **clean up** (court maintenance, trash pickup, etc.) and **leave the facility within the reserved time.**
(2) Return used equipment to how it was before you used it.
- Soccer and futsal goals must be returned to their original positions.
- Circles should bring their own equipment such as balls, rackets, bibs, etc. (Goals for soccer and futsal, baseball bases, etc. can be borrowed).

(3) Even when using equipment at the athletic field 3, be sure to return it to the BKC Gym within the reservation time (so that the next group can use it at the start of their reservation).
(4) After use, please **report that you have finished** to **the BKC Gym counter** (or **the Office of Campus Management and Security** when using the athletic field 3).

6. Cancellations:

(1) If you need to cancel your reservation for any reason, please contact the Office for Athletes and Sports Services **in advance** (phone cancellations are accepted).

Contact information

・ Office for Athletes and Sports Services
Tel.: 077-561-3977
Hours: Monday through Friday, 9:00 – 17:30

・ BKC Gym (when the Office for Athletes and Sports Services is closed)
Tel.: 077-561-2630
Hours: Monday through Saturday, 9:00 – 21:00;
Sundays and holidays, 9:00 – 19:00

3. 4. Use of BKC Sports and Health Commons

Please visit the website below and use these facilities by following the various guidelines.

- Before using the facilities, make sure to confirm the contexts of the “Facilities User Guide” file.
- The procedure for using the facilities is different for each user. Please check the file "How to reserve the facilities - The follow of registration" and continue after confirming the availability of the facility on the TriR system.
- For information on loaning equipment. etc., please inquire directly at the Sports and Health Commons office counter at the time of use.

BKC Sports and Health Commons
(https://www.ritsumei.ac.jp/lifecareer/activity/facility/bkc-shc/)

4. Equipment Use

Basic Rules:

- Equipment loaned to students can only be used at the University. In principle, use outside the University is not permitted.
- If it is found during or after use that the equipment is damaged, the group who used it will be invoiced for repair costs after the group is interviewed about how the equipment was handled.

4.1. Equipment Available

Applications must be made at least three business days prior to the date of use if there is an asterisk in the Notes.

Item	Quantity Available	Storage Location	Notes
RGB cable	2	Office of Campus Management and Security	
Sawhorse signboard (60 × 90 cm) Up to three per group (three weeks)	50	Office of Campus Management and Security (brought in by Creotech)	*
LCD projector	1	Office of Campus Management and Security	
LCD projector	1	Office of Student Affairs	
Audio and video outlets	2	Office of Campus Management and Security	
Large screen (L 205 × W 180 cm)	3	Office of Campus Management and Security	
Audio cables (2 types)	1	Office of Student Affairs	
Flashlight	3	Office of Campus Management and Security	
Counter	3	Office of Student Affairs	
Loudspeaker (small)	1	Office of Campus Management and Security	
Loudspeaker (large)	2	Office of Campus Management and Security	
Loudspeaker (extra large)	2	Office of Campus Management and Security	
Loudspeaker	3	Office of Student Affairs	
Stepladder (small) 0.9 m	3	Office of Campus Management and Security	
Stepladder (large) 1.8 m	3	Office of Campus Management and Security	
Portable stage (2.5 × 1.25 × 0.4 m)	19	Union Square storage space	
Portable stage	7	Storage space at the jungle gym of expression	
Sandbag	n/a	Creotech	*
Speaker amplifier (with one wireless microphone)	2	Office of Campus Management and Security	
Speaker amplifier (with two wireless microphones)	2	Office of Campus Management and Security	
Spotlight L (SSP) with stand	4	Small storage space at the Union Square entrance	
Gel frame (40 large, 4 medium, 46 small)	90	Office of Student Affairs	
Platform cart (small)	1	Office of Campus Management and Security	
Platform cart (large)	1	Office of Campus Management and Security	
Platform cart (double-decker, enclosed)	1	Office of Campus Management and Security	
Fly system key (Central Arc)	1	Office of Campus Management and Security	
Tent (small) 1.8 × 2.7 m	1	Office of Campus Management and Security (brought in by Creotech)	*

Item	Quantity Available	Storage Location	Notes
Tent (medium) 2.7 × 3.6 m	3	Office of Campus Management and Security (brought in by Creotech)	*
Tent (large) 3.6 × 5.4 m	6	Office of Campus Management and Security (brought in by Creotech)	*
Retractable extension cord (small) 5 m	1	Office of Campus Management and Security	
Retractable extension cord (large) 30 m	5	Office of Campus Management and Security	
Retractable extension cord (medium) 30 m	4	Small storage space at the Union Square entrance	
Retractable extension cord (large) 50 m	5	Small storage space at the Union Square entrance	
Transceiver (walkie-talkie)	7	Office of Student Affairs	
Long desk (180 × 60, 180 × 45)	95	Office of Campus Management and Security (brought in by Creotech)	*
Long table	17	Union Square storage space	
Partition 1 (W 95 × L 176)	2	Union Square storage space	With casters
Partition 2 (W 120 × L 190 cm)	4	Union Square storage space	With casters
Partition 3 (W 120 × L 165 cm)	14	Union Square storage space	With casters
Partition 4 (W 120 × L 180 cm)	14	Storage space at the jungle gym of expression	With casters
Partition 5 (W 90 × L 210 cm)	14	Storage space at the jungle gym of expression	Stabilized with bases
Partition 6 (W 115 × L 175 cm)	18	Storage space at the jungle gym of expression	Stabilized with supports
Partition 7 (W 90 × L 171 cm)	5	Storage space at the jungle gym of expression	With casters
Partition 8 (W 93 × L 168 cm)	6	Storage space at the jungle gym of expression	With casters
Folding chair	118	Office of Campus Management and Security (brought in by Creotech)	*
Folding chair	115	Union Square storage space	
Piano key (CI403)	1	Office of Campus Management and Security	Reservation for CI403 required
Lipped serving tray	11	Office of Campus Management and Security	
Picture hanger	30	Office of Student Affairs	
Video camera	3	Office of Student Affairs	
Fresnel spotlight L	4	Small storage space at the Union Square entrance	
Baby spotlight L	20	Small storage space at the Union Square entrance	
Baby spotlight base (Hanger for baby spot spotlight)	14	Small storage space at the Union Square entrance	
Adapter cord (parallel male, T female)	18	Office of Student Affairs	
Adapter cord (T male, two-prong female)	21	Office of Student Affairs	
Adapter cord (C type)	15	Office of Student Affairs	
Microphone stand - tabletop	10	Office of Campus Management and Security	

Item	Quantity Available	Storage Location	Notes
Microphone stand - floor	8	Office of Campus Management and Security	
Wired microphone	10	Office of Campus Management and Security	Not available for use at the Prism Hall
Wired microphone extension cord (male female cord)	4	Office of Campus Management and Security	
Light stands (4 black, 2 white)	6	Small storage space at the Union Square entrance	
Cart key	3	Office of Campus Management and Security	
Wireless pin microphone (for the Union Hall)	3	Office of Campus Management and Security	
Wireless Microphone (for the Central Arc [DCL])	4	Office of Student Affairs	
Wireless microphone (for the Union Hall)	3	Office of Campus Management and Security	
Armband	42	Office of Student Affairs	

4.2. Procedures

(1) Procedures for Regular Use

(1) Please fill out a use request form for facilities/equipment at the Office of Student Affairs at BKC. Staff will check on availability.
(2) After completing the reservation, you will receive a copy of the form.
(3) On the day of use, receive the equipment at the storage location (Office of Student Affairs at BKC or the Office of Campus Management and Security [first floor of the Core Station]; see the table under “1. Equipment Available”). At this time, bring the copy of the form.

*When borrowing equipment from the Union Square storage space, the small storage space at the Union Square entrance, or the storage space at the jungle gym of expression, you must also apply for a key for each storage space. Key borrowing is handled by the Office of Campus Management and Security.

(2) Large Equipment

(1) To arrange delivery, applications for large equipment (long desks, folding chairs, sawhorse signboards, and tents) must be submitted **at least three business days* prior to the date of use.**

*: Does not include Saturdays, Sundays, or holidays when the office is closed. Please apply well in advance since the office closure may affect your application deadline (e.g., equipment use on or after weekends).

(2) Large equipment will be delivered to a location specified in the use request form for facilities/equipment. (Please refer to the table below for the delivery location.)

*Equipment in the Union Square storage space, the small storage space at the Union Square entrance, and the storage space at the jungle gym of expression should be carried to the place of use by users.

Delivery Locations of Large Equipment

No.	Facility	Location
1	Epoch Ritsumei 21	After-hours entrance
2	Across Wing	Be-ing Square side (Immediately on the right after entering the entrance hall)
3	Ad-Seminario	Bottom of the indoor stairs
4	Union Square	In front of the Union Hall
5		Across Wing side (In front of the building)
6	Central Arc	Pilotis
7	Prism House	In front of the teacher's lounge
8		Prism Hall
9		In front of P109
10	Co-Learning House I	Perimeter road side
11		Campus promenade side
12	Co-Learning House II	Perimeter road side
13		Campus promenade side (Note this is not the central entrance)
14	ACT σ	Front entrance
15	BKC gym	In front of the arena 1
16	ACT β	Entrance
17	Tennis courts	Behind the vending machines
18	Science Core	Athletic field 1 side
19		Creation Core side
20	Creation Core	Front entrance
21	ACT α	Perimeter road side
22	Link Square	In front of the entrance
23	Forest House	Campus promenade side
24		Frontier Research Center side
25	Core Station	Between the Core Station and the East Wing
26	Rohm Plaza	First floor entrance (Walkway in front of the restroom)
27	Athletic field 3	Entrance
28	Frontier avenue	Near road side of the former C-Cube
29	Quince Stadium	In front of the equipment room
30	Green Field	Next to the athletic field
31	Rarcadia	1st floor, behind the elevator
32	Sports and Health Commons	First floor entrance

5. Printer and Digital Duplicator Use

Extracurricular activity groups can use a digital duplicator and large format printer for printing. During the new student welcome season and school festival season, please plan to print well in advance since many other groups will also use them.

5.1. Digital Duplicators

(1) Location: Central Act office, 4th floor, Central Arc
(2) Items that can be printed: Leaflets, handouts, etc. necessary for the group's activities

Only groups whose activities have been approved by the Student Union may use the digital duplicators.
For more information, please contact the Central Secretariat of the Student Union.
https://www.ritsumei.club/2022/0513_11513/ (Japanese only)

5.2. Large Format Printers

(1) Location: Office of Student Affairs at BKC, 1st floor, Central Arc
(2) Items that can be printed: Posters and other materials necessary for the group's activities
(3) Sizes: A0 to A2
(4) Printing limit: 20 pages per group (per academic year)
(5) Printing method: Please save and then bring the data to be printed on a USB stick
(6) Notes
1) Large format printers take longer than normal to print. Please plan to finish during the opening hours of the Office of Student Affairs at BKC.
2) Please prepare and print your materials as early as possible during the new student welcome season and festival season, as many other groups will also use the printers.

*This is only available to groups affiliated with the Student Union, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving various scholarships/incentive scholarships from the Division of Student Affairs, etc. (only for the relevant academic year)).

