**Sabbatical Leave Program: Notice of change/temporary return to Japan**

To: Director of Division of Research, Ritsumeikan University

　　　　　　　　　　　　　　　　　　　　　　　　　　　Submission date: MM/DD/YYYY

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| Affiliation/Position |  | Name |  |

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| 【Notice of change after the commencement of the Sabbatical Leave Program】 |
| Changed item(s) | [ ] Research theme[ ] Research period[ ] Classification[ ] Destination[ ] Research institute[ ] Budget breakdown[ ] Other（　　　　　　） | Please note that any change in the research theme after the commencement or any change in the destination or research period for more than one month will require approval at the meeting. |
| Before change |  |  | After change |  |
| Reason(s) for change |  |
| 【Notices of research-related trip, temporary return to Japan/temporary return to the University during the Sabbatical Leave Program】 |
| Temporary return to Japan/Temporary return to the University | [ ]  Return to Japan (for overseas research)/Return to the University (for domestic research) |
| Check if applicable⇒　[ ] 　Schedule revision/additional undertaking　　 [ ] 　Cancellation |
| Destination |  |
| Dates | MM/DD/YYYY　 　 ～ MM/DD/YYYYNo. of nights for stay: (No. of nights spent on a plane: ) |
| Objective for/details of temporary return to Japan/temporary return to the University |  |
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| ＜Remarks column for processing at the relevant Administrative Office＞

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| After submission to RO |

**Seals of Head/Manager** |
| **Yes/No** |

□Approval by College：MM/DD/YYYY □Meeting body：  | Head | Manager |
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| ＜Column for processing at the Administrative Office of Division of Research＞□　Impact on allowances：　Yes　／　No□　Ringi within Division：　Yes　／　No (Ringi No.：　　　－　　　－　　　） | In charge | Acceptance |
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【Acceptance procedures】

To be sent to gairyu@st.ritsumei.ac.jp as attachment→To the relevant AO for matters to be brought up to a meeting body→To be sent to the relevant RO after approval