RITSUMEIKAN

Academic Handbook

(For All Undergraduate Students)

—AY2022—

Ritsumeikan University

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University Rules and Regulations

“Ritsumeikan University Regulations,” “Ritsumeikan University Regulations on Student Status,” “Ritsumeikan University Regulations on Curricular Classes,” “Ritsumeikan University Final Examination Regulations,” “Ritsumeikan University Student Identification Card Regulations,” “Ritsumeikan University Regulations for the Payment of Tuition and Fees,” “Ritsumeikan University Student Disciplinary Regulations,” and “Ritsumeikan University Student Medical Examination Regulations”
The regulations above have been put on the following website.

[Regulations Website]
manaba+R→ Link to“○○ Students Page”→ Top Page→ Study Support Site → Regulations/Guideline
http://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/

Next Year’s Academic Handbook

Check the College of ○○ Student Page from manaba+R for next year’s Academic Handbook (For All Undergraduate Students).

Dates and Times in the Academic Handbook

All dates and times written in the Academic Handbook are in Japan Standard Time.

Ⅰ. Student Registry

1. **Student Registry**
2. **Name and Address in the Student Registry**
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16. **Certificates, Certificate Stamps and Student Discount Certificate**

1. Student Registry

The student registry indicates the registration status of students within the University. It is set when a student enters the University and expires when a student graduates, withdraws from the University, or is removed from the student registry.

2. Name and Address in the Student Registry < Ritsumeikan University Regulations on Student Status, Article 24 >

2.1 Name

Ritsumeikan University handles names in the student registry as stated below. The name in the student registry is used in all official documents issued by the University, including certificates. If the name in the student registry changes, students should promptly notify the Manabi Station on their home campus. A student who wishes to use an alias should also contact the Manabi Station on their home campus.

* If an alias is used, the alias will be written on graduation diplomas degree certificates and certificates, etc.

Classification	Name Used in Registry	Remarks
Students who have Japanese nationality	Name on the family register	Display format to be used in certificates etc. written in English: Ritsumei (surname) Taro (first name) → displayed as RITSUMEI Taro
Students who do not have Japanese nationality and are not International Students	Name or alias as shown on a copy of the Certificate of Residence (*Juminhyo*) or a document substituting for the Certificate of Residence	—
International Students	Name as shown on a copy of the Certificate of Residence (*Juminhyo*) or a document substituting for the Certificate of Residence, or as printed in alphabet letters on the passport	Display Format in Registry: Ritsumei (surname) Saionji (middle name) Taro (first name) → displayed as RITSUMEI Taro Saionji *If you wish to change the alphabetical spelling of your name, please notify the Manabi Station on your home campus.

2.2 Change in Address

If the address or contact info of students or their parent/guardian or a person who will accept the identity changes, students must complete the procedures described in the following table.

Reason for Change	Procedure	Place of Submission
Change in current address or phone number	Log in to CAMPUS WEB from manaba+R and change information.	—
Change in home address, billing address, or address or phone number of parent/guardian or a person who will accept the identity	Submit a Notification of Change	Manabi Station on home campus
Change in name or nationality of parent/guardian or a person who will accept the identity or billing addressee		

* Students who are taking a leave of absence are not able to complete procedures for changing their address, etc., on CAMPUS WEB. If students taking a leave of absence change their address, etc., they should contact the Manabi Station on their home campus and complete the necessary procedures.

3. Student Identification Number

A student identification number is assigned upon enrollment. The number remains unchanged during enrollment.

Structure of Student ID Number (11 digits)

○	○	●	●	△	△	□	□	□	□	—	■

Each code indicates:

○○: College, ●●: Department/major/course, △△: (*)Application year, □□□□: Individual number, ■: Security code

* Student ID numbers may change if a student transfers to another major or is readmitted.

(*) The "application year" indicates which year's curriculum applies to the student. Usually, the "application year" is the same as the "entrance year." However, in the case of advanced transfer admission, transfer admission, or readmission, the "application year" will generally be different from the "entrance year." There may be some cases in which the "application year" remains the same as the "entrance year" when a student is readmitted.

4. Student Identification Card

4.1 Student ID Card

The student ID card is used to verify the identity of students at Ritsumeikan University. Students must always carry their ID cards on them and are required to present their ID in the following situations:

- when taking final examinations
- when having certificates issued
- when using facilities on campus, such as a library
- when being asked to present their ID by a faculty or administrative staff member of the University

■ If a student ID is lost or stolen, students must report it to the nearest police station and the Manabi Station on their home campus.

■ The registration confirmation labels are issued to verify the enrollment of students, and must be attached to the back of the student ID card. From the issuance in April, the academic year 2022, the registration confirmation labels will be valid for the standard enrollment period. If the students will be enrolled for longer than the standard enrollment period, they will need to receive the label again. A student ID without a valid label is deemed to be invalid.

4.2 Changing, Reissuing, or Returning a Student ID Card

If any information on the student ID card changes such as the student's name or address, a new student ID card and registration confirmation label must be issued.

Reason	Procedure
Change items in student ID card	Contact the Manabi Station of your home campus.
Reissue student ID card	To have it reissued, you must prepare the following: • Reissuance handling fee: 2,000 yen
Return student ID card	Return the student ID card upon graduation, withdrawal from the University, removal from the student registry, or taking a leave of absence. *There will be an opportunity to return the ID at the commencement ceremony.

