

AY2021 Spring Term Ritsumeikan University Financial Aid for Intercultural Exchange Application Guidelines

Carefully read the Guidelines, the Handbook for Implementing Financial Aid, and the regulations pertaining to the Financial Aid for Intercultural Exchange when applying.

1. Outline of the Financial Aid for Intercultural Exchange

Ritsumeikan University believes that independent and proactive participation in extracurricular activities, not just academic study alone, is important for the growth of students.

To this end, Ritsumeikan University Financial Aid for Intercultural Exchange provides partial financial support* for carrying out extracurricular intercultural exchange activities (events which actively promote exchange or understanding between peoples of different nationalities or cultures) organized by individuals or groups affiliated with the university. Our hope is that, through the Ritsumeikan University Financial Aid for Intercultural Exchange, our students can enhance their own understanding of different cultural backgrounds and adopt an open, inclusive mindset, and promote these same positive changes in their event participants.

*Partial financial support means financial assistance for Expense Items Applicable to the Financial Aid as stipulated in Article 4 of the Ritsumeikan University Financial Aid for Intercultural Exchange Regulations. Financial support for any expenses which do not meet the criteria will not be granted.

Points to consider regarding holding events during the pandemic

With student safety in mind, Financial Aid for Intercultural Exchange was not offered during AY2020. For AY2021 the university is happy to be able to offer the opportunity to apply for Financial Aid for Intercultural Exchange once again, and aims to approve funding for suitable, safe events which take sufficient precautions to prevent the spread of Covid-19. What follows are the rules regarding prevention measures.

(1) Regulations according to the “Ritsumeikan University Action Guidelines in Response to COVID-19 (Business Continuity Plan)” BCP level currently in effect

On April 19, 2021 the university’s BCP level was upgraded to level 3, with faculty, staff and students being requested to take more stringent anti-spread safety precautions, and events, etc. moving online. Please understand that in the event that the BCP level rises again in the future, for the sake of safety the university may request that events be cancelled even if they have already been approved for award of Financial Aid for Intercultural Exchange.

Ritsumeikan University Action Guidelines in Response to COVID-19 (Business Continuity Plan)

<http://en.ritsumei.ac.jp/file.jsp?id=459354&if=.pdf>

-Events when BCP level is level 2 or greater

Online events allowed, only. Face-to-face events including events held off-campus are not permitted.

Examples:

Lectures/seminars given by a guest speaker and held online.

Audio and or audio-visual online exchange events using SNS, etc.

Online events with food and drink, or where participants make crafts, in which each individual participates from their home, etc. *Provided that both Covid-19 prevention measures *and* appropriate food safety and hygiene measures are in place. Measures will be carefully reviewed and will affect the decision of award of financial aid.

-Events when BCP level is level 1

Face-to-face in-person events are permitted and may be granted financial aid provided that (1) masks are to be worn throughout, (2) food and drink are not permitted, (3) social distancing is practiced throughout, (4) measures are in place to avoid the “Three Cs”. Events held online are also acceptable and may be awarded.

-Events when BCP level is 0 (BCP level no longer in effect)

If the BCP level is no longer in effect, provided that reasonable Covid-19 prevention measures are in place, events along the lines of those which were acceptable prior to the pandemic will be acceptable. This is provided that the financial aid application which is approved for award describes a scenario for how the event will be held if a BCP level is no longer in effect (i.e. BCP level 0).

2. Activities Covered by the Program

(1) Activities

Activities covered by the program are those that fall under either ① or ② below and which, regardless of whether they take place within or outside the university or in Japan or abroad, can be expected to provide an opportunity for participants to come together to deepen intercultural exchange and lead to the development of bonds that will extend into the future.

- ① Intercultural exchange activities between Ritsumeikan University students and other students, pupils, and children enrolled within the Ritsumeikan Trust
- ② Intercultural exchange activities between Ritsumeikan University students and people from outside the university

(2) Financial aid period

Mon, April 1, 2021 to Fri, February 7, 2022

*Activities carried out in the above financial aid period are eligible for coverage by the program. Activities carried out after the above financial aid period are ineligible.