6. Campus Entry of Large Buses and Other Vehicles

Basic Rules:

- The entry of vehicles that are deemed necessary for extracurricular activities (e.g., loading and unloading for an event) can be arranged at the Office of Student Affairs at BKC by completing vehicle entry procedures. Hours: 9:00 to 22:00 *No vehicles are allowed to enter the campus for the purpose of commuting to school.
- Applications must be made at least **eight days in advance including the day of use.** In principle, applications not received by this deadline will not be accepted. (Applications cannot be submitted on Sat., Sun., public holidays, and other days when the office counter is closed)**.**
- Unauthorized campus entry of vehicles and illegal parking around the campus are subject to severe disciplinary action, including suspension from the university.
- The procedures differ for contractor/vendor/etc. vehicle entry depending on scale and whether a guide is required. Please talk with the Office of Student Affairs at BKC.
- Overnight parking is not allowed. Please be sure to remove the vehicle on the same day. (9:00 to 22:00)
- If necessary, long-term parking is limited to three hours on weekdays and one hour on weekends and holidays.
- The following groups are eligible to have vehicles enter the campus: Student Union-affiliated groups, undergraduate project groups, and groups approved by the Division of Student Affairs.

6.1. Vehicle Entry

Application Procedures

Consultation Regarding Vehicle Entry	⇒	Application Step (1)	⇒	Application Step (2)	⇒	When Entering the Campus
Talk with the Office of Student Affairs at BKC or Office for Athletes and Sports Services at BKC		Apply using a request form for temporary vehicle entry. (Apply at the Office of Student Affairs counter.)		Submit the request form (besides the first page) to the Office of Campus Management and Security.		When entering the campus, display a copy of the form in a visible place on the vehicle.

*Athletic Association affiliated groups should apply at the Office for Athletes and Sports Services.

6.2. Entry of Large Buses

If, due to overnight activities, a trip, or similar reason, you wish to have a large bus enter the campus, advance application is required using a request form for large bus entry related to extracurricular activities. In principle, please submit your application at least **eight days in advance including the day of use** at the Office of Student Affairs counter. In principle, if applications are not made by the deadline they will not be accepted. (Applications cannot be submitted on Sat., Sun., public holidays, and other days when the counter is closed)**.**

(1) Procedures

Please fill out the request form for large bus entry regarding extracurricular activities with the

details of why you will be using a large bus. Have the form checked by and obtain permission at the Office of Student Affairs at BKC.

(2) Notes

If the bus will be at the bus stop during shuttle bus/public bus arrival or departure times, please make sure it waits in a place that does not interfere with those buses.

7. Waste Disposal

If you need to dispose of a large-amount or large-size waste generated by extracurricular activities, please submit a waste/unneeded items disposal request form in advance.

You can download this form from the following website. However, this form can only be submitted to the counter at the Office of Student Affairs at BKC (Office for Athletics and Sports Services for Athletic Association affiliated groups.)
https://www.ritsumei.ac.jp/file.jsp?id=556114

7.1. Procedures

Fill out the waste/unneeded items disposal request form with the relevant details (amount, size, location) and have the Office of Student Affairs at BKC (or the Office for Athletes and Sports Services for Athletic Division-affiliated groups) review it.

7.2. Notes

- Depending on the amount and type of waste to be disposed of, a fee may be charged. For more information, please contact the Office of Student Affairs at BKC (or the Office for Athletes and Sports Services for athletic association affiliated groups.)
- **"Experiment-related waste collection,"** for waste from experiments and other similar waste is conducted four times a year (June, September, December and March). Eligible groups should follow the disposal steps after they are informed when their waste will be collected.
- **Waste not produced by extracurricular activities is not accepted for disposal.**
- Also, please note that advance application and approval from the Division of Student Affairs is required for the disposal of equipment purchased using financial support for extracurricular activity groups such as Foundational Activity Grant, Challenge Grant and Priority Strengthening Grants.
- **Please consult with the Office of Student Affairs in advance when disposing of the equipment (whiteboards, desks, chairs) in the Circle Room. Depending on their condition, it may not be possible to dispose on them.**

8. Holding Events

Here, an event is defined as a performance, exhibition, recital, etc., held by an extracurricular activity group that attracts a large number of visitors. (Rehearsals, regular group practice, and new group member recruitment information sessions are not included.) Applications are required regardless of whether the event will be held on or off campus.

8.1. Holding an Event

(1) Event Applications

A notification to the Office of Student Affairs at BKC is required to hold events. Please submit the “Prospectus and Notification Form” to the Office of Student Affairs at BKC. It usually takes time to gain approval, and it takes even longer if you get feedback on your event content and need to make changes. Please submit your application about **one month prior to the event**.

(2) Event Venue Reservations

To encourage groups to hold events in a planned fashion and ensure equal use of the University’s limited facilities, applications will be accepted once a year during the spring semester. If you are planning to hold an event, please make sure to check the Office of Student Affairs at BKC for an announcement regarding the application period and other information. Applications can also be submitted after the end of the annual reservation period if there are still available slots.

After the annual reservation period, please submit your reservation application with the usual prospectus and application forms.

(3) Events Held During New Student Welcome and School Festival Seasons

The Student Union Central Office Special Business Division will accept reservations during specific periods. The Office of Student Affairs at BKC will not accept applications during this period, so please check the details in leaflets provided by the Special Business Division.

8.2. Facilities and Equipment Use for Events

(1) Facilities Available for Events

Facility	Capacity*	Notes
Union Hall	200 people	Sound system, lighting system, projector
Prism Hall	900 people	Sound system, projector, blackout curtains
Epoch Hall	130 people	Sound system, lighting system, height-adjustable stage
Dream cross lounge stage	n/a	Sound system, large projector
Jungle gym of expression	n/a	Display panel
Plaza in front of the fountain	n/a	Can be used only from 12:10 to 12:50 Sound-producing activities are allowed from 12:20 to 12:50.

*Lectures and similar events can also be held in ordinary classrooms.
*The hours of use are the same as the hours of operation of each facility.
*The Prism Hall cannot be rented for sound producing events or other events that interfere with classes.
*The Dream cross lounge (except the stage) is not available for exclusive use.
*Capacity is subject to change depending on the spread of infectious diseases.

(2) Equipment Use for Events

If you need any equipment for your event, please apply for it using the use request form for facilities/equipment.

8.3. Application for Use

(1) Application Period: Once a year (early to mid-March).
Applications outside this period are also accepted depending on availability.

(2) Eligible Groups: Eligible groups: Student Union-affiliated groups (official organizations, student clubs, voluntary associations, and registered student groups) and undergraduate project groups

(3) Required Documents: Prospectus and Notification Form, and use request form for facilities/equipment

(4) Application Form: https://cw.ritsumei.ac.jp/campusweb/sv/main

9. Promotional Activities

Only extracurricular activity groups are allowed to conduct promotional activities on campus. External groups and non-university recognized informal groups are not allowed to do so. Groups conducting promotional activities on campus are requested to observe the following rules.

Basic Rules:

- Use of campus for commercial purposes, including advertising by companies and others, is not permitted (except for those approved by the university).
- No proselytizing, solicitation, or promotional activities by non-university recognized informal groups, external groups, or political/religious groups is allowed on campus.
- Posting of posters and leaflets outside designated areas (on glass surfaces of buildings and walls that are not bulletin boards) is prohibited. Leaving leaflets in a classroom or lounge is also prohibited. These leaflets will be thrown out upon being found.
- The use of microphones and loudspeakers for promotional activities is not permitted.
- Unauthorized posting of posters/leaflets and publicity activities outside of the university are prohibited by ordinance. Please take note of the Road Traffic Act and Outdoor Advertising Ordinance.
- If you want to sell tickets or set up a stall on campus, make sure to submit a proposal to the Office of Student Affairs at BKC. Only approved groups can sell tickets and open stalls.

9.1. Types of Promotional Activities

Form	Location	Eligible Groups	Period	Where to Apply
Bulletin board	Central Arc Undergraduate facilities (managed by the Student Union)	Student Union-affiliated groups, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving scholarships/grants from the	Until the end of each event	The Central Secretariat of the Student Union *3
Streetlight	Central circus, campus		2 weeks	Office of Student Affairs

<table>
<tr><th>Form</th><th>Location</th><th>Eligible Groups</th><th>Period</th><th>Where to Apply</th></tr>
<tr><td>flags</td><td>promenade, butte street, frontier avenue, Central Arc space, Central Arc terrace</td><td>Division of Student Affairs, etc.*1)
*1: Applicable only to the academic year in which groups/individuals receive scholarship/grants</td><td></td><td rowspan="5">at BKC</td></tr>
<tr><td>Banner</td><td>Union Square, north of the entrance on the fountain side, Union Square, terrace walls, north of the entrance to Link Square</td><td rowspan="6">Student Union affiliated groups, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.*1), groups affiliated with offices*2

*1: Applicable only to the academic year in which groups/individuals receive scholarship/grants
*2: Refers to groups under the jurisdiction of the university's offices. Be sure to obtain permission from the appropriate office before the promotional activities.</td><td>2 weeks</td></tr>
<tr><td>Kite train</td><td>Central circus, frontier avenue</td><td>1 week</td></tr>
<tr><td>Digital signage</td><td>BKC Sports and Health Commons</td><td rowspan="2">1week</td></tr>
<tr><td>Projector</td><td>BKC Sports and Health Commons, Relaxation Commons</td></tr>
<tr><td>Discussion required</td><td>Co-op</td><td>Discuss with the Co-op</td><td>After applying at the Office of Student Affairs at BKC please consult with the co-op shop(s).</td></tr>
<tr><td>Leaflet distribution</td><td>Outdoors</td><td>n/a</td><td>See “9.2. Application of Leaflet, Posters, etc.”</td></tr>
<tr><td>Sawhorse signboard</td><td colspan="4">See “9.3. Use of Sawhorse Signboards.”</td></tr>
</table>

*3: If you wish to post a notice on a bulletin board managed by the Student Union, please read the terms of use below and submit one copy of the notice to the Central Secretariat of the Student Union for approval before posting.

https://www.ritsumei.club/2023/0724_13482/

9.2. Application of Leaflet, Posters, etc.

(1) Display of Posters, etc.

1) Please include the following information on any posters displayed on bulletin boards.
   (a) Name and contact information of the issuing group (group email address, SNS, etc.; personal cell phone numbers not allowed)
   (b) Affiliation (e.g., Cultural Division-affiliated official organizations, an undergraduate project group from XX college, a research office/lab from XX college, etc.)
   (c) (For events) Event name, date and location
2) If you wish to display a poster on the Student Union bulletin boards, please apply via the Central Secretariat of the Student Union. Please refer to “9.1.Types of Promotional Activities,” “Bulletin Board.”
3) Use of scotch tape, packing tape, glue, and staples when posting is prohibited as they leave marks.
4) For fire and disaster prevention, please be sure to secure all postings with thumbtacks at all four corners.
5) When the posting period has passed, the group displaying posters should remove them immediately. If a poster that should have been removed is found, the Division of Student Affairs or Student Union will dispose of it.

(2) Distribution of Leaflets

Groups listed in the table found in “9.1. Types of Promotional Activities” may distribute leaflets on the campus’s outdoor walkways. However, please distribute them in a manner that does not disturb passersby or others. Before distributing leaflets, please be sure to borrow an armband from the Office of Student Affairs counter. You are required to wear an armband when distributing leaflets.

1) Please include the following information on any leaflets you distribute.
   a) Posting group’s name and contact information (personal cell phone is not acceptable, group's email address, SNS, etc.)
   b) Affiliation (e.g., Approved Arts and Sciences group, College of xx project group, College of xx, xx Research Laboratory, etc.)
   c) (For events): Event name, time and location.

