

AY 2016 Post-Master's Researcher/ Post-Doctoral Researcher Application Guidelines

I. System Outline

1. Post-Master's Researcher / Post-Doctoral Researcher System

The Post-Master's Researcher / Post-Doctoral Researcher System is a system that permits those who graduated or completed the program without degree to continue doing their research using the university's facilities. Post-Master's Researcher and Post-Doctoral Researcher cannot register for classes or receive research instruction from the faculty.

2. Qualification

[Important information regarding residence status for international students]

This is not a program for Post-Master's Researcher and Post-Doctoral Researcher to acquire "Student" residence status. Accordingly, applicants must submit documents proving that they possess valid residence status for the duration of their participation in the Post-Master's Researcher/ Post-Doctoral Researcher system.

(1) Application Qualifications for Post-Master's Researcher

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

- i. Obtained a master's degree at a graduate school of Ritsumeikan University.
- ii. Obtained a professional graduate degree at a graduate school of Ritsumeikan University.

(2) Application Qualifications for Post-Doctoral Researcher

In order to become a Post-Doctoral Researcher, you must fulfill either of the following items i or ii.

- i. Obtained a doctoral degree at a graduate school of Ritsumeikan University.
- ii. Completed program requirements for a doctoral program or an integrated doctoral degree program and withdrew from the program after being enrolled for the standard maximum limit for number of years (this is called "withdrawal due to expiration of eligibility").

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

3. Graduate Schools Where Applicants Can Register as Post-Master's Researcher or Post-Doctoral Researcher

The graduate schools where applicants can be registered as Post-Master's Researcher or Post-Doctoral Researcher are as follows.

Graduate Schools with both Post-Master's Researcher and Post-Doctoral Researcher Systems

School of Law, Graduate School of Economics, Graduate School of Business Administration, Graduate School of Sociology, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Letters, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of

Life Sciences, Graduate School of Technology Management

Graduate Schools with Post-Master's Researcher System only

Graduate School of Image Arts, Graduate School of Sport and Health Science , Graduate School of Science for Human Services, Graduate School of Language Education & Information Science, Graduate School of Management, Graduate School of Public Policy

4. Enrollment Period

The enrollment period is from the beginning of the academic year to the end of the academic year (April 1–March 31 or Sept. 26–March 31). If you wish to extend your status as a Post-Master's Researcher or a Post-Doctoral Researcher into the following academic year, you must re-apply for it

5. Taking Courses

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

II. Application Procedures

1. Application Schedule and Method

(1) Application Period

- 1) Applying for spring semester enrollment: (Fri.) Mar. 4, 2016 - (Fri.) Mar. 11, 2016
- 2) Applying for fall semester enrollment: (Mon.) Sep. 5, 2016 - (Mon.) Sep. 12, 2016

(2) Location/Hours for Application Submission

Location: Administrative Office of each Graduate School

Hours: Same as the opening hours of each Administrative Office

(3) Documents to Be Submitted

Please submit the documents below during the application period. i, ii, and iii are required. iv is required for those who are not of Japanese nationality. In addition, each Graduate School may require additional items.

- i. Application for Post-Master's Researcher / Post-Doctoral Researcher (designated form): one copy
- ii. One photo for Application for Post-Master's Researcher / Post-Doctoral Researcher and one photo for ID card of Post-Master's Researcher / ID card of Post-Doctoral Researcher (The photos should be have taken no earlier than three months prior to the application, without a hat, facing forward, plain background, glossy finish, no frame, 3 cm long x 2.5 cm wide). Total number of photos to be submitted: 2.
- iii. Consent form for Use of Personal Information
- iv. Documents proving that the applicant possesses valid residence status in Japan during the requested period (only those of non-Japanese nationality). (One of the following: Alien registration certificate [front and back]/resident card [front and back]/ Special Permanent Resident Certificate [front and back])

2. Notification of result and Registration Procedures

(1) Notification of Result

- 1) Spring semester: (Tue) 15th March, 2016

* Applications are accepted/rejected subject to document screening or interviews by each Graduate School. Applicants will be notified of the results by post.

2) Fall semester: To be announced.

(2) Deadline for Registration

1) Spring semester: (Tue) 29th March, 2016 (within two weeks from the notification of result)

2) Fall semester: To be announced

* Deadline differs by graduate school; you will be informed by the graduate school.

(3) Registration Procedures

- Please pay the full annual fee by the deadline above using to the designated payment form. The Post-Master's Researcher / Post-Doctoral Researcher System fee is a fixed amount whether it is for an entire year, spring semester only or fall semester only, regardless of the duration.

Post-Master's Researcher System Fee	Annual fee ¥4,200
Post-Doctoral Researcher System Fee	Annual fee ¥14,000

- The above fees will not be refunded for any reason.
- Membership fee of the Graduate Student Council (¥1,000/year) must be paid with the Research Student system fee. The purpose of the Graduate Student Council is to develop and improve the academic life of Graduate Students.
- On the completion of designated procedures, successful applicants will be registered as Post-Master's Researcher or Post-Doctoral Researcher, and issued an ID card indicating this status.

3. Rights of Post-Master's Researcher / Post-Doctoral Researcher

- (1) Post-Master's Researcher and Post-Doctoral Researcher are able to use the university's libraries, PC lounges and other facilities if permitted by their graduate school.
- (2) Post-Master's Researcher cannot use the common research room for graduate students. Post-Doctoral Researcher can use the common research rooms for doctoral students subject to approval by their graduate school. (Please consult the graduate students association for details.)
- (3) Post-Master's Researcher and Post-Doctoral Researcher can continue to use their RAINBOW user ID and e-mail address.
- (4) "Certificate of Non-degree Student" can be issued if necessary. However, the Commuter Pass Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student commuter pass cannot be issued.

4. Other Important Notes

- (1) Since dual enrollment at the University is generally not allowed, Post-Doctoral Researcher who wish to apply for re-admission must submit a Request of Withdrawal from Post-Doctoral Researcher System. For details, please contact the administrative office of each Graduate School.
- (2) Enrollment status as a Post-Master's Researcher or a Post-Doctoral Researcher is valid for that academic year only if you wish to continue your research the following academic year, you must apply again by the designated deadline.

<Contact Information>

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