

For AY2024

A Guide to the Sabbatical Leave Program

<Forms>

- For Forms 1, 4, 5, and 6, please apply by entering the information directly on SmartDB.
 - For Forms 3, 7, and 9, please submit the application along with the form data from this collection of forms on SmartDB.
- *1 Form 2 “Sabbatical Leave Program: Application form for temporary advances” and Form 8 “Sabbatical Leave Program: Expense report” will be prepared by the relevant Research Office and circulated on SmartDB.
- *2 Please find attached the previous year’s Forms 1, 4, 5, and 6 as reference materials to check the entry items when applying on SmartDB.
- *3 Each form data can be downloaded from the Division of Research website or by selecting the application form in the application category on SmartDB.



Form 2	Sabbatical Leave Program: Application form for temporary advances *1
Form 3	Sabbatical Leave Program: Request form for certificate of dispatch (English/Japanese)
Form 7	Sabbatical Leave Program: Outcome report
Form 8	Sabbatical Leave Program: Expense report *1
Form 9	Sabbatical Leave Program: Payee account entry form
Forms 1, 4, 5, and 6	Reference materials from the previous year (Application has been switched to direct entry on SmartDB) *2

Sabbatical Leave Program: Application form for temporary advances

MM/DD/YYYY

To: Dean of the Division of Research

We have verified the following calculations and would like to request the payment for the Sabbatical Leave Program.

Faculty & Staff CD _____ Affiliation/Position/Name _____

Classification	
Category	
Sabbatical leave period	~
Principal destination	

Max. amount of provision		
A	Monthly	
*ABC	Daily	

Detailed schedule and breakdown of sabbatical leave expenses

Dates	Place of stay	Research institute	Material expenses	Travel expenses			Accommodation expenses/research allowances			Budget for business trips, temporary return to Japan, etc. (KAKENHI, research travel expenses, etc.)	
				Departure point	Destination	Amount	No. of month/day	Unit price	Amount		
~									0	0	
~									0	0	
~									0	0	
~									0	0	
~									0	0	
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~									0	0	
Total material expenses			0	Total travel expenses			0	on expenses/research allowances			0

SAMPLE

research material	0
Transportation expenses in Japan	
(1) Overseas research travel expenses	
(2) Accommodation	
Overseas total (1)(2)	

←Travel expenses in Japan
←Airline ticket fee

Sum total

Total of travel expenses, accommodation	0
Amount to be provided	0
Message column	

Sabbatical Leave Program: Request form for certificate of dispatch (English/Japanese)

MM/DD/YYYY

To: President, Ritsumeikan University

Affiliation/Position		Name	
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For English certificate	NAME		Title	Dr. / Mr. / Ms. <small>*Please circle one.</small>		
			Name			
	MAJOR (Select one specialty field: concise in English)					
	Currency <small>*Circle all you need *If not stated, JPN¥ only</small>		JPN¥ · US\$ · Euro · Other () <small>*If not stated, only Japanese yen will be used. *The rate conversion date will be the day before the application form for certificate issuance is submitted.</small>			
Required No.		English ()		Japanese ()		
President's signature/seal <small>Required/Not required *Please circle one of the above.</small>		President's signature		President's seal		
		Required/Not required		Required/Not required		
Purpose						
Submitted to:						
Certified Period <small>(Research period in Japan overseas)</small>		MM/DD/20YY ~ MM/DD/20YY				
Receiving Method <small>•Circle a desired method. •State address for mailing. •Circle a desired location for pickup.</small>		Intra-mail				
		Mail	Mail to: 〒			
		Pickup	[Pickup locations] 5F Suzaku/1F Shugakukan Hall, Kinugasa/5F Across Wing, BKC/3F Research Center for Disaster Mitigation System/5F Building B, OIC			
Notes						

Time required for issuance: About two weeks

*However, since it may take longer during entrance examinations and the summer vacation, earlier submission would be advisable.

Sabbatical Leave Program: Outcome report

MM/DD/YYYY

To: Director of Division of Research,
Ritsumeikan University

Affiliation : _____ College/Graduate School Position : _____ Name : _____

I am pleased to report that I have concluded my Sabbatical Leave Program as follows.