*Only expenses incurred within the financial aid period above and which fall under the criteria of the Expense Items Applicable to the Financial Aid may be reimbursed by the program.

3. Amount of Financial Aid

The amount of financial aid for activities is as follows.

Determine the category of your application based on the location of activity and the predicted amount of event expenses.

(1) Intercultural exchange activities carried out in Japan

→The total amount of expenses required for carrying out activities covered by the financial aid program or 100,000 JPY, whichever is the lower amount

(2) Intercultural exchange activities carried out in Japan or abroad

→The total amount of expenses required for carrying out activities covered by the financial aid program or 500,000 JPY, whichever is the lower amount

(3) Intercultural exchange activities carried out in Japan or abroad

→The total amount of expenses required for carrying out activities covered by the financial aid program or 1,000,000 JPY, whichever is the lower amount

*Students of the university who are currently overseas due to Covid-19 related border restrictions may apply for (1) above.

<Reference: Examples of eligible and ineligible activities> *Note that they are only examples and do not cover the full range of activities.

●Eligible activities

- Online exchange events targeting Ritsumeikan University students (Japanese and international)

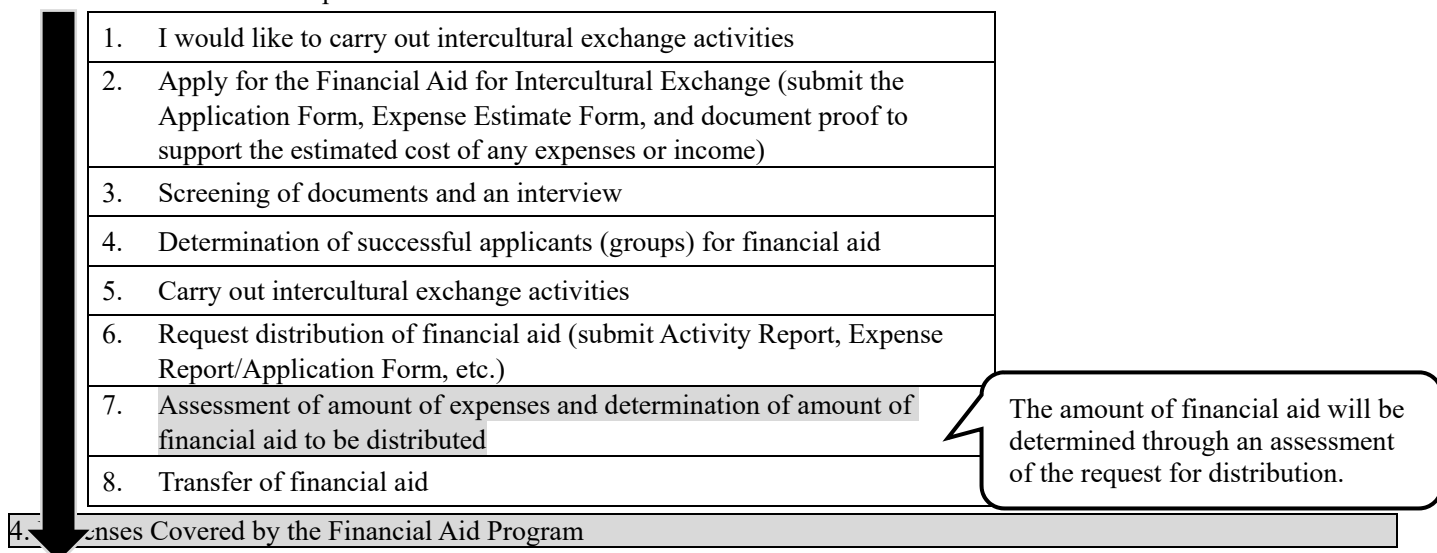
Ex: An online activity where participants all make a specific craft (event organizer purchases materials in bulk in advance and posts them to each participant), etc.

- Events promoting study abroad to Ritsumeikan University students, held by study abroad returnees
- Events held abroad for introducing cultures and traditions of Japan and other native countries, exchange activities between international students and local residents/exchange activities between Japanese students and local long-term foreign residents

●Ineligible activities

- Exchange events where the financial aid applicant’s main objective is to conduct their own surveys or research
- Events where the main objective is exchange between members of the group applying for financial aid only

<Flowchart of the selection process for financial aid and the amount thereof>



Check the attached Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid for expenses covered by the program.