5. Enrollment Period

5.1 Standard Enrollment Period

Students are required to study at RU for the minimum numbers of years indicated below in order to earn a degree from Ritsumeikan University.

Student Type	Minimum Number of Years
Students who enrolled from their 1st year	4 years
Students who transferred directly to their 2nd year	3 years
Students who transferred directly to their 3rd year	2 years

5.2 Enrollment Period Limit

The enrollment period limit is the maximum number of years students can enroll and study at RU, and students cannot enroll at the University for longer than this period. Semesters during which a student takes a leave of absence, withdraws from the University, or is removed from the student registry shall not count toward the total enrollment period. However, if the day a student withdraws from the University or is removed from the student registry falls on the last day of the semester, that semester will count toward the total enrollment period.

< Departments Other Than the Department of Pharmacy in College of Pharmaceutical Sciences >

Student Type	Enrollment Period Limit
Students who enrolled from their 1st year	8 years
Students who transferred directly to their 2nd year	7 years
Students who transferred directly to their 3rd year	6 years
Students who re-enrolled	A total of 8 years, including the enrollment period before the student re-enrolled
Students who transferred to a college or department other than the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 8 years, including the enrollment period before the student transferred
Students who transferred to the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 12 years, including the enrollment period before the student transferred
Students who transferred from the Department of Pharmacy in College of Pharmaceutical Sciences	A total of 8 years, including the enrollment period before the student transferred
Students who were readmitted	A total of 8 years, including the enrollment period before the student withdrew from the University or was removed from the student registry

< Department of Pharmacy in College of Pharmaceutical Sciences >

Student Type	Enrollment Period Limit
Students who enrolled from their 1st year	12 years
Students who transferred directly to their 2nd year	11 years
Students who transferred directly to their 3rd year	10 years
Students who re-enrolled	A total of 12 years, including the enrollment period before the student re-enrolled
Students who transferred to another college or department	A total of 8 years, including the enrollment period before the student transferred
Students who transferred from another college or department	A total of 12 years, including the enrollment period before the student transferred
Students who were readmitted	A total of 12 years, including the enrollment period before the student withdrew from the University or was removed from the student registry

6. Student Year (*Kaisei*)

6.1 Student Year Progression

Students become first-year students upon enrollment and proceed to the next year each year, regardless of the number of credits they have earned. If a student who is enrolled in the College of Information Science and Engineering fails to earn enough credits at the end of the second year, the student cannot proceed to the next year. In this case, the student has to repeat the year to earn the credit. Please note that students are not allowed to enroll in the University beyond their eighth year.

6.2 How Taking a Leave of Absence Affects Student Year Progression

< For students whose application year (*) was AY 2017 or earlier (i.e., the 5th and 6th digits from the left on the student ID card should read "17" or less) >

Enrollment status before taking a leave of absence affects student year progression after returning to the University from the leave of absence.

(April Enrollment)

・Students whose status is "Enrolled" or "Study abroad" in the fall semester will proceed to the next year upon return.

・Students who were enrolled and did not study abroad (i.e., took a leave of absence) in the fall semester will not proceed to the next year upon return.

(September Enrollment)

・Students whose status is "Enrolled" or "Study abroad" in the spring semester will proceed to the next year upon return.

・Students who were enrolled and did not study abroad (i.e., took a leave of absence) in the spring semester will not proceed to the next year upon return.

< For students whose application year (*) is AY 2018 or later (i.e., the 5th and 6th digits from the left on the student ID card should read "18" or greater) >

(For All Colleges Except the College of Pharmaceutical Sciences)

For both April and September enrollees, students who were enrolled or studied abroad for 2 semesters in an academic year will proceed to the next year upon return.

(* See P.3) in "3. Student Identification Number" for the application year.

7. Graduation < Ritsumeikan University Regulations, Article 54 / Regulations on Student Status, Article 21 >

To graduate, students must enroll at the University for a certain number of years and acquire a certain number of credits as set by their college. Students who fulfill the aforementioned requirements will be conferred a Bachelor's degree. The graduation day will be the Autumnal Equinox Day in the spring semester or March 20 in the fall semester. Check the academic calendar for the exact graduation ceremony dates.

8. Restriction on Double Registration

Students are not allowed to register with another university while being registered at RU. However, double registration may be permitted if it is considered necessary for the purposes of education and it does not interfere with course requirements at both universities. Contact the administrative office of your college (or the Osaka Ibaraki Campus (hereinafter referred to as "OIC") Manabi Station) for details.

Students who have received permission to take courses at other universities within the Kyoto Consortium Credit Exchange System or via a program with Ritsumeikan Asia Pacific University (hereinafter referred to as "APU") do not need to seek further permission from the University.

9. Leave of Absence< Ritsumeikan University Regulations, Article 46 / Regulations on Student Status, Article 2 to 5 / Regulations for the Payment of Tuition and Fees, Article 10 >

9.1 Requirements for Requesting a Leave of Absence

If a student is unable to attend classes for more than two consecutive months during the period from the first day of classes of the relevant semester until the last day of final examinations due to illness or other unavoidable reasons, the student may file a request to take a leave of absence. Their college will determine whether the request is accepted. A student determined to be unfit to attend classes due to an illness may be ordered to take a leave of absence. Deliberation on a leave of absence may take from two weeks to nearly one month depending on the faculty council schedule. Please note the following points regarding the leave of absence period:

①The leave of absence period does not count toward the total enrollment period.