9.3. Use of Sawhorse Signboards

To set up sawhorse signboards, please follow the application procedures and apply to the below counter. The below information does not apply to special periods such as the school festival season. Priority may be given to promotional activities for university-wide events.

Form	Location	Eligible Groups	Period	Where to Apply
Sawhorse signboard	Locations available for sawhorse signboards	Eligible groups as outlined in 9.1.	At any time (up to 3 weeks)	Office of Student Affairs at BKC

(1) A group may use up to three sawhorse signboards at once. When you apply to rent a sawhorse sign, a set of sand bags and plastic sheets will also be loaned.
(2) When setting up sawhorse signboards, please ensure that they do not obstruct traffic and secure them using the sand bags so that they do not fall over due to wind or for other reasons.
(3) Please check with the Office of Student Affairs at BKC when applying regarding the places where sawhorse signboards may be installed.

9.4. Display of Banners, Kite Trains, and Streetlight Flags (R Symbol)

(1) These may be displayed only in locations approved upon application. Displaying them in classroom buildings is not allowed. Applications required 1) Application form (application and permission form for special use related to promotional activities) and 2) prospectus (only for particular types of promotional activities.) Please submit 1) application form to the Office of Student Affairs at BKC beforehand and 2) prospectus to the Office of Athletics and Sports Services for Athletic Association affiliated groups, and the Office of Student Affairs at BKC for non-Athletic Association affiliated groups.
(2) Make sure that they are firmly fixed in place and will not get in the way of passersby. BKC is a very windy campus. Any object that obstructs passage or endangers passersby must be removed immediately.
(3) When using streetlight flags, please do not remove the R symbol flags. Layer the flags so that the R symbol flags are covered. Please be sure to return the R symbol flags to their original state at the end of the posting period.
(4) Please take precautions to prevent colors from bleeding due to rain. If flags significantly disturb the scenery, you may be asked to remove them.

9.5. Use of the BKC Sports and Health Commons & Relaxation Commons

Please consult with the Office of Student Affairs at BKC in advance regarding the advertising of events in the BKC Sports and Health Commons.

9-6. Shooting of Photographs and Video (including Drone Use)

Shooting Location	Dates/Times when Shooting is Possible	Application Method	Notes
Outdoor and indoor spaces on campus	During Office of Student Affairs at BKC counter hours (9:30 - 17:00 on weekdays)	Submit the prescribed application form to the Office of Student Affairs at BKC to obtain approval in advance. (At least 3 business days prior) *After receiving your application, the Office of Student Affairs at BKC will issue a report and request confirmation from the relevant office, after which it will notify the applying organization of the screening results.	・ You must wear a Ritsumeikan University (or Ritsumeikan University Student Union) armband when shooting. ・ When shooting, take care not to infringe on anyone's portrait rights. Avoid showing other students, faculty, staff, or local residents in your photographs or videos.

* Please check with the respective office counter for the prescribed application form.

OIC

VII. Activities at Osaka Ibaraki Campus

1. Ordinary Classrooms, Student-related Facilities

Extracurricular activity groups (Student Union-affiliated groups, groups approved by the Division of Student Affairs, etc.) may apply to use University facilities. Please follow the respective procedures to do so. The use of facilities by informal groups, external groups, and individual students is not permitted. (For external groups, facilities may be rented for a fee.) For details on the reservation application method, please check “TriR Campus (TriR)” on p.12 in the all campuses section of this handbook. If a key is required for the use of a facility, the key lending hours will follow the facility’s available usage hours.

Basic Rules:

1.1. List of Facilities Available for Extracurricular Activities

Building	Facility	Hours *1	Eligible Groups	Purpose of Use	Sound-producing Activities	Reservation Method *2
Building D	Student halls 1, 2	9:00 – 22:00	Groups engaging in expressive activities, etc. *3	Practice, planning, and events involving expressive activities	Allowed	Regular reservations + Application-based reservations
	D171	9:00 – 22:00 (Open slots when there are no classes)	Groups engaging in expressive activities, etc. *3	Dance, etc.	Depends	Regular reservations + Application-based reservations #
	Meeting rooms 1, 2	9:00 – 22:00	All university groups	Meetings, etc.	Not allowed	Regular reservations + Application-based reservations #
	(mini) Practice studio	9:00 – 22:00	Music-related groups	Musical practice	Allowed	Regular reservations + Application-based reservations #
	Workrooms 1, 2, 3	9:00 – 22:00	All university groups	Production work, etc.	Depends	Regular reservations + Application-based reservations #
Building D	OIC arena	9:00 – 22:00 p.m.	Sports and dance groups, etc.	Sports, dance, etc.	Depends	Application-based reservations
	Club boxes (offices)	9:00 – 22:00	Designated groups	Base of operations	Not allowed	Application required annually
	Training room	9:00 – 22:00 (Open slots when there are no classes)	All university groups and individuals	Strength training, etc.	Not allowed	Not required, but orientation session attendance required
Building A	Lecture rooms, Seminar rooms (Floors 1–5)	9:00 – 22:00 (Open slots when there are no classes)	All university groups	Study gatherings, meetings	Depends (specific classrooms)	Regular reservations + Application-based reservations #
	Student lounge	9:00 – 22:00	All university groups	n/a	Not allowed	Not required

Building	Facility	Hours *1	Eligible Groups	Purpose of Use	Sound-producing Activities	Reservation Method *2
	Circle Booths (group offices)	9:00 – 22:00	Groups approved after application	Base of operations	Not allowed	Application required annually
	Rooms	9:00 – 22:00	All university groups and individuals	Meetings, etc.	Not allowed	Application to Office of Academic Affairs at OIC *4
	Meeting room	9:00 – 22:00	Talk with the Central Secretariat.	Meetings, etc.	Not allowed	Managed by the Central Secretariat
Building C	Lecture rooms (Floors 2–3)	9:00 – 22:00 (Open slots when there are no classes)	All university groups	Meetings (including study gatherings and regular meetings), practice, etc.	Not allowed	Regular reservations + Application-based reservations
Building B	Grand hall	9:00 – 22:00	All university groups	Events, practice, etc.	Allowed	Application to the Building B reception on the 1st floor *4
	Conference hall	9:00 – 22:00	All university groups	Events, practice, etc.	Depends	
	Event hall	9:00 – 22:00	All university groups	Events, practice, etc.	Depends	
	Music practice rooms 1–9	9:00 – 22:00	Music-related groups * Priority system in place	Musical practice	Allowed	
Building G	Various facilities	10:00 – 20:00	All university groups and individuals	Meetings, events, etc.	Depends	Application to the Building G reception on the 1st floor *4
Outdoors	Sora-no-Plaza	*5	All university groups	Events, etc.	Depends	Application-based reservations (event application)

*1: Please leave before usage time ends. No students or their belongings may remain after 22:00 (hours available for rent subject to change).
*2: Only facilities marked with a number sign (#) are available for reservations during course offering periods.
*3 “Groups engaging in expressive activities, etc.” refers to groups whose purpose is dance or music activities.
*4: Rooms in Buildings B, G, and A are not managed by the Division of Student Affairs. Therefore, the reservation method for these facilities differs from that for other facilities. Please check with the person in charge of reservations (shisetu@st.ritsumei.ac.jp) for details.
*5: When using the Sora-no-Plaza, please be considerate of neighbors and curricular classes. Please be sure to discuss your plans at the facilities counter of the Office of Student Affairs at OIC in advance.

■ Sound-Producing Activities

“Allowed”: Completely soundproof
“Depends”: Not a soundproof facility, sound may only be produced to the extent that it does not affect outside of the facility.
“Not allowed”: No sound besides talking and the sounds of daily life.

1.2. How to Reserve a Facility

Regular Reservations (Lecture Rooms and Seminar Rooms in Buildings A and C, and Facilities on the First Floor of Building D)

This section describes how to make reservations to use the lecture rooms and seminar rooms in Buildings A and C and the meeting rooms in Building D for the purpose of meetings (for study, etc.), practice (excluding activities with significant movement), and so on. You can apply from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs). Using TriR, you can check availability and apply to reserve an open time slot of one of the rooms listed in the previous pages.

***For the first two weeks of classes in each semester, those rooms are not available until the fourth period, even if there are no classes being held.**

***The application deadline is 17:00 on the day before desired usage (one day earlier in the case of a Saturday, Sunday or public holiday due to the office counter not being open).**

***The application deadline for the facilities on the 1st floor of Building D is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

*** The facilities on the 1st floor of Building D and the JIZAI Hall in Building H cannot be used simultaneously. Furthermore, usage is limited to a maximum of four periods per day (the lunch break counts as one period. The 7th period and Night Period 1 can be counted as a single period). However, additional reservations may be made if there is availability by the day before the intended use.**

Application-based Reservations

This type of reservation method is for facilities to which the regular reservation method is not applicable. Fill out the prescribed application form and apply online. Application-based reservations are divided into three categories below according to the purpose and reason for application.

(1) Specific-purpose Reservations

This application method is to make a reservation for **a specific purpose (singing / musical instrument practice, dance practice, production activities, exercise, etc.).** As with a regular reservation, you can apply from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs).

In principle, you cannot reserve student halls 1 and 2 and D171 at the same time. However, you may be able to do so if there is still an opening the day before.

***The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

(2) Prospectus Reservations

If you need to make a reservation more than seven days in advance due to **special reasons** such as an event (see VII-8 for details), **early reservations may be accepted.** In such cases, on **a prospectus**, please write out the purpose/reason for use and the details of your plans for facility use and then talk with the Office of Student Affairs at OIC in advance.

For events held during the new student welcome season and school festival season, the new student welcoming committee of the Student Union and Ritsumeikan University festival committee will accept reservations during specific periods. The university also accepts reservations for facilities for plans related to the welcoming of new students held

outside of these seasons. For details, please check the extracurricular activity support webpage.
***The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

(3) Reservations During Course Offering Periods

You can make multiple reservations on the same day of the week and/or at the same time slot when classes are in session.
Applications will be accepted from late January to late February for the spring semester and from late July to late August for the fall semester. The results announcement date and start of use date will be shared at the time of application.

OIC Arena (Building D, 2F) Reservations

The OIC arena can be reserved on a priority basis by the volleyball and badminton clubs of the Athletic Division and the cheerleading club (application made by the 15th of the previous month, facility reservation completed by the 20th). All other groups should use the prospectus reservations for available time slots in the upcoming month after the 21st, or the specific-purpose reservations seven or less days before day of intended use. In principle, the maximum number of slots (periods) per day is two.
***The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

Building B Reservations

Please check the availability of the facilities at the Building B reception and make a reservation. After that, as soon as possible please fill out the required information on the prescribed form and submit it at the counter of the Office of Student Affairs at OIC. Approval from the Office of Student Affairs is not required for normal practice purposes that do not require the use of sound equipment, etc. (hereinafter referred to as “simple use ”).
Building B is open to Ibaraki City, local residents, and others outside the University. Therefore, the dates for making reservations are set as follows.

Reservation Category	Reservation Start Date
Various official anniversary events of Ritsumeikan / Ibaraki City	No fixed start date for reservations (highest priority)
Ritsumeikan Events Use by organizations/groups for which Ritsumeikan faculty/staff serve in secretariat Projects organized or co-organized by the Ibaraki City / Cultural Promotion Foundation	From 9 months prior to the desired month of use
Extracurricular activity group use (except for events, practice using sound equipment, or simple use)	From 7 months prior to the desired month of use
Extracurricular activity group use (simple use)	From 1 month to 3 days prior to the desired date of use
Ibaraki City resident use	From 6 months prior to the desired month of use
General use	From 5 months prior to the desired month of use

• Building G Reservations

Please check the availability of the facilities at the reception on the first floor of Building G and apply for a reservation.