Activity expenses refer to expenses required for carrying out activities. As a basic rule, try to cover all activity expenses

with the Financial Aid for Intercultural Exchange.

Points to Note regarding Activity Expenses

● If you are receiving or scheduled to receive subsidies, grants, and/or income from activities, other than the Financial Aid for Intercultural Exchange

When the amount of financial aid is calculated, an amount equal to that of the subsidies, grants, and income will be deducted from the total amount of expenses required for activities covered by the Financial Aid for Intercultural Exchange program.

● Determination of the amount of financial aid

Based on the documents and documented evidence (e.g. receipts) submitted after activities have been carried out, the International Center will assess and determine the amount of financial aid. (The amount of financial aid will be determined after projects and activities have been carried out.)

If there are expenses which cannot be covered by the financial aid or for which payment grounds cannot be confirmed by documented evidence, the amount of requested financial aid indicated in the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange: Form A may be partially excluded from coverage.

5. Number of Approved Applicants and Screening Perspectives

Within each annual budget, activities to be covered by the Financial Aid for Intercultural Exchange program will be determined based on a comprehensive judgement of the following.

(1) Activity Objective

- ① The activity should involve a student or group of students of Ritsumeikan University engaging proactively, and voluntarily, in intercultural exchange.
- ② The project should have the purpose of stimulating intercultural exchange in and outside of the Ritsumeikan University campus.
- ③ The project should not aim to carry out activities prescribed in Article 2, Paragraph 2 of the Financial Aid for Intercultural Exchange Regulations.

(2) Content of the Planned Activity

- ① Participants should be from a diverse array of countries or regions.
- ② The planned activity should have participants actively engaged with one another and aim to promote their mutual exchange and understanding.
- ③ The planned activity should utilize a unique, while still appropriate, approach to dealing with the issue of increasing

understanding between cultures.

(3) Expected Effects

- ① The activity should contribute to the promotion of multicultural understanding in and outside of the schools of the Ritsumeikan Trust.
- ② The activity should have a strong ripple effect on multicultural understanding and intercultural exchange thereafter.
- ③ The activity should contribute to the improvement of quality of learning of the university's student body as a whole.

(4) Feasibility and Appropriateness

- ① The plan should be feasible, with an appropriate management structure in place (people, materials).
- ② The estimate calculation of expenses must be based on solid evidence and should show a high predicted cost performance ratio, or at least a reasonable one.
- ③ The event plan and activity itself should have exhaustive safety precautions and risk management measures in place throughout.
- ④ The event must have appropriate measures in place to prevent the spread of Covid-19. Further, mention must be made within the proposal on what changes will occur to those measures should the BCP level change, as well as what changes will be made regarding the holding of the event itself.

6. Application Procedures

(1) Confirmation of application eligibility

Read through the box below to confirm your application eligibility before applying.

Note that an application for the Financial Aid for Intercultural Exchange may only be made by an individual student of Ritsumeikan University or a group representative (who is also a Ritsumeikan University student).

A student or group that satisfies all of the following requirements is eligible.

- ① A student enrolled in a regular program at Ritsumeikan University, or a group of which the student is the representative
(“A student who is enrolled in a regular program at Ritsumeikan University” refers to an undergraduate or graduate student who is enrolled in a regular program at Ritsumeikan University.)
- ② Applicants should not fall under any of the following:
 - Students who have been expelled or suspended pursuant to Article 57 of the Ritsumeikan University Regulations and Article 91 of the Ritsumeikan University Graduate School Regulations (*)
 - Groups that have been punished pursuant to the Ritsumeikan University Student Group Disciplinary Regulations (*)
 - Groups that have been punished according to the Ritsumeikan University Student Group Disciplinary Regulations (*)

*Such students and groups cannot apply during an academic year in which they received disciplinary action or punishment.

 - Students or group representatives who are currently “taking leave of absence” or who are currently “studying abroad”
 - Students or groups awarded “Ritsumeikan Challenge Scholarship” or “Financial Aid for Development of a Learning Community” for an event sharing the same objectives.