Classification	<input type="checkbox"/> On-campus <input type="checkbox"/> Domestic <input type="checkbox"/> Overseas			
Category, etc.	<input type="checkbox"/> Unspecified <input type="checkbox"/> Early-career <input type="checkbox"/> Work-life Balance <input type="checkbox"/> Extramural Funds <input type="checkbox"/> Research Recovery <input type="checkbox"/> Assistant Teaching Staff			
Sabbatical leave period	MM/DD/YYYY ~ MM/DD/YYYY (months)			
Destination country <small>(state all if there are more than one)</small>				
Research schedule outline		Dates	Destination	Research institute
	(i)	MM/DD/YYYY ~ MM/DD/YYYY		
	(ii)	MM/DD/YYYY ~ MM/DD/YYYY		
	(iii)	MM/DD/YYYY ~ MM/DD/YYYY		
	(iv)	MM/DD/YYYY ~ MM/DD/YYYY		
	(v)	MM/DD/YYYY ~ MM/DD/YYYY		
0. Research theme: Please enter the research theme you entered in the submitted "Research activity plan."				
1. Outline: Describe the research methodology and the outline of the research conducted in accordance with the research schedule above.				

2. Summary of research outcome: Please provide a summary of your research outcome.

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Name

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3. Details of the research outcome: Please provide details of the research outcome, including how the research theme was developed or improved.

(Please enter the status of your research outcome publications, such as books, papers, and research presentations, in the Researcher's Academic Information Database (Researcher DB)).

Name	
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● Request to sabbatical leave researchers from the Division of Research

Every year, the Division of Research recommends overseas academics to QS (Quacquarelli Symonds, U.K.), which publishes the World and Asian University Rankings, for cooperation in their Global Academic Survey.

In recent years, the impact of university rankings has become increasingly significant. For Ritsumeikan University, just like many other universities, it is directly related to our branding strategies and the University has set a goal of attaining a ranking higher than the 300th place in the QS World University Rankings by 2030 in its R2030 Academy Vision. The QS Global Academic Survey is a web-based questionnaire that asks faculty members and researchers at universities to select “universities that are conducting excellent research (up to 10 domestic universities and 30 international universities)” in their field of expertise, and the results are reflected in the rankings.

Accordingly, in light of the foregoing, we would be grateful if you could spare your busy schedule to help us compile a list of overseas academics who would likely be willing to complete the QS Global Academic Survey.

Please click below or scan the QR code to register information for overseas academics.



Date of registration completion

URL/QR code

<https://secure.ritsumeai.ac.jp/staff-all/research/member/rank/en/>

Deadline: Within two months after the conclusion of the Sabbatical Leave Program

Sabbatical Leave Program: Expense report

MM/DD/YYYY

To: Dean of the Division of Research

We have verified the following travel expense calculations and would like to settle expenses for the Sabbatical Leave Program.

Faculty & Staff CD

Affiliation/Position/Name

Classification	
Category	
Sabbatical leave period	~
Principal destination	

Max. amount of provision		
A	Monthly	
*ABC	Daily	

Detailed schedule and breakdown of sabbatical leave expenses

Dates	Place of stay	Research institute	Material expenses	Travel expenses			Accommodation expenses/research allowances			Budget for business trips, temporary return to Japan, etc. (KAKENHI, research)
				Departure point	Destination	Amount	No. of month/day	Unit price	Amount	
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Total material expenses			0	Total travel expenses			0	on expenses/research allowances		0

When crossing academic years

AY2024	Material expenses	
	Travel expenses	
	Accommodation expenses/research allowances	
	Total	
AY2025	Material expenses	
	Travel expenses	
	Accommodation expenses/research allowances	
	Total	
Sum total		

Amount already provided	0
Provided amount after settlement	0
No additional provision/return	0