②The leave of absence period should not exceed two consecutive years but may be extended by a maximum of one year with the approval of the University under special circumstances.

③The leave of absence period should not exceed a total of three years since the initial admission to the University. (Applies to students admitted from AY 2010.)

For example, if a student takes a leave of absence for 2 years in AY 2020 and AY 2021, re-enrolls in AY 2022, and takes another leave of absence for 1 year in AY 2023, the student is not permitted to take any more leave of absence.

④Students are exempt from having to pay tuition while on a leave of absence; however, they are required to pay a matriculation fee instead.

9.2 Procedures for Taking a Leave of Absence

(1) Form and other necessary documents

To request a leave of absence, students must submit to the administrative office of their college (OIC: Manabi Station) the designated Request for Leave of Absence form (休学願) containing the signature of their parent/guardian or a person who will accept the identity and one of the following documents proving the student cannot attend classes for more than two consecutive months.

Reason for Leave of Absence	Documents Required for Submission
Illness	Physician's note
Family matter	Statement of Reason (designated form)
Financial reason	Statement of Reason (designated form)
Work-related circumstances	Certificate from employer
Traveling overseas (study abroad at personal expense、overseas internship or volunteer work, other overseas learning or research, international exchange activity)	Certificate of acceptance issued by the accepting institution or organization (designated form), Overseas Travel Plan
Conscription	Certificate of Acceptance issued by the military
Other (internship programs in Japan, post-earthquake volunteer activities, etc.)	A document certifying that the student cannot attend classes for more than two consecutive months

(2) Deadline to submit documents and dates of leave of absence

Students must submit their request for a leave of absence by the dates listed below. Leaves of absence are granted in units of one academic semester or one year. If a student receives permission to take a leave of absence after the semester or academic year starts, the specified start date of the leave of absence is the date the student is permitted to begin their leave of absence. However, the period of time between the day the semester or academic year starts and the day before the specified start date for the leave of absence is also counted as part of the total leave of absence period.

Leave of Absence Period	Submission Deadline
Spring semester or whole year	By May 31
Fall semester	By November 30

* International students taking a leave of absence will lose their residence status of "Student." Please consult with the International Center in advance.

9.3 Matriculation Fees During Leave of Absence Period

The matriculation fee during the leave of absence period is 5,000 yen per semester. Students may also be asked to pay other miscellaneous fees. The matriculation fee must be paid within two weeks of the specified start date for the leave of absence.

The statement of payment is enclosed with the leave of absence permission notice.

9.4 Procedures to End Leave of Absence Period

The University will send an "information about the procedures related to the end of the leave of absence period" letter (休学期間終了に伴う手続について) to the student or their parent/guardian or a person who will accept the identity shortly before the leave of absence period ends (i.e., late July for the spring semester, late January for the fall semester). The student is required to complete the procedures listed below. If the procedures are not completed by the end of the leave of absence period, the student will be removed from the student registry as of that date.

When a Leave of Absence Ends	What to Submit when a Leave of Absence Ends
End of spring semester	Submit the Request for Re-enrollment form (復学願), Request for Leave of Absence form (休学願) *, or Request for Withdrawal from the University form (退学願) between Aug. 1 and the end of August.
End of fall semester	Submit the Request for Re-enrollment form (復学願), Request for Leave of Absence form (休学願) *, or Request for Withdrawal from the University form (退学願) between Feb. 1 and the end of February.

* Once the total leave of absence period has reached 3 years, the student will no longer be able to submit a Request for Leave of Absence (休学願).

10. Re-enrollment < Regulations on Student Status, Article 6 to 7 >

10.1 Procedures for Re-enrollment

A student who plans to re-enroll must submit a Request for Re-enrollment form (復学願) containing the signature of their parent/guardian or a person who will accept the identity to the administrative office of their college (OIC: Manabi Station).

■ A student who took a leave of absence due to an illness must submit a physician's note.

■ A student who re-enrolls is required to pay the tuition for the academic year they are re-enrolling in.

[Application period]

Semester of Re-enrollment	Application Period
Spring semester	Feb. 1 – end of Feb.
Fall semester	Aug. 1 – end of Aug.

[Application period for international students who need to acquire a residence status of "Student"]

Semester of Re-enrollment	Application Period
Spring semester	Dec. 1 – end of Dec.
Fall semester	Jun. 1 – end of Jun.

* If a student wishes to acquire a residence status of "Student," the student needs to pay the tuition for the next semester within two weeks after the re-enrollment is approved.

10.2 Student Identification Numbers and Applicable Curriculum After Re-enrollment

After re-enrollment, student ID numbers and the curriculum of enrollment will remain unchanged from prior to the leave of absence.

11. Study Abroad < Ritsumeikan University Regulations, Article 50 / Regulations on Student Status, Article 10 to 13 >

11.1 Study Abroad

(1) Study abroad programs

Students will be permitted to participate in a study abroad program offered by RU provided that the faculty council of their college approved that the student's participation is considered to be beneficial for their education.