(2) Preparing application documents

Check these Guidelines and the separate Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid and then type the necessary data into the application documents listed below.

[Application Documents]

- AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form (Form 1)
- If you plan to apply or are currently applying for, or are already scheduled to receive subsidies and/or grants other than the Financial Aid for Intercultural Exchange
 - Submit documents that enable us to confirm the details of the subsidies and/or grants (application guidelines, notification of approval, etc.) in addition to the aforementioned application documents.
- If you are gaining (or have gained) an income from the activity of your application
 - Submit documents that enable us to confirm the unit price, number of people from which the money is (was) collected, and the reason for collection in addition to the aforementioned application documents.
(If you have not carried out the activity yet, submit the expected unit price, number of people from which the money is to be collected, and the grounds for calculation.)

(3) Application

Leading up to the application deadline, an application Consultation Period and several Guidance Sessions will be held. Students with questions are encouraged to send questions during the consultation period and attend one of the sessions.

Consultation Period

Thu, May 6, 2021 to Wed, May 19, 2021 *Online only

Consultations will be online, and reservations must be made in advance. If you wish to have a consultation, please email ruibunka@st.ritsumei.ac.jp with your preferred date and time.

Guidance Sessions

English 12:20-12:50 on Mon, May 10, 2021

Japanese 12:20-12:50 on Tue, May 11, 2021

Application Period

Submit the application documents, (1)application form and (2)document proof to support the estimated cost of any expenses or income, to the International Center's designated email address (ruibunka@st.ritsumei.ac.jp).

Application Period: Fri, May 14, 2021 to 17:00 on Thu, May 20, 2021 (Japan Time)

For Questions

As a rule, questions will be replied to via email or otherwise online. For a face-to-face online consultation, a reservation will be required in advance.

Questions via email: Email ruibunka@st.ritsumei.ac.jp with your inquiry.

*Set the title of the email as "Question about Financial Aid for Cultural Exchange", and include your name and student ID no. at the head of the email.

Questions via online consultation: Once time and date are finalized the office will email you with the zoom link. If you wish to have an online consultation, please send an email and include your preference (up to three) for date and time.

Your email must be sent, at the latest, by 16:00 on the day before your requested consultation time.

*Consultations cannot be made from 11:30-12:30 on weekdays or from 10:00-12:30 on Thursdays.

[Notes of Caution When Filling Out Application Documents]

- Application documents must be filled out using a computer, and written in either English or Japanese.
- If any of the documented proof for estimated expenditures and/or income is written in a language other than English or Japanese, submit the documented proof accompanied by a translation into either English or Japanese.
- Application documents ①Application Form and ②Expense Estimate Form must be filled out and submitted in Excel.
- Application document ③document proof to support the estimated cost of any expenses or income must be submitted in either Word, Excel, or PDF. Further, the filename for each piece of evidence should be "document proof. item no" (ex: "document proof. item no 1").
- If application documents are incomplete or contain any errors, these incomplete sections and/or errors will be reviewed along with the rest of the application (points will be deducted).
- Submitted application documents will not be returned. Further, resubmission of application documents is not permitted. (Applicants may withdraw their application, however, during the application period.)

[Notes of Caution when Sending Email]

Set the email subject as “Application for Financial Aid for Intercultural Exchange”.

In addition, the body of the email must include the name of the applicant (international students should write their name using the alphabet, Japanese students should write their name in Japanese) and their student ID number.

Before filling out the application documents, thoroughly read through the “Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid”.

Notes:

- After receiving submitted application documents, an “Application Received” confirmation email will be sent from the designated email address (ruibunka@st.ritsumei.ac.jp).
- If no “Application Received” confirmation email arrives by 17:00 on Fri, May 21 (Japan time), please send an email regarding the matter to the designated email address (ruibunka@st.ritsumei.ac.jp) by 17:00 on Mon, May 24 (Japan time). No action will be taken in response to inquiries made outside of this window.

7. Selection Method and Notification of Results

(1) Selection method

Submitted application documents will undergo screening.

However, interview examinations may be conducted if deemed necessary. Interview examinations are scheduled to be conducted during lunch breaks in the period indicated below. Make sure to be ready in case you are requested to come to an interview examination.