1.3. Notes

- Since the Building A and Building C concourses and corridors form one large space, the loud noise could echo. Therefore, when using the classrooms, it is prohibited to make noise in the concourses, corridors, or other common areas, or to dance, train, or do other activities that may obstruct passage, etc.
- When entrance or other examinations are held in Buildings A/C, their use will be restricted. Also, due to the limited number of facilities, there may be a limit to the number of classrooms a group may use. Details will be provided at the time of reservation.
- If you wish to use the facilities together with non-Ritsumeikan University students, please apply at the time of reservation and follow the instructions given by the facilities counter staff of the Office of Student Affairs at OIC.

  Example: Conferences and events where students from multiple universities gather
  ➢ In some cases, facility use may be restricted or it will be considered use by groups/individuals from outside of the university (and a fee charged).
- Simple use of facilities by extracurricular activity groups is for practice activities only and does not include the use of sound equipment, stage equipment, or tiered seating.

1.4. Facility Use During Long Breaks

- Facilities may be used during summer and spring breaks. They may not be used during university-wide breaks (Obon and New Year). As with regular reservations, applications can be submitted up to seven days in advance, including the date of application.

1.5. Air Conditioning and Heating

- If you wish to use air-conditioning outside the university's air-conditioning / heating periods, please be sure to submit the relevant application form at the facilities counter of the Office of Student Affairs at OIC in advance.

1.6. Annual Use of Circle Booths

The Circle Booths in the student lounge on the third floor of the AN are available for annual use as a base for extracurricular activity groups. Applications are accepted from groups that will actively engage in activities that embody the OIC's core academic concepts of "Asia's Gateway", "Urban Co-creation" and "Regional Cooperation". However, please note that there may be usage restrictions due to COVID-19 based on the BCP level.

- Facilities Available
  Circle Booths 1 to 4 (no sound-producing activities allowed) in the student lounge on the third floor of the AN
- Length of Use and Equipment Provided
  (1) Length of Use: One year (March to February of the following year)
  (2) Equipment (tentative): 1) Tables, 2) Chairs, 3) Equipment shelves, 4) Whiteboards
- Application for Use
  (1) Application Period: Late December to mid-January
  (2) Application Location: Office of Student Affairs at OIC
  (3) Eligible groups: Voluntary associations, student clubs, and official organizations affiliated with the Academic and Cultural Divisions; official organizations, student clubs and central voluntary associations for academic activities (sports & culture); and undergraduate project groups

*It is a condition of conducting activities in the Circle Booths to be a group authorized by the Office of Student Affairs.

(4) Required document: Use request form for Circle Booths

• Document Screening

Applications will be assessed using the following criteria. Please check the application guidelines.

1) Purpose and necessity of use
2) Clarity of specific utilization methods, etc., and measures to prevent infection in relation to COVID-19
3) Consistency between usage and purpose (e.g., as a base for research and activities or as a place for meetings and socializing, whether the use can be substituted by classroom rental or locker use, etc.)

*Regarding the review of 1) and 2) above, we will also consider the following points.

- Do the groups' activities put into practice OIC's teaching and learning concepts (urban co-creation, community and social collaboration, and gateway to Asia) or do they have a specific plan to do so?
- How do groups plan to utilize the OIC Circle Booth to advance and develop their activities?

*In the exceptional case that a group operating on all three campuses is eligible for screening, the following items will be taken into consideration in addition to the above screening criteria.

- The group must have a track record of activities at OIC that is comparable to those of groups based at OIC.
- Necessity of being based at the OIC (For groups with BOX/rooms at Kinugasa and BKC, the need to be based at both campuses must be clear. (It is not enough to say that it is necessary due to having "many members from OIC."
- The need to be located at OIC during the year as part of campus development of future group activities.

• Announcement of Approved Groups

(1) Date: Around January or February (tentative)
(2) Method: The Office of Student Affairs at OIC will contact each group separately with the results
(3) Procedures: Please be sure to attend the Office of Student Affairs at OIC information session briefing after approval for booth use.

1.7. Annual Use of Circle Storage Spaces and Lockers

OIC has storage spaces and lockers for groups on the first floor of Building D. Depending on the nature of their activities, extracurricular activity groups operating at OIC can use them. The storage spaces and lockers are available for one academic year. If you wish to continue using them in the following year, you will need to apply for continued use.

• Application Outline of Circle Storage Spaces and Lockers

(1) Purpose: To store items for group activities
(2) Application Period: Continued use applications - February, New use applications - Any time
(3) Period Covered: One academic year
- Groups must submit an application if they wish to use in the following year.
- Use beginning in the middle of the academic year will also end in March.

(4) Application Location: Office of Student Affairs at OIC
(5) Eligible Groups:
Central organs of the Student Union; official organizations, student clubs, and voluntary

associations affiliated with the Academic, Cultural, and Athletic Divisions; registered student groups; undergraduate project groups; groups receiving the Ritsumeikan University Alumni Association Future Human Resources Development Scholarship; etc.

(6) Required document: Use request form for Circle Storage Spaces/Lockers
If a group wishes to continue to use its locker, it must present a key of the locker.

(7) Types of Spaces/Lockers: Large, medium, small and oblong lockers; storage spaces (shelves)

• Notes Regarding Use

➢ When you no longer need the locker, please return the locker key to the Office of Student Affairs at OIC as soon as possible.

➢ Groups will pay for lost locker keys (the actual cost of the key).

➢ Do not leave items around the lockers (on top of the lockers, in the walkway). (They may be disposed of when found.)

➢ Lockers must be kept locked.

➢ In principle, up to 10 people per group can register to open the storage space.

1.8. Facility Use Application Schedule (Tentative)

	April	May	June	July	August	September	October	November	December	January	February	March
Reservations during course offering periods (spring/fall semester)	◀▶					◀—▶						◀▶
Applications for annual use of Circle Booths									◀—▶			
Storage space / locker application										◀—▶	Continuation	
Building B reservations	For November	For December	For January	For February	For March	For April	For May	For June	For July	For August	For September	For October

• The above schedule is subject to change.

• Applications for storage spaces and lockers are accepted at any time.

2. OIC Seminar House

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use the Seminar House. Informal groups, external groups, and individual students are not permitted to use the Seminar House.

Basic Rules:

- Please observe the rules and make sure that everyone can use the Seminar House comfortably.
- It is prohibited to bring alcoholic beverages into the Seminar House, to enter the building under the influence of alcohol, or to drink alcohol.
- Smoking is prohibited in all areas of the building and its facilities. Smoking outside the facility is also prohibited by ordinance.
- Please refrain from talking loudly late at night, or any other behavior that may disturb other users in the building.
- Regardless of whether intentionally or negligently, users who damage or deface equipment or other items are responsible for paying for the items.
- Please be sure to return all used desks and chairs to their original positions, and dispose of trash in the designated areas.
- Please be sure to check the guide to using OIC Seminar House before doing the paperwork to use the Seminar House.

Steps to Use the Seminar House

Provisional reservations	⇒	Use application	⇒	Actual reservations
OIC Seminar House		Apply with the use request form, use confirmation form, accommodation guest list form, and usage agreement at the facilities counter of the Office of Student Affairs at OIC.		Submit the use request form, use confirmation form, accommodation guest list form, and usage agreement to the OIC Seminar House.

Actual reservations must be made at least eight days (including the day of use) in advance. Failure to do so by the deadline will result in cancellation.

For details on how to use OIC Seminar House and other information, please check Ritsumeikan University's website.

OIC Seminar House (http://www.ritsumei.ac.jp/lifecareer/activity/facility/stay/)

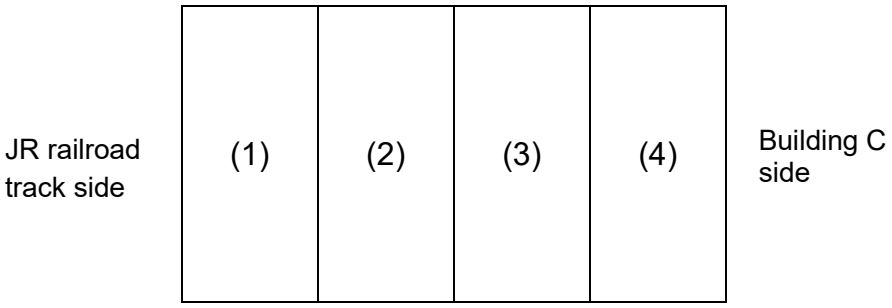
3. Use of Sports Facilities

3.1. OIC Sports Facilities and Eligible Groups

■Available Facilities

Facility	Purpose of Use
Arena (Building D 2F)	Volleyball, badminton, cheerleading, dance, basketball, etc.
Training room (Building D 1F)	Training

Arena



■ Notes Regarding Use

• Sports that use balls are not allowed in (1) above.
• Basketball is allowed in (2) and (3), or (3) and (4).
• Sports other than those that are the main purpose of a group's activities are not allowed. (I.e., badminton circle can't use the arena to play basketball.)
• Shoes worn outdoors are not permitted. (Please wear shoes that you only wear inside sports facilities.)

■ Hours

• When there are classes until the second period, the facilities can be used from lunchtime, but if there are classes until the third period after cleanup, the facilities can be used from 3:00 p.m.
• Not available when there is a priority use reservation.
• Facility availability during summer and spring breaks is the same as when classes are in session.
• Information on office closures during Golden Week, university-wide summer and winter breaks, and other periods (when facility use is not possible) will be posted at the counter in advance.

3.2. Procedures for Use

Applications can be submitted up to seven days in advance, including the date of application. You can check the availability on TriR and apply to use a facility/time slot that is not booked.

Application for reservations: https://www.ritsumei.ac.jp/infostudents/activity/

However, there may be restrictions on the facilities available and type of use, and the reservation method may change. Please check with the facilities reservation counter when you make a reservation using the following email (shisetu@st.ritsumei.ac.jp).

3.3. Equipment

Equipment for use in the sports facilities, such as nets and scoreboards, can be borrowed by completing procedures at the Building D office on the first floor of Building D. Groups wishing to use equipment should fill out a facility reservation application form or prospectus, submit them to the facilities reservation counter (shisetu@st.ritsumei.ac.jp), and complete the necessary procedures at the Building D office.

• Please make sure to use a mat if there is any possibility of the floor damage.

3.4. Use of Training Room (OIC Gym)

In order to use the training room, you need to attend an orientation session. Orientation sessions and training room use are by appointment only. Please make a reservation using the below URL.

The training room is available from Monday through Saturday (closed on Sundays and holidays [even if classes are held]). Open all hours except when in use by a class. For more information, please check the below university website.

■ OIC Gym Training Room (http://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/oic/)

Reservations for orientation sessions

Reservations for Kinugasa/BKC/OIC training rooms

Inquiries Office for Athletes and Sports Services
Tel.: 077-561-3977

Please make sure to observe proper etiquette when using the facilities while following the rules.

Please follow the instructions of the Building D office and the Division of Student Affairs (Office of Student Affairs at OIC/ Office for Athletes and Sports Services), ensure safety during your activity, and make sure that everyone can use the facilities comfortably. Groups that violate the rules and/or etiquette **will have their facility use suspended.**

4. Equipment Use

Basic Rules:

- Equipment loaned to students can only be used at the university. In principle, use outside the university is not permitted.
- If it is found during or after use that the equipment is damaged, the using group will be invoiced for repair costs after the group is interviewed about how it was handled.
- If you find any equipment malfunctioning or broken, please contact the Office of Student Affairs at OIC immediately.