If a student finds a study abroad program on their own, the program may be recognized as study abroad provided that the student's college has given its approval after considering whether participation would be beneficial for the student's education and upon agreement with the host institution (independent study abroad). Students must consult with the administrative office of their college (OIC: Manabi Station) in advance.

(2) Period of study abroad

The period of study abroad is counted as part of the total period of university enrollment. The academic calendar as determined by the host institution abroad may not match up with the academic calendar at RU; however, the start date of study abroad shall be considered to be the first day of the RU semester that the study abroad is approved for and the end date of the study abroad shall be the last day of the RU semester.

11.2 Procedures Relating to Study Abroad

(1) Completing the application form

Students who wish to study abroad must submit a Study Abroad form (留学願), jointly signed by their parent/guardian or a person who will accept the identity, to the administrative office of their college (OIC: Manabi Station). Students also should consult with the International Center or the administrative office of their college (OIC: Manabi Station) beforehand regarding a plan for taking courses after completion of studying abroad (e.g., handling of credits acquired at the host institution abroad, course registration after returning to Japan, etc.).

(2) Ritsumeikan University fees while on study abroad

For university agreement-based programs, the arrangement regarding Ritsumeikan University fees varies by program. For details, check the study abroad handbook available at the International Center. If a student goes on an independent study abroad program (not through Ritsumeikan University), the student must pay university fees to RU and also pay program fees to the host university by themselves.

(3) Procedures for completion of study abroad

Students must promptly submit a "notification of completion of study abroad" (designated form) (留学終了届) after returning to Japan. If students wish to have credits earned on a study abroad program recognized, they must submit a "request for approval to transfer credits and documents certifying credits earned including study period and grades" (単位認定願および単位認定書) and other required documents to the administrative office of the college (OIC: Manabi Station).

12. Transferring < Ritsumeikan University Regulations, Article 42・49 / Regulations on Student Status, Article 8 to 9 / Ritsumeikan University Regulations for the Payment of Tuition and Fees / Ritsumeikan University Regulations on Student Charges >

Transferring is a system where students relocate from their current college or department at Ritsumeikan to a different Ritsumeikan college or department.

* For information regarding changing your major, course, or program, please read the "Academic Handbook (for your college)."

12.1 Requirements for Transfer

Students are only eligible to transfer in their second or third year if they meet the requirements at the completion of their first and/or second year of enrollment and transfers may be approved upon screening by the administrative office of the student's college as well as the college the student wishes to transfer to. In addition, transferring is not permitted in the middle of the academic year or during a semester different from the student's admission semester (e.g., April enrollment: fall semester transfer, September enrollment: spring semester transfer).

For application requirements and other information, refer to the transfer guide issued around December each year (around June for students who enrolled in September) available at the administrative office of the college the student is enrolled in (OIC: Manabi Station). Colleges/departments which are accepting students from other colleges vary from year to year.

[Application requirements]

Transferring when proceeding to the 2nd year (for current 1st-year students)	Those who, at the end of their first year, have completed all foreign language courses required of first-year students and expect to earn at least 30 credits that count toward their graduation requirement.
Transferring when proceeding to the 3rd year (for current 2nd-year students)	Those who, at the end of their second year, have completed all foreign language courses required of first- and second-year students and expect to earn at least 60 credits that count toward their graduation requirement.

- Students who passed the Entrance Examination for International Students have other requirements for application. Please read the "Ritsumeikan University Regulations on Student Status."
- Students affiliated with the College of Global Liberal Arts do not have any foreign language courses in their course classification, so the only requirement for transfer is the number of credits earned that can be counted toward graduation requirements.
- Students applying to transfer to the third year in the College of Science and Engineering, College of Information Science and Engineering, and College of Pharmaceutical Sciences may be approved transfer to the second year, depending on the number of credits they have earned.

12.2 Application Procedures for Transfer

Applications to transfer must be submitted during the transfer application period (usually mid-January, see the transfer guidelines for details). Applicants must submit a "transfer request" form (designated form) (転籍願) and other necessary documents, and pay an application screening fee of 3,000 yen by the designated deadline. Students cannot apply for more than one transfer at the same time.

12.3 University Fees After Approval of Transfer

If a transfer is approved, the student will be required to pay university fees for the academic year, major, and department of the college the student is transferring to. For payment deadlines, refer to "II. Tuition, 2. Tuition Payment/Deadlines."

13. Withdrawal < Ritsumeikan University Regulations, Article 52 / Regulations on Student Status, Article 18 to 19 >

13.1 Requirements and Procedures for Withdrawal

A student who wishes to withdraw from Ritsumeikan University must submit a Request for Withdrawal from the University form (退学願), jointly signed by their parent/guardian or a person who will accept the identity, to the administrative office of their college (OIC: Manabi Station) and obtain approval from the college.

13.2 Date of Withdrawal

The date of withdrawal is the date when the student's withdrawal was approved after deliberation at their college's faculty meeting (i.e., the deliberation date or the last day of the approved semester). (It is not the date the student applied for the withdrawal.) It can take two weeks to one month to conduct deliberations regarding a withdrawal due to the scheduling of faculty meetings.