Date of notification for those selected for interviews (scheduled): From June 3 (Thu) to June 4 (Fri)

Interview examination period (scheduled): Scheduled for lunch period from June 7 (Mon) to June 10 (Thu)

(2) Notification of selection results

- On the appropriate date below, the office will inform the main person responsible for each event being applied for of their financial aid approval or rejection results via manaba+R.

If an interview is deemed unnecessary: Thursday, June 10, 2021 (scheduled)

If an interview will be held: Thursday, June 17, 2021 (scheduled)

- Even if an “approved” result is given, the financial aid will be officially granted only upon attendance at the “Orientation for students and groups approved as financial aid recipients” described in section ③ below.
- Depending on planned activities, applicants may be given “conditional” approval.
- We cannot answer any inquiries regarding selection results.

(3) Guidance Session for students and groups approved as financial aid recipients

- We will hold a guidance session for students and groups that have been approved as financial aid recipients. (We will notify the students and groups of the details at the time of the announcement of successful applicants.)
- Applicants selected for the scholarship must attend the guidance session to be officially approved as a recipient.
- The applicant for the financial aid must attend unless there are special unavoidable reasons why they cannot, for example, if they need to attend class, academic training, a convention, etc...
- Successful applicants who cannot attend the guidance session must consult with the International Center by the prescribed date.

Guidance Session: English: 12:20~12:50 on Mon, June 14, 2021 (scheduled)

Japanese: 12:20~12:50 on Fri, June 18, 2021 (scheduled)

8. Payment Method of Financial Aid

(1) Determination of the amount of financial aid

After the activity is completed, activity expenses will be assessed based on submitted evidence such as the activity report and receipts, and payment will be made only for expenses deemed to be appropriate.

(2) Financial aid payment procedures

Approved financial aid will be paid upon submission of the Request for Reimbursement of Personal Advance Payment.

(3) Payment destination

The financial aid will be transferred to the bank account as notified in the Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange (Form 3) Distribution, etc., of the financial aid after payment is left to the applicants and groups.

9. Obligations, etc., of Financial Aid Recipients

Financial aid recipient students and groups should strive to set a good example for other students as well as actively announce the results of their activities to them. Financial aid recipient students and groups are obligated to observe the following points:

- (1) Attendance at the guidance session
- (2) Submission of the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Activity Report (Form B)
- (3) Submission of the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Expense Report/Application Form (Form A) and receipts, etc., for proving payment of expenses
- (4) Presentation of event report if requested by the university
- (5) Adherence to rules, instruction, and advice from the university given in regard to the activity

10. Revocation of Financial Aid

If one of the following applies, the financial aid may be revoked, and the recipient student or group may be asked to return the financial aid.

- (1) If the applicant has been expelled or suspended pursuant to Article 57 of the Ritsumeikan University Regulations and

Article 91 of the Ritsumeikan University Graduate School Regulations.

(2) If the group has been punished pursuant to the Ritsumeikan University Student Group Disciplinary Regulations, or if the group has been punished according to the Ritsumeikan University Student Group Disciplinary Regulations

(3) If the activity content for which the financial aid was approved is significantly different from that of the implemented activity.

(4) If false statements or other fraudulent facts are found in the submitted documents, including the application documents, activity reports, etc.

(5) If the applicant has made a false declaration of and request for payment of an amount of financial aid, as stipulated in Article 11 of the Regulations.

(6) If the activity is cancelled.

(7) If the activity is not expected to be completed within the designated period.

(8) If the ancillary conditions of approval for the financial aid are not satisfied.

(9) If the applicant fails to fulfil the obligations stipulated in Article 10 of the Regulations without justifiable reason.

11. Matters Concerning the Handling of Personal Information

- Any personal information obtained in relation to the Financial Aid for Intercultural Exchange will only be used within the scope necessary for a range of works relating to the selection process for the financial aid, including application acceptance, selection, approval or rejection, notification of results, and providing financial aid.

- In cases where selection for Financial Aid for Intercultural Exchange has been determined, information concerning the recipients and details of the financial aid may be made available to the public.

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