4.1. Equipment Available

The following items are available for loan to students by reservation. Please check the availability of the desired equipment at the Campus Information Center beforehand and then make a reservation. Please note that equipment quantities may increase or decrease due to wear and tear or malfunction. Please make sure to check with the Campus Information Center.

Campus Information Center Equipment Available for Use at OIC

Item	Quantity	Item	Quantity
Tape measure (50 m)	1	Water pitcher	1
Tape measure (100 m)	2	Business card holder	3
PA system	1 large, 2 small	Certificate folder for moderator	Double-sided 2 One-sided 3
Loudspeaker (large)	2	School song CD	1
Loudspeaker (small)	2	Traffic wand	20
Platform cart (small)	2	Desk name plate	70
Platform cart (large)	2	Electric space heater	3
White board for easeling (large) A2 size	10 large	Armband	158
Wired microphone	5	White board for easeling (small) A3 size	20 small
Wired microphone extension cord	5	Stanchion	16
Stopwatch	4	Door stopper	111
Ribbon Rosettes	30 red, 28 white	Partition (medium) W 82.5 × L 174 cm	20
		Partition (large) W 112.5 × L 174 cm	20

Other equipment is also available in addition to the above. For detailed information, please check with the Campus Information Center on the first floor of Building A. Please note that sandbags are not included in the above list of equipment that can be borrowed as they are considered emergency supplies, but if you need them for an event, etc., please contact the Office of Student Affairs at OIC.

Equipment of the Student Hall Storage Available for Use at the Student Hall

Item	Quantity	Item	Quantity
Partition W 90 × L 190 cm	15	Wireless microphone	2
Partition W 120 × L 190 cm	14	Wired microphone	11
Standing Mirror	4	Stage	5
Long table	10	Folding chair	98
Mobile lighting system	4	Projector (ceiling-mounted)	2
Audio mixer	2	Speaker	4

Other equipment is also available in addition to the above.

Gym Equipment Available for Use in the Arena

Item	Quantity	Item	Quantity
Interlocking mat	180	Colored mat (blue)	2
Thick gymnastic mat	1	Full-length mirror	1
Volleyball equipment	1 set	Badminton equipment	1 set

Other equipment is also available in addition to the above.

4.2. Procedures

Equipment of the Campus Information Center

(1) At the Campus Information Center, check the availability of the equipment you want to use.
(2) Fill out an equipment use request form and receive a copy of the form.
(3) On the day of use, bring the copy to the Campus Information Center to borrow the equipment.

Equipment of the Student Hall Storage Space and Gym Equipment

In the case of a regular reservation, please provide the necessary information in the remarks section of the TriR. For application-based reservations, fill in the required information in the equipment section of the use request form or prospectus before submitting these forms. Please note that equipment is subject to availability.

5. Printer and Digital Duplicator Use

At OIC, there are multifunction printers located throughout the campus, and students can print out from their laptops and other devices on the RAINBOW network. (Special drivers are required. For details, please check the RAINBOW website.) The printers have copy functionality with a variety of features. A RAINBOW ID or student ID card is required to use these printers. There is an annual limit on the number of pages. (Pages exceeding the limit are charged at 1 point/¥10. Please check the RAINBOW website for details on how to pay.) *Please note that additional printing points you pay for will be reset at the end of each academic year.

For large quantities, the Student Union has two digital duplicators in a printing room that is located in the student lounge on the third floor of Building A, and they are available to Student Union-affiliated groups. If you wish to use one, you need to apply at the counter of the Central Secretariat of the Student Union, also located in the student lounge. For more information, please contact the Central Secretariat of the Student Union.

Inquiries

For Multifunction Printers: RAINBOW Service Counter

For Digital Duplicators: Central Secretariat of the Student Union at OIC
Tel. at 072-665-2140

6. Campus Entry of Large Buses and Other Vehicles

Basic Rules:

- The Office of Student Affairs at OIC will arrange for the entry of vehicles that are deemed necessary for extracurricular activities (e.g., loading and unloading for an event).
- Applications must be made at least eight days (including the day of use) in advance. In principle, applications not received by this deadline will not be accepted.
- Unauthorized campus entry of vehicles and their illegal parking around the campus are subject to severe disciplinary action, including suspension from the university.
- The procedures differ for contractor/vendor/etc. vehicle entry depending on scale and whether a guide is required.
- In principle, overnight parking is not allowed. Please be sure to remove the vehicle on the same day.
- The following groups are eligible to have vehicles temporarily enter the campus: Student Union-affiliated groups, undergraduate project groups, and groups approved by the Division of Student Affairs.
- In principle, people from outside the university (e.g., group instructors) are not allowed to enter the campus by vehicle. Please have them use public transportation.
- Applications for entry is limited to two vehicles per day (if you require entry of multiple vehicles, please consult with the Office of Student Affairs at OIC).

■ Application Procedures

After talking with the facilities counter staff of the Office of Student Affairs at OIC, please fill out and submit an application form at least **eight days in advance including the desired day of entry**. Campus entry of trucks larger than three tons and large buses requires notifying not only the facilities counter of the Office of Student Affairs at OIC, but also the police well in advance.

Entry of Large Buses

If due to overnight activities, a trip, or similar reason, you wish to have a large bus enter the campus, advance application is required using a request form for large bus entry related to extracurricular activities. In principle, please submit an application to the facilities counter of the Office of Student Affairs at OIC **at least eight days in advance (including the day of use)**.

1. Procedures

Please fill out the request form for large bus entry related to extracurricular activities with the details of why you will be using a large bus. Have the form checked at the facilities counter of the Office of Student Affairs at OIC and obtain permission at the Campus Information Center.

2. Notes

If the bus will be at the bus stop during shuttle bus/public bus arrival or departure times, please make sure it waits in a place that does not interfere with those buses.

Trucks with a maximum loading capacity of three tons or more and large buses (seating capacity of thirty or more) are prohibited from passing on the surrounding roads at all times. Permission from the Ibaraki Police Station chief is required for these vehicles to pass through restricted roads. (Road Traffic Act, Article 8, Paragraph 2)
After contacting the police, please submit the application for restricted road passage to the Ibaraki Police Station and complete the application procedures.
Applicants are required to go to the Ibaraki Police Station twice. It will take at least five to seven days (excluding government administration holidays) from the time of application to permit issuance. If you do not apply as above, the vehicle will not be allowed to enter the campus. Ritsumeikan Trust will not be held responsible for any problems that may arise in such cases. Therefore, please apply as early as possible.
(The person in charge at the contracted travel agency or bus company can also apply for you.)

7. Waste Disposal

If you need to dispose of large-amount and large-size waste generated by extracurricular activities, please discuss this with the facilities counter staff of the Office of Student Affairs at OIC in advance.
Also, please note that advance application and approval from the Division of Student Affairs is required for the disposal of equipment purchased using financial support for extracurricular activity groups such as Foundational Activity Grant and Challenge Grant.

7.1. Procedures

Please discuss your plans with the facilities counter staff of the Office of Student Affairs at OIC in advance. Then, submit a waste/unneeded items disposal request form. The office will check the form and give you instructions on how to proceed.

7.2. Notes

• Please be sure to separate garbage according to Ibaraki City’s garbage separation rules.
• Depending on the items being disposed of, a fee may be charged.

8. Holding Events

Here, an event is defined as a performance, exhibition, recital, etc., held by an extracurricular activity group that attracts a large number of visitors. (Regular group practice and new group member recruitment information sessions are not included.) In order to hold an event, the following procedures must be completed.

8.1. Holding an Event

In order to hold an event, you need to apply to the facilities counter of the Office of Student Affairs at OIC and obtain permission from the office. After submitting the necessary documents (such as a prospectus) and receiving permission, in principle you may reserve facilities for your event from three months prior to the month of the event.
As a general rule, events for which participation fees are charged are prohibited. (However, such events may be permitted after prior consultation if certain conditions are met). Please be sure to consult with the Division of Career Services in advance if you plan to hold any career or job-hunting related events.
For events held during the new student welcome season and school festival season set by the Student Union, the Ritsumeikan University festival committee will accept reservations. Procedures in this section do not apply to reservations for these seasons in principle.

■ Outlines of Major Facilities for Events

	Facility*	Capacity	Notes
Building B	Grand hall	Up to 1,000 people	Sound system, lighting system, projector, screen
	Conference hall	135 people	Sound system, projector, blackout curtains
	Event hall	400 people (maximum when seated)	Sound system, lighting system, height-adjustable stage
Building D	Student hall 1	30 people	Sound system, lighting system, stage stands, and other equipment
	Student hall 2	30 people	Sound system, lighting system, stage stands, and other equipment
Outdoors	Sora-no-Plaza	n/a	n/a
Building C	OIC cafeteria	n/a	Stage

• Lectures and similar events can also be held in ordinary classrooms.
• The hours of use are the same as the hours of operation of each facility.
* The reservation method for the grand hall, conference hall, and event hall in Building B (Ritsumeikan Ibaraki Future Plaza) is different from that for the regular facilities.

8.2. Other

• If you are considering raising funds through crowdfunding or other means, please be sure to consult with the Office of Student Affairs in advance.
• If you are considering publishing a book about your activities, please be sure to consult with the Office of Student Affairs beforehand.

9. Promotional Activities

In principle, only groups and individuals affiliated with the University and the Student Union, or Groups and individuals approved by the Division of Student Affairs are permitted to conduct promotional activities on campus. As a general rule, external groups are not permitted to do so. Groups conducting promotional activities on campus are requested to observe the following rules.
Also, please note that you must apply in advance at the Office of Student Affairs at OIC before taking photos or videos on campus.
*The rules and regulations regarding the new building at OIC will be added as soon as they are determined.

Basic Rules:

・When undertaking promotional activities, make sure to complete the necessary procedures as outlined in “9.1 Types of Promotional Activities/Application Method” below.

- In principle, no proselytizing, solicitation, or promotional activities by external groups or political/religious groups is allowed on campus.
- Posters and leaflets must clearly identify the name of the group and its contact information (the group email address, etc.; no personal cell phone numbers).
- When the posting period has passed, remove the posters/leaflets immediately. Ones that remain will be removed by the Division of Student Affairs or the Student Union.
- Posting of posters and leaflets outside designated areas (on glass surfaces of buildings and walls that are not bulletin boards) is prohibited. Leaving leaflets in a classroom is also prohibited.
- The use of microphones and loudspeakers for promotional activities is not permitted.
- Unauthorized posting of posters/leaflets and promotional activities outside of the university are prohibited by ordinance. Please take note of the Road Traffic Act and Outdoor Advertising Ordinance.
- Please be sure to consult with the Division of Career Services in advance if you plan to hold any career or job-hunting related events.

9.1 Types of Promotional Activities/Application Method

Bulletin Boards

*Refer to the floor map in “Bulletin Board and Digital Signage Locations” below for locations of 1) -7) in the following table.