Students are required to be enrolled at the University on the last day of the semester (spring semester: September 25, fall semester: March 31) in order to receive course grades for that semester. Therefore, if a student wishes to have their grades for the semester approved, the student must express this to the administrative office of their college (OIC: Manabi Station) when applying for withdrawal. (*The student must also pay the university fees for that semester.)

14. Removal from the Student Registry (Dismissal) < Article 53 of the Ritsumeikan University Regulations, Article 20 of the Regulations on Student Status >

Students who fall within one of the following categories will be removed from the student registry and forfeit their student status at Ritsumeikan University.

Reason for Removal	Date of Removal from the Student Registry
Students who do not pay tuition, special registration fees, or matriculation fees	Spring semester: the end of August Fall semester: the end of February
Students whose enrollment period exceeds the enrollment period limit	The final day of the enrollment period limit
Students who do not return to the University even after their leave of absence period exceeds a total of three years (applies to students admitted from AY 2010)	The last day of the leave of absence period
Students who did not complete the prescribed procedures by the last day of their leave of absence period	The last day of the leave of absence period

15. Readmission < Ritsumeikan University Regulations, Article 28 to 30 >

15.1 Requirements for Readmission

If a student who has withdrawn from the University or was removed from the student registry applies for readmission within two years from the day following the last day of their final semester, the student may be permitted to return to the University subject to approval via a screening process. However, students who were removed from the student registry as a result of their enrollment period exceeding the enrollment period limit or students who were expelled for disciplinary reasons are not eligible to apply for readmission.

* The readmission system is not intended to ensure that students who have withdrawn from the University or have been removed from the student registry can study at the University again.

15.2 Application Procedures for Readmission

Students who apply for an examination for readmission must submit a "request for readmission" form (再入学志願票) during the following application periods. For details on how to apply, refer to the Ritsumeikan University Undergraduate Readmission Examination Guidelines available at the administrative office of your college (OIC: Manabi Station) from late October of the previous year.

[Application period]

Semester Applied for Readmission	Application Period
Spring semester	Previous Academic Year Feb. 1 – end of Feb.
Fall semester	Current Academic Year Aug. 1 – end of Aug.

[Application period for international students who need to acquire a residence status of "Student"]
As it takes time to receive a resident status, international students applying for the new status must submit the form during the periods below:

Semester Applied for Readmission	Application Period
Spring semester	Previous Academic Year Dec. 1 – end of Dec.
Fall semester	Current Academic Year Jun. 1 – end of Jun.

15.3 Procedures for Readmission

Students who have received a letter of acceptance for readmission must submit the necessary documents as well as pay the indicated fees by the specified date. Readmitted students will follow the curriculum for the year level in which they are readmitted. As previously earned credits will be evaluated in accordance with the curriculum, some of the credits may not be approved.

16. Certificates, Certificate Stamps and Student Discount Certificate

16.1 Certificates

The following certificates can be issued to current students at automated certificate-issuing machines on campus and from multi-function printers at convenience stores. For details, please check the University website.

(University homepage> Current Students> Study Support Site> CERTIFICATES> Purchase of Certificates, Certificate Stamps, Student Discount Coupons, and Student Commuter Passes)

Certificate Types
Certificate of Enrollment, Transcript of Academic Record, Certificate of Prospective Graduation, Certificate of Expected Teaching License Acquisition, Certificate of Expected Curator License Acquisition, Medical Examination Certificate, Certificate of Leave of Absence (Can only be issued at convenience stores), Certificate of Graduation, Transcript of Academic Record, etc., from a previous enrollment period

*Manabi Station issues certificates other than those listed above for current students. It may take a few days to issue the certificate depending on the type.

*Medical Examination Certificates can be issued for students who have received medical examinations in the corresponding academic year. (For graduating students, the certificates can be issued at the automated certificate-issuing machines. For students other than graduating students, the certificates are issued at the Ritsumeikan Medical Service Center.)

16.2 Certificate Stamps

Certificate stamps necessary for the payment of various course registration fees, certificate exam fees, certificate issuance handling fees, shuttle bus tickets, etc., are sold at automated certificate-issuing machines and at the Co-op store on each campus.

* Co-op stores sell certificate stamps for certificate handling fees, motorcycle registration fees, parking fees and shuttle bus usage, and sets of shuttle bus tickets.

16.3 Student Discount Certificate (Student Traveler Fare Discount Certificate)

①Student discount certificates can be issued free of charge from the automated certificate-issuing machines.

②A student discount certificate is available for travel on Japan Railways Group, Kintetsu Corporation (Kintetsu), Nagoya Railroad Co., Ltd. (Meitetsu), Tobu Railway Co., Ltd., long-distance express bus, long-distance ferry and other services. You are advised to contact the transportation agencies in advance as the discount cannot be applied to some services.

③Students who are on a leave of absence are not able to use student discount certificates.

④Students will be asked to show their student ID cards when purchasing tickets. In addition, they should carry their student ID cards when using the tickets purchased using a discount certificate. They are also advised to carefully read the back of their discount certificate.

⑤You are advised to contact the transportation companies in advance as the discount cannot be applied to some services.

⑥Student discount certificates are only valid for three months from the date of issue.

⑦There is no upper limit to the number of student discount certificate that can be issued.