Form 9 Sabbatical Leave Program: Payee account entry form

MM/DD/YYYY

Faculty & Staff CD

Affiliation/Position
/Name

Payee (Must be a bank account in Japan under your name)			
	Bank		Branch
Ordinary bank account	Account No.		
Print name in <i>katakana</i>			
Account name			

Sabbatical Leave Program: Research activity plan

To: Director of Division of Research,
Ritsumeikan University

MM/DD/YYYY

Affiliation: _____ Position: _____ Name: _____

1. Category, etc.		<input type="checkbox"/> Unspecified <input type="checkbox"/> Early-career <input type="checkbox"/> Work-life Balance <input type="checkbox"/> Extramural Funds <input type="checkbox"/> Assistant Teaching Staff <input type="checkbox"/> Research Recovery Measures								
2. Any change from descriptions in "Ritsumeikan University Request for Sabbatical Leave Program for Full-time University Teaching Staff/Research Plan" approved in the preceding AY		<input type="checkbox"/> No ⇒To 3. below <input type="checkbox"/> Yes ⇒Fill out (i) and (ii) before proceeding to 3.								
(i) Change	<input type="checkbox"/> Theme <input type="checkbox"/> Period <input type="checkbox"/> Class. <input type="checkbox"/> Destination <input type="checkbox"/> Research institute <input type="checkbox"/> Content <input type="checkbox"/> Other ()									
	(ii) Detail									
3. Business-related trip immediately ahead of sabbatical period		<input type="checkbox"/> No <input type="checkbox"/> Yes⇒ (From MM/DD)								
4. Allowance allocation		<table style="width:100%; border:none;"> <tr> <td style="border:none;"><input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥</td> <td rowspan="3" style="border:none; vertical-align:middle; font-size:3em;">}</td> <td rowspan="3" style="border:none; vertical-align:middle;">Total ¥</td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥</td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥</td> </tr> </table>				<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥	}	Total ¥	<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥	<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥
<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥	}	Total ¥								
<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥										
<input type="checkbox"/> O.C <input type="checkbox"/> Dom <input type="checkbox"/> O.S. AMT : ¥										
Please fill in all fields even if there are no changes. If there are more than two locations, please add an additional line.										
5. Destination	(i)	Period	MM/DD /YYYY-MM/DD / YYYY	【Details】						
		Destination								
		Research institute								
	(ii)	Period	MM/DD /YYYY-MM/DD / YYYY	【Details】						
		Destination								
		Research institute								
6. Plan for temporary return to Japan/research-related trip		Date	No. of days	Destination/objective/name of academic conference, etc.	*Name of funds to be executed					
		*Approx.	*Approx.							
						
						
						

【Notes for filling out/submission】

Upon submission and approval, the details of the program will be finalized.

-Deadline: Three months prior to the commencement of the Sabbatical Leave Program

- To be submitted to: gairyu@st.ritsumei.ac.jp

- Submission format: PDF or Word

Head's approval	Administrative Manager's approval	Received by Research Office

Sabbatical Leave Program: Notice of commencement

MM/DD/YYYY

To: Director of Division of Research,
Ritsumeikan University

Faculty & Staff No.			
Affiliation/Position		Name	

I would like to ask for your approval to undertake the Sabbatical Leave Program as follows.

Classification	<input type="checkbox"/> On-campus <input type="checkbox"/> Domestic <input type="checkbox"/> Overseas	
Sabbatical leave period <small>*Period approved by the University Senate</small>	MM/DD/YYYY ~ MM/DD/YYYY	
Period of Stay (enter the actual schedule) -If you are going to stay at more than one locations, add an additional line.		
(i)	Proposed period Name of institute Address / TEL / FAX	• MM/DD/YYYY~MM/DD/YYYY • • •
(ii)	Proposed period Name of institute Address / TEL / FAX	• MM/DD/YYYY~MM/DD/YYYY • • •
Place of residence -Please fill in as much information as currently available to you. If information regarding your address, etc. is not yet available to you, please let us know as soon as you arrive at your destination and your place of residence is confirmed.		
(i)	Address T E L / F A X	• •
(ii)	A d d r e s s T E L / F A X	• •
(Empty row for additional information)		

With the submission of this "Notice of Commencement," procedures related to salary and payment of allowances for the Sabbatical Leave Program will begin. Please make sure to submit this form one week prior to the commencement of the Sabbatical Leave Program at the latest.