Building	Location	Form	Eligible Groups	Period	How to Apply
Building A	1) 2F concourse (AN/AS) (excluding ones for the university's exclusive use)	Cork boards*1	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs*4	n/a	• Application is not required of Student Union-affiliated groups. • Other groups should talk with the Office of Student Affairs at OIC. *Within one A4 page

	2) 2F concourse (AC)	Whiteboard, etc.*2	• Groups and individuals from the university	n/a	No application required
	3) 2F concourse	Mobile whiteboard *2	• Groups and individuals from the university	n/a	No application required
	4) 3F concourse (AN/AC/AS)	Cork boards*1	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs*4	n/a	• Application is not required of Student Union-affiliated groups. • Other groups should talk with the Office of Student Affairs at OIC. *Within one A4 page
	5) 5F in front of elevator on AN side	Whiteboard, etc.*2		n/a	
Building C	6) 1F OIC Cafeteria	Cork boards*1	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs*4	1 month (Up to the planned date)	After having the actual materials approved at the facilities counter of the Office of Student Affairs at OIC, post it to the bulletin board closest to the office in the cafeteria.
Building D	7) 1F locker rooms (men's/women's)	Cork boards*1	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs*4	n/a	Talk with the Office of Student Affairs at OIC. *Within one A4 page

*1: When posting on a bulletin board (cork board), please be sure to fasten the four corners so that the posted material will not come off. Please use your own thumbtacks.

*2: When posting on the whiteboard, use your own magnets. When writing directly on the whiteboard, be sure to use a whiteboard marker.

*3: In principle, the bulletin boards on the concourses of each floor of Building A are used for posting information from the university and so applications for extracurricular groups or individual use are not accepted. However, notifications for university wide events or projects supported by the university may be accepted in special cases.

*4: Groups and individuals approved by the Division of Student Affairs include undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.

Digital Signage

*Refer to the floor map in "Bulletin Board and Digital Signage Locations" below for locations of 8) -14) in the following table.

Building	Location	Eligible Groups	Period	How to Apply
Building A	Concourse 8) 1F (AN/AS) 9) 2F (AN/AS) 10) 3F (AS) 11) 4F (AN)	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.) • Groups affiliated with offices, seminars, research offices/labs	Negotiable	• Bring your data (preferably a video) to the facilities counter of the Office of Student Affairs at OIC and apply using a prescribed form (by three business days before the desired display date). • Groups affiliated with offices must do so at their offices, and groups with seminars and research offices/labs must do so at the OIC Manabi Station counter. *Display time: Period of 30 seconds (still image). There is no time limit for videos as long as they are within 500 MB. Preliminary consultation is required. Please contact the Office of Student Affairs at OIC.
Building B	12) 1F MIRAIE 13) 2F R-AGORA central space			
Building G	14) 1F Wakebayashi International Plaza (Entrance)			
Building H	15) 1F OIC Food Park 16) 5F Innovation Lounge			
	17) 1F Terrace Gate 18) 1F SEEDS			

*Confirm the prescribed application form at the relevant office counter.

Distribution of Leaflets

*Refer to “Locations Where Leaflets Can Be Distributed” below for the approved distribution locations in the following table.

Building	Approved Distribution Locations	Eligible Groups	Approved Distribution Times	How to Apply
Outdoors	• Campus promenade, symbol promenade • South side of the 1F concourse of Building A (excluding storefront)	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.) • Groups affiliated with offices, seminars, research offices/labs	Any time **excluding** during classes or immediately after a class has finished	• Bring your leaflet to the facilities counter of the Office of Student Affairs at OIC and submit a designated application form (by three business days before the desired distribution date, excluding class days on holidays and Saturdays, and make-up
Building A/B/C	• Around the north entrance of Building A (excluding stairs) • 2F concourse between Buildings A and C • 2F concourse between Buildings C and B			

				class days). • Groups affiliated with an office should apply via that office, and seminars and laboratory groups should apply with the designated form via the OIC Manabi Station counter.

*Confirm the prescribed application form at the relevant office counter.

Selling Tickets or Setting Up a Stall on Campus

Building	Approved Selling Locations	Approved Selling Groups	Approved Selling Times	**How to Apply**
Outdoors	Outdoors on campus	• Student Union-affiliated groups • Groups and individuals approved by the Division of Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.) • Groups affiliated with offices, seminars, research offices/labs	Any time (**excluding** during classes or immediately after a class has finished)	Submit a proposal and prospectus to the Office of Student Affairs at OIC and gain prior approval.
Building A	• 1F concourse in front of AS Office • 3F Student Lounge • 3F BA-House • 3F PS-Lounge • 5F Global Lounge			

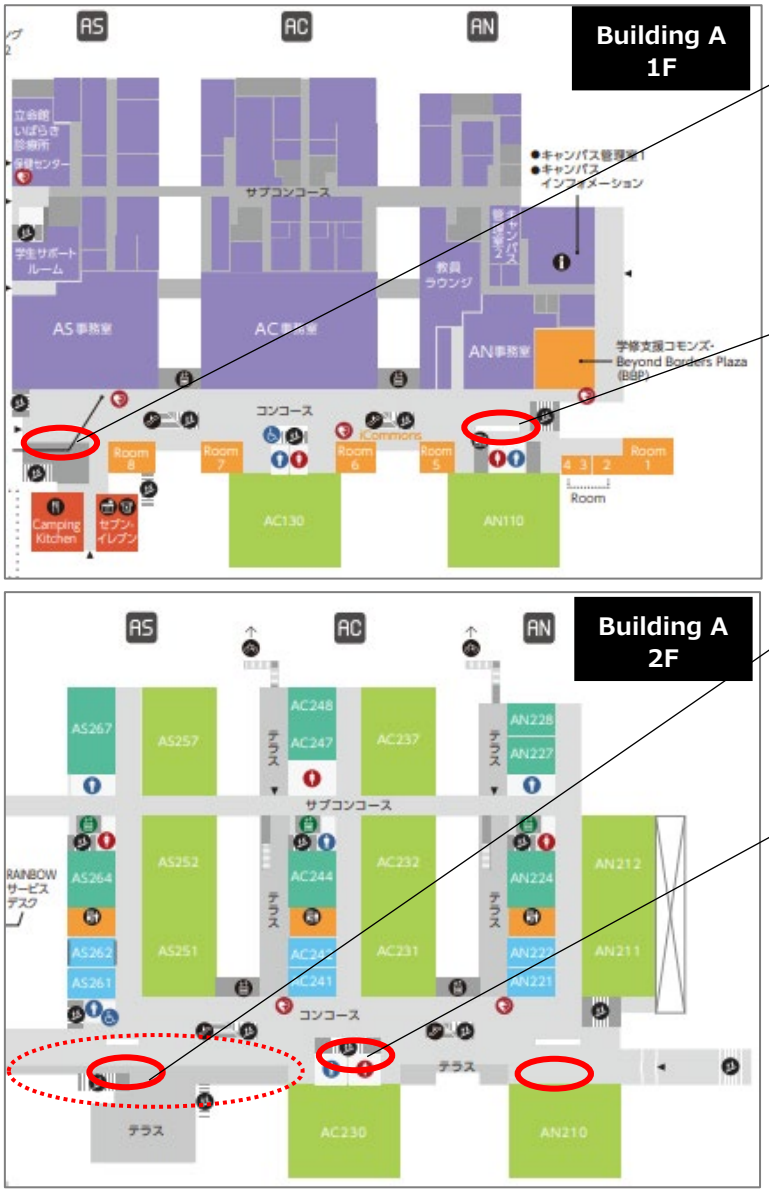
Note: As a general rule, events for which participation fees are charged are prohibited at the university. However, such events may be permitted after prior consultation if certain conditions are met.

Taking Photos or Videos on Campus (Use of Drones Included)

Photo/Video Location	Approved Photo/Video Time	How to Apply	Important Points
Outdoor and indoor spaces on campus	Office of Student Affairs counter is open from 9:30 to 17:00 (except Saturdays, Sundays, and holidays)	Submit the prescribed application form to the Office of Student Affairs and gain prior approval (by three business days before the desired shooting date). *After receiving the application, the Office of Student Affairs will notify the applicant organization of the results after reporting to and confirming with the relevant office.	• When taking photos/videos, make sure to wear a Ritsumeikan University or Ritsumeikan University Student Union armband. • When taking photos/videos, take care not to infringe on portrait rights and to avoid showing other students, faculty and staff, citizens, etc.

*Confirm the prescribed application form at the relevant office counter.

Bulletin Board and Digital Signage Locations



8) Digital signage



8) Digital signage



1) Cork board

9) Digital signage



2) Whiteboard



1) Cork board

9) Digital signage

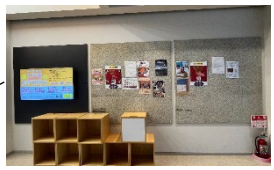


3) Whiteboard





4) Cork board
10) Digital signage

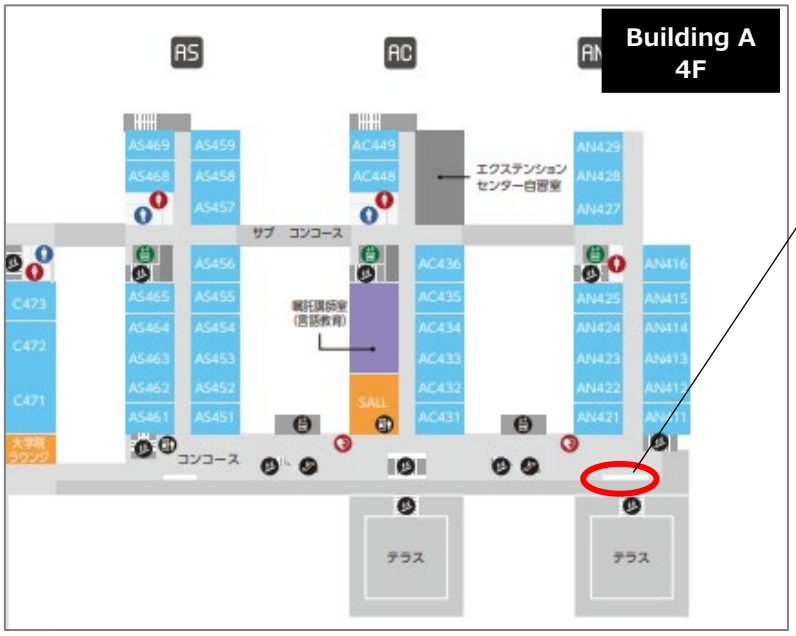


4) Cork board



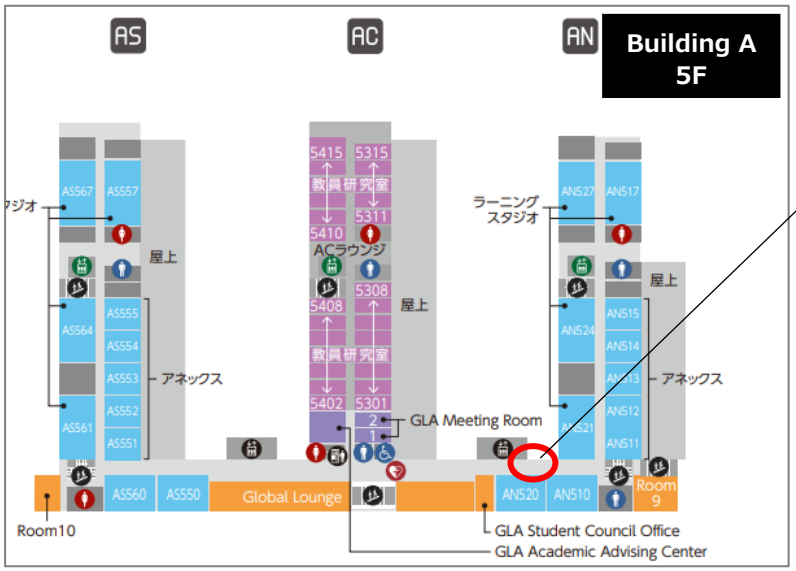
4) Cork board





11) Digital signage





5) Whiteboard





12) Digital signage



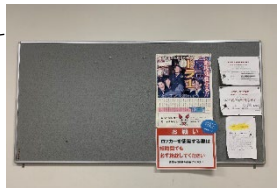


13) Digital signage



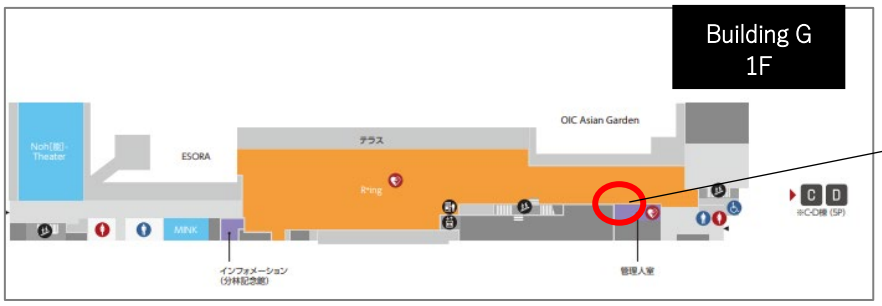


7) Cork board (Locker rooms)