16.4 Purchasing a Student Commuter Pass

(1) Purpose of use

Students can purchase a student commuter pass only for traveling between their current residence and the University.

* They cannot purchase the commuter pass for using public transportation to participate in club activities, part-time work, job hunting or other activities.

(2) Allowable distance

Students can purchase a student commuter pass for the shortest route between the nearest station from the residence recorded on their student ID card and the nearest station from the University.

(3) Required items

Students must present their student ID card when purchasing student commuter passes from transportation companies.

* If there is no valid registration confirmation label on the back side of the card or a current address and the commuting route is not specified, the student will be unable to purchase a student commuter pass. (The registration confirmation label functions as a student commuter certificate required for purchase.)

(4) Important points to note

① If using more than one transportation company, specify the company used for each portion of the route.

② If there is not enough space on the student ID card to provide information about the commuting route, please contact Manabi Station on your home campus.

③ If a student's address changes, the student ID card must be stamped with a correction seal from the University. Necessary procedures should be completed at Manabi Station on your home campus.

< Reference: Nearest stations of major transportation systems for each campus >

Public Transportation		Nearest Station		
		Kinugasa Campus	Biwako-Kusatsu Campus	Osaka Ibaraki Campus
JR-West		Enmachi, Hanazono If using the JR Kyoto Line, Biwako Line, Kosei Line, or Nara Line, Kyoto Station or Nijo Station is also acceptable as the nearest station to campus.	Minami-Kusatsu	Ibaraki
Kintetsu Railway		Kyoto	Kyoto	Kyoto
Hankyu Railway		Saiin, Omiya	―	Minami-Ibaraki, Ibaraki-shi
Keihan Railway		Any station which has a convenient public transportation route to and from the campus		
Osaka Monorail		―	―	Unobe, Minami-Ibaraki
Kyoto Municipal Transportation Bureau	Subway	Nishioji Oike	―	―
	Bus	Ritsumeikan Daigaku-mae, Waratenjin, Kinugasako-mae		
Ohmi Tetsudo Bus		―	Ritsumeikan Daigaku	―
Keihan Bus		―	―	JR Ibaraki, JR Ibaraki East Exit

Ⅱ. Tuition

1. Tuition (University Fees)

2. Tuition Payment/Deadlines

3. Disciplinary Action Against Failure to Pay Tuition (Removal from the Registry)

4. Conditions Pertaining to Tuition Payable by Students Whose Total Enrollment Period Exceeds the Standard Enrollment Period

5. Scholarships

1. Tuition (University Fees)

Tuition is set based on the year of enrollment and the fee amount for each academic year will be clarified in the admission procedure documents. As a principle, the base amount of the tuition fee payable annually will not be revised from year to year and will be the same each year. See the webpage Regarding Tuition Payment or CAMPUS WEB for further details on tuition for the current academic year.

* Regarding Tuition Payment: http://www.ritsumei.ac.jp/tuitionfees/
* CAMPUS WEB → Tuition and Fees Payment Information

2. Tuition Payment/Deadlines

2.1 Tuition Payment Guide

	Payment Notice Mail Contents	Payment Notice Sent
Spring Semester	• Tuition Payment Guide • Scholarship Guide • payment form (学費等納付書)	Beginning of April
Fall Semester	• Tuition Payment Guide • Scholarship Guide • payment form (学費等納付書)	Beginning of October*

* If you pay the full year's tuition in the Spring Semester, the Fall Semester notice will not be sent.

2.2 Postal Address for Payment Notices

A payment notice will be sent to the address registered with the University as the tuition fee billing address. If the billing address changes after admission, students should notify the Manabi Station on their home campus of the change. The University can only send payment notices to addresses in Japan. If an overseas address has been registered as the tuition fee billing address, students will need to change it to an address in Japan.

2.3 Payment of Tuition

Students are asked to pay tuition via a financial institution by the payment due date using the payment form (学費等納付書) specified by the University. The bank transfer fees charged when paying the tuition should be covered by yourself. Moreover, if you transfer tuition fees at the counter of a financial institution using the payment form, no fees will be charged for the transfer between the head office and branch offices of the banks indicated on the payment form.

Tuition	Payment Deadline
Spring Semester or full year's tuition	May 31
Fall Semester tuition	November 30

* The due date for payment of tuition by international students needing to obtain a new "Student" status of residence in Japan for the purpose of reenrollment shall be within the two weeks following the day on which permission for reenrollment was granted.
* If the payment deadline falls on the financial institution's holiday, the deadline will be extended to their next business day.
* Please note that tuition will not be refunded once you have paid, regardless of the reason.
* If requesting a leave of absence, etc., please do not pay for the tuition until receiving the notice from your college or graduate school.

[Payment procedures]

(In Japan): Please transfer the tuition from a financial institution by using the payment form (学費等納付書) sent from the University.

(From overseas): Please check the details on the website Regarding Tuition Payment and transfer tuition. (http://www.ritsumei.ac.jp/tuitionfees/)

3. Disciplinary Action Against Failure to Pay Tuition (Removal from the Registry)

In accordance with Ritsumeikan University Regulations on Student Status, failure to pay tuition by the stipulated payment deadline will result in dismissal (removal from the register) as a result of unpaid tuition. Please plan ahead and pay on time.