To be submitted to: gairyu@st.ritsumei.ac.jp

Submission format: PDF or Word

Head's approval	Received by Research Office

【Acceptance procedures】

Research Office⇒College/Graduate School to which you belong (for approval)⇒Research Office⇒Office of Research Planning and Development (Suzaku)⇒To be sent to the Office of Human Resources

*In addition to keeping a copy of this form at the Administrative Office of the College/Graduate School to which you belong, the Office of Research Planning and Development (Suzaku Campus) will send a copy to the Office of Human Resources. The original will be kept at Research Offices (Office of Research Planning and Development in case of Suzaku Campus). If it becomes necessary to contact you from a section of the University for operational purposes, we may inform the relevant section of your contact information. We kindly ask for your understanding.

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

To: Director of Division of Research, Ritsumeikan University

Submission date: MM/DD/YYYY

Affiliation/Position		Name	
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[Notice of change after the commencement of the Sabbatical Leave Program]

Ch a n g e d i t e m (s)	<input type="checkbox"/> Research theme <input type="checkbox"/> Research period <input type="checkbox"/> Classification <input type="checkbox"/> Destination <input type="checkbox"/> Research institute <input type="checkbox"/> Budget breakdown <input type="checkbox"/> 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/Tempora ry return to the University	<input type="checkbox"/> Return to Japan (for overseas research)/Return to the University (for domestic research)		
	Check if applicable⇒ <input type="checkbox"/> Schedule revision/additional undertaking <input type="checkbox"/> Cancellation		
	Destination		
Dates	MM/DD/YYYY	~	MM/DD/YYYY
No. of nights for stay: (No. of nights spent on a plane:)			
Objective for/details of temporary return to Japan/tempora ry return to the University			

<Remarks column for processing at the relevant Administrative Office> <input type="checkbox"/> Approval by College : MM/DD/YYYY <input type="checkbox"/> Meeting body :	After submission to RO	Head	Manager
	Yes/No		

<Column for processing at the Administrative Office of Division of Research> <input type="checkbox"/> Impact on allowances : Yes / No <input type="checkbox"/> 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

Sabbatical Leave Program: Notice of conclusion

Submission date: MM/DD/YYYY

To: Director of Division of Research,
Ritsumeikan University

Faculty & Staff No.			
Affiliation/Position		Name	

I am pleased to report that I have concluded my Sabbatical Leave Program as follows.

The "Sabbatical Leave Program: Outcome report (Form 7)," which describes the outline, etc. of the research outcome, will be submitted within two months.

Classification	<input type="checkbox"/> On-campus	<input type="checkbox"/> Domestic	<input type="checkbox"/> Overseas	
Sabbatical leave period *Entirety	MM/DD/YYYY	~	MM/DD/YYYY	
Research schedule		Dates	Destination	Research institute
	(i)	MM/DD/YYYY ~ MM/DD/YYYY		
	(ii)	MM/DD/YYYY ~ MM/DD/YYYY		
	(iii)	MM/DD/YYYY ~ MM/DD/YYYY		
	(iv)	MM/DD/YYYY ~ MM/DD/YYYY		
	(v)	MM/DD/YYYY ~ MM/DD/YYYY		
Research trip, return to Japan/University (can be attached separately)		Dates	Destination/objective/name of academic conference, etc.	
		MM/DD ~ MM/DD		
		MM/DD ~ MM/DD		
		MM/DD ~ MM/DD		
		MM/DD ~ MM/DD		

Deadline: Within one week after the conclusion of the Sabbatical Leave Program

Upon submission of this "Notice of conclusion," procedures related to salary and settlement of allowances for the Sabbatical Leave Program will begin.

Please make sure to submit this form within one week of the end of the Program at the latest.

To be submitted to: gairyu@st.ritsumei.ac.jp

Submission format: PDF or Word

Head's approval	Received by RO