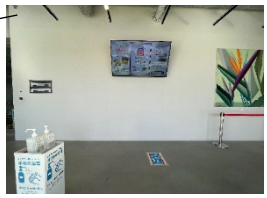


6) Right side of the cork board (OIC Cafeteria)





14) Digital signage
(Wakebayashi International Plaza)



9.2 Conditions and Rules for Display and Distribution of Poster/Leaflets

When either displaying or distributing materials, groups that have received approval from the Office of Student Affairs at OIC after completing the necessary procedures in accordance with "9.1 Types of Promotional Activities/Application Method" may display and distribute the information under the following conditions and rules.

(1) Display of Posters/Leaflets, etc.

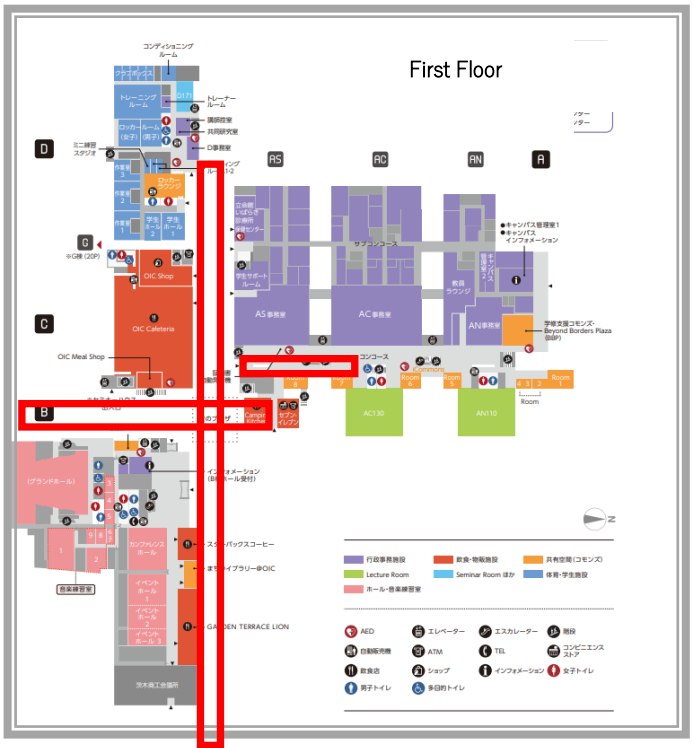
Item	Conditions/Rules
1) Information that must be included in displayed posters/leaflets	Be sure to include the below information on your posters, etc. (a) Name and contact information of the issuing group (group email address, etc.; personal cell phone numbers not allowed) (b) Affiliation (e.g., Cultural Division-affiliated official organizations, an undergraduate project group from XX college, a research office/lab from XX college, etc.) (c) (For events) Event name and date
2) Bulletin board posting rules	Posters and other materials should be pinned to bulletin boards with pushpins at all four corners to prevent them from coming off. Use of scotch tape, packing tape, glue, and staples when posting is prohibited. They leave marks.
3) Important points regarding the whiteboard on the second-floor concourse of Building A	The whiteboard on the 2nd floor concourse of Building A can be used for publicity purposes by posting leaflets and directly writing on it. However, it may be used for student groups' presentation projects, guidance, etc. In such cases, the posted items may be moved on the condition that the using group restores everything to its original condition.
4) Approved size for display posters/leaflets	The maximum size of the display for items for the 2nd floor concourse (north and south) and 3rd floor concourse (north, center, and south) of Building A and the changing rooms of Building D is one A4 page. For other bulletin boards, while there are no size limits, please share with other groups and display materials that are the appropriate size for the space available.

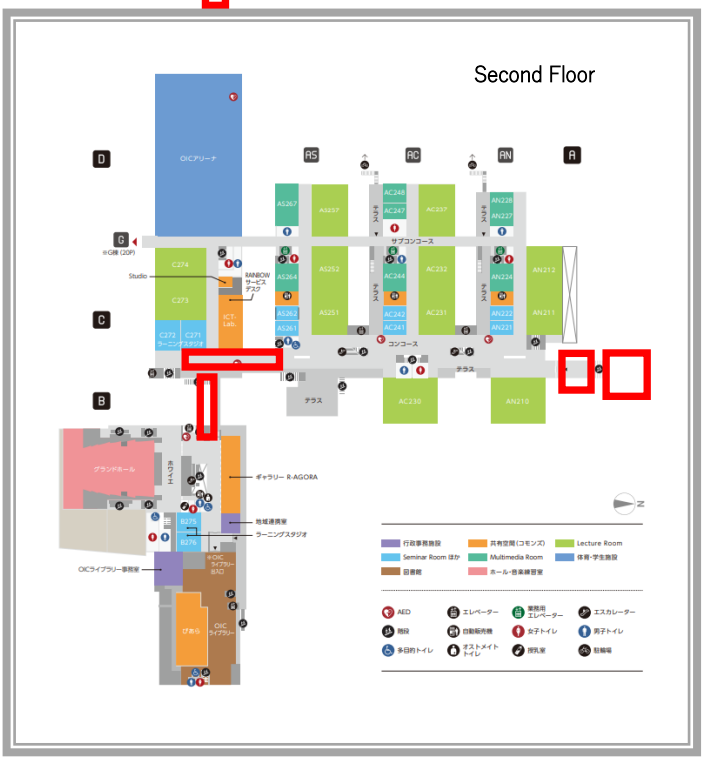
(2) Distribution of Leaflets

Item	Conditions/Rules
1) Information that must be included in distributed leaflets	Be sure to include the below information on your leaflets, etc. (a) Name and contact information of the issuing group (group email address, etc.; personal cell phone numbers not allowed) (b) Affiliation (e.g., Cultural Division-affiliated official organizations, an undergraduate project group from XX college, a research office/lab

	from XX college, etc.) (c) (For events) Event name and date
2) Application period	Application period is until three days before desired distribution date (excluding Saturdays, Sundays and public holidays).
3) Distribution times	Please be careful not to interfere with regular classes.
4) Prohibited items	a) It is prohibited to place leaflets or triangle table tents in classrooms, concourses, the cafeteria, etc. They will be discarded. b) The distribution or posting of leaflets, discount coupons, etc. by companies or other groups that are not authorized is not permitted. c) Iwakura Park is not part of the campus. Even if you are a member of one of the above-described approved groups, you are not allowed to distribute leaflets in the park.
5) Distribution locations	Distribution of leaflets is permitted only in the space within the red box in the figure below.
6) Carrying of letter of permission	Please be sure to carry a letter of permission from Ritsumeikan University (or the Ritsumeikan University Student Union) when distributing leaflets.

Locations Where Leaflets Can Be Distributed





10. Shooting of Photographs and Video (including Drone Use)

Shooting Location	Dates/Times when Shooting is Possible	Application Method	Notes
Outdoor and indoor spaces on campus	During Office of Student Affairs at OIC counter hours (9:30 - 17:00 on weekdays)	Submit the prescribed application form to the Office of Student Affairs at OIC to obtain approval in advance. (At least 3 business days prior) * After receiving your application, the Office of Student Affairs at OIC will issue a report and request confirmation from the relevant office, after which it will notify the applying organization of the screening results.	• You must wear a Ritsumeikan University (or Ritsumeikan University Student Union) armband when shooting. • When shooting, take care not to infringe on anyone's portrait rights. Avoid showing other students, faculty, staff, or local residents in your photographs or videos.

* Please check with the respective office counter for the prescribed application form.

Ritsumeikan University Student Group Disciplinary Regulations

Chapter 1. Scope of Regulations

(Purpose)

Article 1. These regulations establish educational guidance measures (hereinafter referred to as “disciplinary action”) and procedures for Ritsumeikan University’s student extracurricular activity groups (hereinafter referred to as “groups”).

(Groups Covered by These Regulations)

Article 2. The term “group” as used in these regulations shall mean any of the following groups under the jurisdiction of the Dean of Student Affairs.

(1) Student Union Central Executive Committee and its constituent groups

(2) Student Union Central Committee and its constituent groups

(3) Student Union Central Project Group and its constituent groups

(4) University-wide Student Council and Student Councils of each college

(5) Academic Division and its groups

(6) Cultural Division and its groups

(7) Athletic Union and its groups

(8) Central voluntary associations under the Student Union

(9) Student groups registered with the Student Union

(10) Other organizations whose activities are approved by the Dean of Student Affairs or the head of the respective division or college as stipulated in Article 6 of the Ritsumeikan Trust Code.

(Acts and Incidents Covered by These Regulations)

Article 3.

1. Disciplinary action shall be taken against a group if any of the following acts or operations are committed by students in the group’s activities.
   (1) An act that constitutes a crime under the law and is not accompanied by special circumstances that can justify or excuse the act
   (2) Collective or organizational human rights violations or harassment
   (3) Incidents caused by dangerous acts that significantly deviate from the group’s normal activities
   (4) Acts that interfere with university educational and research activities
   (5) Acts that are extremely contrary to socially accepted norms
   (6) Concealment of the acts or incidents specified in items 1 through 5 above
   (7) Acts equivalent to the acts or incidents specified in items 1 through 5 above
2. Even in cases where a group has taken its own disciplinary action or a student self-governing representative body has carried out disciplinary action on the group, the President of Ritsumeikan University (hereinafter referred to as “the President”) may take disciplinary action against the group in accordance with these regulations while taking

into consideration the content of the disciplinary action taken by the group or student self-governing representative body.

(Types of Disciplinary Action)

Article 4. The types of disciplinary action that may be taken against a group are as follows. Multiple disciplinary actions may be taken depending on the situation.

(1) Dissolution
(2) Suspension of activities
(3) Dismissal of university-appointed instructors
(4) Recommendation to dismiss the group-appointed instructor
(5) Reprimand

(Dissolution)

Article 5.

1. The President shall order the dissolution of the group when it is deemed appropriate for educational purposes that its activities be halted.
2. If dissolution is ordered, approval of the group's activities shall be revoked, the use of university facilities shall be prohibited, and university-appointed instructors shall no longer be placed in the group.
3. A group that is ordered to dissolve shall return to the university any remaining university-provided funds. These funds include group grants, training support money, and activity support money.
4. If dissolution is ordered, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

(Suspension of Activities)

Article 6.