4. Conditions Pertaining to Tuition Payable by Students Whose Total Enrollment Period Exceeds the Standard Enrollment Period

Tuition for the applicable semester for students who meet all of the following conditions will be one half of the usual fee for that semester. Reduction of the fee is not applicable to long-term degree students. For details, see the "Notice of Tuition Payment for Students Whose Total Enrollment Period Exceeds the Standard Enrollment Period" (「在学期間が修業年限を超えた学生」の授業料に関するご案内) enclosed with the "Tuition Payment Notice" (学費納入のご案内).

①Students whose total enrollment period exceeds the standard enrollment period.

②Students for whom the sum of the total number of credits for registered courses for which grades will be awarded in the applicable semester and the total number of credits earned via study abroad and/or the credit transfer system that are recognized as credits countable toward the credit requirement for graduation is eight or less.

"Tuition Payment Notice" (学費納入等のご案内) will be sent to eligible students after applying. (Spring semester: around June / Fall semester: around December)

5. Scholarships

For details on scholarships, see the Student Support Site (manaba+R → Link to "○○ Students Page" → Top Page → Student Support Site → Others → Tuition / Scholarships). For how to make use of the scholarship system, consult with the office handling each scholarship program.

Ⅲ. Taking Courses at Ritsumeikan University

1. **Course and Credit System**
2. **Classes**
3. **Official Absence, Special Considerations in Cases Other than Official Absence, and Handling of Infectious Diseases**
4. **Course Registration**
5. **Examinations**
6. **Granting and Approval of Grades**
7. **Student Support**
8. **Handling of Classes, Final Examinations and Make-up Examinations When Public Transportation is Suspended Due to Inclement Weather, or in the Event That a Storm Warning or Emergency Warning for Weather is Issued**
9. **Damage Report and Safety Confirmation in Case of a Disaster**

1. Course and Credit System

There are a specified number of course credits students must earn and courses they must take in order to graduate.

As all students must make course plans on their own every academic year to systematically take courses throughout four years (or six years for Department of Pharmacy in the College of Pharmaceutical Science), please carefully read the Academic Handbook and the Registration Guidebook.

1.1 Semester

The University's academic year is divided into two semesters.

Spring Semester	April 1 – September 25
Fall Semester	September 26 – March 31

1.2 Credit System < Ritsumeikan University Regulations, Article 34 >

(1) What is the credit system?

The University curriculum is based upon the credit system defined in the Standards for Establishment of Universities. Under the credit system, students register and take classes offered each academic year and receive enough passing grades during the enrollment period to earn the credits required for graduation.

(2) What is a credit?

The number of credits for each course represents a standard of 45 hours of learning per credit and is calculated according to the following criteria considering educational effects of the relevant course and studying required outside the classroom depending on the teaching method. Students must remember that not only attending class but also preparing and reviewing outside of class is key to earning credits.

① One credit shall be granted for 15 weeks of lecture or seminar classes held for one to two hours per week, as determined by the faculty council.

② One credit shall be granted for 15 weeks of classes with laboratory work, field work, or practicums held for two to three class hours per week, as determined by the faculty council.

③ In the case of curricular subjects in ① above that are held using a combination of two or more of the methods (i.e., lecture, seminar, laboratory work, field work, or practicum),one credit shall be given for a number of class hours determined by the faculty council depending on the combination of methods used and taking into account the standards in ② above.

④ Notwithstanding the provisions of ①, ② and ③ above, the number of credits for curricular subjects such as graduation thesis and graduation research may be determined by the faculty council taking into account the nature of study required for such subjects, if it is judged appropriate to confer credits based on the evaluation of academic achievement.

(3) Class hours and credit

Classes are held for 90 minutes each on a weekly basis and counted as two hours per week under the system.

1.3 Earning Credits

Students must fulfill both of the following conditions to earn credits. The method of evaluation is described in the syllabus of each class.

① Register for a course(s) offered in each semester.

② Take registered course(s), receive evaluation for course performance (through final examination, report examination, and/or continuous assessment), and pass the course. (See p. 31 regarding grading.)

1.4 Graduation Requirements

Students will be approved for graduation if they have earned the credits required for graduation specified in the regulations of their college and have been enrolled for at least the standard period for course completion. There are two types of credits: credits for courses that can be counted as part of the total number of credits required for graduation, and credits for courses, including remedial courses and courses to obtain a certificate that cannot be counted as part of the total number of credits for graduation. In the College of Law, College of Sport and Health Science (for students admitted from AY 2018), and Department of Mathematical Sciences of the College of Science and Engineering, students who have been enrolled at their college for three years or more and have earned the credits required for graduation with excellent academic performance may be approved for graduation. (i.e., early graduation system).

2. Classes

2.1 Courses Offered

Classes are usually scheduled Monday through Friday. However, there are occasional classes on Saturdays and/or public holidays for intensive courses and other regular courses to make up for irregularities in the academic calendar.