1. When it is judged that suspending the activities of a group is appropriate for educational purposes, the President shall order the suspension of the activities of the group.
2. Suspension shall be for one month, two months, three months, six months, or indefinitely.
3. If the Dean of Student Affairs deems it appropriate to lift an indefinite suspension, it shall be lifted by the President after discussion by the Student Affairs Conference. However, it may not be lifted until six months have elapsed from the date on which this disciplinary action began.
4. In the event that suspension of activities is ordered, the President may take the following measures during the relevant period.
   (1) Prohibition of practice/rehearsal and activities as a group
   (2) Prohibition of the use of university facilities such as the Student Center, Circle Boxes (group offices), practice areas, overnight lodging facilities, and seminar houses
   (3) Prohibition of participating in, attending, or holding official competitions, practice matches, events, etc.
   (4) Suspending the placement of university-appointed instructors
   (5) Suspension of disbursement of the university budget for group grants, training support money, activity support money, etc.
5. Notwithstanding Paragraph 1, the Dean of Student Affairs may approve community

service activities, etc., for groups when deemed necessary from an educational perspective.

6. If suspension of activities is ordered, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

(Dismissal of University-Appointed Instructors)

Article 7.

1. In the event that an adviser, president, vice president, manager, or coach appointed by the university (referred to as “university-appointed instructor”) commits any of the following acts, the President shall dismiss the instructor.
   (1) When the university-appointed instructor was directly involved in an act specified in Article 3.
   (2) When the university-appointed instructor was aware of an act subject to disciplinary action and failed to take appropriate action, and such failure constitutes a serious omission.
2. A group that has had the placement of a university-appointed instructor suspended shall not allow the instructor to participate in its activities.

(Recommendation to Dismiss the Group-Appointed Instructor)

Article 8.

1. In the event that an act of an instructor appointed by a group falls under any of the items of Article 7, Paragraph 1, the President shall recommend to the group that the instructor be dismissed.
2. When the recommendation described in the preceding paragraph has been made to the group, the Dean of Student Affairs shall provide guidance to the group and its students in-person, and then have them report in writing on the implementation of the recommendation.
3. If a group fails to follow the recommendation, the Dean of Student Affairs may immediately suspend its activities or order its dissolution.

(Reprimand)

Article 9.

1. When it is judged that the relevant act is a minor case that does not warrant suspension of activities, the group shall be warned about the act in writing, the group and its students shall undergo in-person guidance, and the group shall be made to submit a written reflection to the Dean of Student Affairs.
2. In the event of a reprimand, the university may suspend university budget expenditure, including group grants, training support money, and activity support money.
3. In the case of a reprimand, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

(Strong Warning)

Article 10.

1. Even in the case of an act or incident that does not lead to group disciplinary action, the Dean of Student Affairs may issue a strong warning to a group when the Student Affairs Conference deems it necessary to provide guidance to the group in question.
2.

2. Strong warnings are given to make the group aware of the problematic nature of the act and to encourage self-reflection.

Chapter 2. Disciplinary Procedures

(Reporting an Occurrence)

Article 11. A group shall report without delay to the Dean of Student Affairs when any act or suspicion of an act that is subject to group disciplinary action occurs.

(Fact-Finding Investigation)

Article 12.

1. When an act or suspicion of an act subject to disciplinary action occurs, the Dean of Student Affairs shall without delay conduct an investigation to confirm the facts. This investigation may include interviews with the students and instructors of the group.
2. In cases under the preceding paragraph, if the Dean of Student Affairs deems it necessary, a fact-finding committee may be established under the Student Affairs Conference.
3. When a fact-finding committee is established, it shall decide on the investigation policy and ascertain the facts of the case.

(Fact-Finding Committee)

Article 13.

1. The fact-finding committee shall be presided over by the Dean of Student Affairs. It shall consist of the Dean of Student Affairs and as well as five members appointed by the Dean of Student Affairs from among the Associate Deans (in charge of student affairs) and Assistant Deans.
2. If the Dean of Student Affairs deems it necessary, experts such as lawyers may be requested to attend the fact-finding committee.
3. The Division of Student Affairs shall be the secretariat of the fact-finding committee.

(Emergency Measures)

Article 14.

1. If any of the following situations arise as a result of an act or suspicion of an act subject to disciplinary action, the Dean of Student Affairs may suspend the activities of a group as an emergency measure until a decision is made about disciplinary action on the group.
   (1) A serious illegal act
   (2) Damaged caused by harassment
   (3) When a new problem or incident is foreseen to occur if activities are allowed to continue
2. When taking emergency measures as described in the previous paragraph, the Dean of Student Affairs may prohibit those involved in the group from contacting specific people or may take measures to ensure the safety of victims.
3. When the suspension of activities was ordered as an emergency measure, the disciplinary action’s period of suspension may be shortened.

(In-Person Guidance)

Article 15. If the investigation of the facts in Article 12 indicates that disciplinary action is

appropriate, the Dean of Student Affairs shall carry out in-person guidance with the group and its students.

(Preparation of a Disciplinary Action Proposal)

Article 16. After completing the fact-finding investigation described in Article 12 and the in-person guidance described in the previous article, the Dean of Student Affairs shall prepare a disciplinary action proposal.

(Opportunity for Explanation)

Article 17.

1. Before drafting a disciplinary action proposal, the Dean of Student Affairs shall give a representative of the group an opportunity to present their case.
2. Notwithstanding the preceding paragraph, when there are special circumstances, such as when the act is a serious crime and self-evident, a disciplinary action proposal may be prepared without providing an opportunity for explanation.

(Explanation to the Student Self-Governing Representative Body)

Article 18. The Dean of Student Affairs shall explain the proposed disciplinary action to the student self-governing representative body before deciding on the disciplinary action.

(Disciplinary Action Decision)

Article 19.

1. The President shall decide on the disciplinary action based on the Article 16 disciplinary action proposal after discussion by the Student Affairs Conference.
2. Notwithstanding the preceding paragraph, if the proposed disciplinary action is dissolution or if the Dean of Student Affairs deems it necessary, the disciplinary action shall also be discussed at the Student Guidance Council prior to the final decision.

(Notification to the Group)

Article 20. The President shall notify the representative of the group in writing of the details of the disciplinary action.

(Public Posting)

Article 21.

1. When a disciplinary action has been carried out, the President shall publicly post it without delay.
2. The following shall be publicly announced: group name, type of disciplinary action, and reason for disciplinary action.
3. The period of public posting shall be one month.
4. The President may, under special circumstances and with the approval of the Student Affairs Conference, decide not to make part of the public notice publicly available.

(Appeal)

Article 22.

1. The representative of the group that received the disciplinary action may file an appeal against it within thirty days from the disciplinary action’s effective date. If the thirtieth day does not fall on a university business day as defined by the academic calendar, the final day for filing an appeal shall be the next business day.

2. Appeals shall be made by the representative of the group by submitting the prescribed document to the President through the Dean of Student Affairs.

(Appeal Review Committee)

Article 23.

1. Upon receipt of an appeal under the preceding article, the President shall establish an appeal review committee under the President.
2. The appeal review committee shall consist of one member appointed by the President from among the Vice Presidents and five members appointed by the President from among the college Deans or Associate Deans (other than those in charge of student affairs).
3. If the President deems it necessary, experts such as lawyers may be requested to attend.
4. The appeal review committee shall review the appeal based on the written appeal submitted by the representative of the group.
5. The representative of the group that has filed the appeal may state their opinion in writing and submit materials.
6. If the appeal review committee determines that the disciplinary action is reasonable, it shall uphold the decision.
7. If the appeal review committee determines that the disciplinary action is not reasonable, it shall recommend to the President that the disciplinary action be revoked or changed.
8. Upon receiving a recommendation as described in the preceding two paragraphs, the President shall notify the representative of the group that filed the appeal of the handling of the recommendation.
9. The Division of Student Affairs shall be the secretariat of the appeal review committee.

(Reconsideration)

Article 24.

1. When the President receives a recommendation outlined in Paragraph 7 of the preceding article, the President shall request the Dean of Student Affairs to reconsider the disciplinary action.
2. In the case of the preceding paragraph, the Dean of Student Affairs shall have the disciplinary action be reconsidered at the Student Affairs Conference.
3. Revocation or change of the disciplinary action shall be made by the President after deliberation by the Student Affairs Conference.
4. Any revocation or change of the disciplinary action and its reason shall be publicly announced.
5. If the group is disadvantaged or may be disadvantaged due to the change in disciplinary action, the President shall take action to address this after deliberation by the Student Affairs Conference and the Student Guidance Council.

(Auxiliary Provision)

Article 25. The Dean of Student Affairs shall decide on matters that are necessary for the implementation of the regulations other than the provisions of these regulations.

(Revision and Abolition)

Article 26. The revision or abolition of these regulations shall be decided by the University Senate after discussion by the Student Affairs Conference.

(Supplementary Provisions)

These regulations shall come into effect on July 1, 2011.

Supplementary Provision (March 2, 2012: Partial Amendment due to Dissolution of the Institute of Science and Engineering)

These regulations shall come into effect on April 1, 2012.

Supplementary Provision (January 31, 2020: Partial revisions in line with changes to the eligible organizations)

These regulations shall come into effect on February 1, 2020 and apply retroactively from April 1, 2019.

List of Ritsumeikan University Contact Points

Need help or advice? Feel free to contact the university.

Kinugasa Campus	Manabi Station	075-465-7865
	Administrative Office, College of Law	075-465-8175
	Administrative Office, College of Social Sciences	075-465-8185
	Administrative Office, College of International Relations	075-465-1211
	Administrative Office, College of Letters	075-465-8187
	Office of Student Affairs at Kinugasa Campus	075-465-8167
	Student Support Room	075-465-8174
	Kinugasa Medical Service Center	075-465-8232
	Office of Campus Information	075-465-8144
Biwako-Kusatsu Campus	Manabi Station	077-561-4972
	Administrative Office, College of Economics	077-561-3940
	Administrative Office, College of Science and Engineering	077-561-2625
	Administrative Office, College of Life Sciences	077-561-5021
	Administrative Office, College of Pharmaceutical Sciences	077-561-2563
	Administrative Office, College of Sport and Health Science	077-561-3760
	Administrative Office, College of Gastronomy Management	077-561-4801
	Office of Student Affairs at BKC	077-561-3917
	Office for Athletes and Sports Services	077-561-3977
	Student Support Room	077-561-3952
	BKC Medical Service Center	077-561-2635
	Office of Campus Management and Security	077-561-2621

Osaka Ibaraki Campus	Manabi Station	072-665-2050
	Administrative Office, College of Business Administration	072-665-2090
	Administrative Office, College of Policy Science	072-665-2080
	Administrative Office, College of Image Arts and Sciences	072-665-2071
	Administrative Office, College of Comprehensive Psychology	072-665-2190
	Administrative Office, College of Global Liberal Arts	072-665-2492
	Administrative Office, College of Information Science and Engineering	072-665-2075
	Office of Student Affairs at OIC	072-665-2130
	Student Support Room	072-665-2130
	OIC Medical Service Center	072-665-2110
	Campus Information Center	072-665-2020

Extracurricular Activities Handbook PDF Version
(http://www.ritsumei.ac.jp/infostudents/handbook/)