[AY 2022]

<table>
<tr><th>Term</th><th>Period</th><th>Course Registration</th><th>Grade Notification Date</th><th>Credit Approval Period</th></tr>
<tr><td>Spring Semester</td><td>April 6 – July 22</td><td rowspan="10">April</td><td rowspan="4">September 5
* College of Pharmaceutical Sciences (excluding graduating students): September 20</td><td rowspan="9">End of Spring Semester</td></tr>
<tr><td>Spring intensive</td><td>Designated period between early April and late July</td></tr>
<tr><td>Spring 1st quarter</td><td>April 6 – June 7</td></tr>
<tr><td>Spring 2nd quarter</td><td>May 27 – July 22</td></tr>
<tr><td>Spring & Summer</td><td>Designated period between mid-April and mid-September</td><td rowspan="4">September 20</td></tr>
<tr><td>Summer intensive 1</td><td>August 29 – September 3</td></tr>
<tr><td>Summer intensive 2</td><td>September 5 – September 10</td></tr>
<tr><td>Summer intensive 3</td><td>Designated period between early August and mid-September, excluding the above periods</td></tr>
<tr><td>Summer intensive 4</td><td>Designated period between early August and September 25</td><td rowspan="5">March 3
*Graduating students of the College of Pharmaceutical Sciences: February 13</td><td rowspan="8">End of Fall Semester</td></tr>
<tr><td>Fall Semester</td><td>September 26 – January 20</td><td rowspan="6">September</td></tr>
<tr><td>Fall intensive</td><td>Designated period between late September and late January</td></tr>
<tr><td>Fall 1st quarter</td><td>September 26– November 18</td></tr>
<tr><td>Fall 2nd quarter</td><td>November 14 – January 20</td></tr>
<tr><td>Fall & Winter</td><td>Designated period between late September and mid-March</td><td rowspan="2">March 16</td></tr>
<tr><td>Winter intensive</td><td>Designated period between early February and mid-March</td></tr>
<tr><td>Full year</td><td>April 6 – January 20</td><td>April</td><td>March 3</td></tr>
</table>

*The grade notification date for students of the College of Pharmaceutical Sciences (excluding graduating students) is different from the date mentioned above. Please confirm the information provided by the Administrative Office, College of Pharmaceutical Sciences.

2.2 Class Hours

Times for the final examinations differ from the class times listed below. Check the information on p. 27

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[Kinugasa Campus, Osaka Ibaraki Campus]

Period	Regular Class Hours
1st	9:00 – 10:30
2nd	10:40 – 12:10
3rd	13:00 – 14:30
4th	14:40 – 16:10
5th	16:20 – 17:50
6th	18:00 – 19:30
7th	19:40 – 21:10

[Biwako-Kusatsu Campus]

College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences and College of Pharmaceutical Sciences

Period	Regular Class Hours
1st	9:00 – 9:45
2nd	9:45 – 10:30
3rd	10:40 – 11:25
4th	11:25 – 12:10
5th	13:00 – 13:45
6th	13:45 – 14:30
7th	14:40 – 15:25
8th	15:25 – 16:10
9th	16:20 – 17:05
10th	17:05 – 17:50
11th	18:00 – 18:45
12th	18:45 – 19:30
13th	19:40 – 20:25
14th	20:25 – 21:10

College of Economics, College of Sport and Health Science and College of Gastronomy Management

Period	Regular Class Hours
1st	9:00 – 10:30
2nd	10:40 – 12:10
3rd	13:00 – 14:30
4th	14:40 – 16:10
5th	16:20 – 17:50
6th	18:00 – 19:30
7th	19:40 – 21:10

2.3 Cancelled and Make-up Classes

A class may be cancelled due to an instructor's illness or other unforeseen circumstances. When a class is cancelled, a make-up class will be scheduled on a Make-up Class Day. Check the academic calendar for the detailed schedule of make-up classes or classes to be held on national holidays. However, if classes were cancelled due to disasters, etc., make-up classes may be scheduled on dates other than those specified in the academic calendar. When this happens, students will be notified of such make-up class days.

*Information on cancelled classes or make-up classes will be available in Course News on manaba+R.

3. Official Absence, Special Considerations in Cases Other than Official Absence, and Handling of Infectious Diseases

*For the special measures related to the Novel Coronavirus (COVID-19), please check on manaba+R > ○○ Student Page > Officially Approved Absence / Special Considerations.

3.1 Official Absence < Ritsumeikan University Regulations on Curricular Classes, Article 6 >

(1) Eligibility for official absence

① Absence from class to undertake practicum in a certification class offered as part of the regular curriculum:
- Teaching practicum
- Nursing practicum and special education school experience
- Onsite training in a certified social worker education program
- Japanese language teaching practicum
- Museum curator practicum

② Performance of obligations as a lay judge pursuant to the Act on Criminal Trials Examined Under Lay Judge System

③ Any case to necessitate special treatment comparable to the above

(2) Special measures in case of official absence

A student on official absence is permitted to not attend class and will not be penalized. The instructor shall give due consideration to the student as follows:

① The absence shall not be counted toward the number of attendance days required

② The instructor shall provide students with the items listed below:
- Handouts used in class
- Information on what was taught as well as the key points covered in class
- Instructions on self-study content
- Academic guidance and support relating to class, such as making substitute arrangements for reports (*) or quizzes, etc., missed by the student
  * Excludes "report examinations" (reports that are due on the specified deadline in the academic calendar).

(3) Procedures for requesting official absence

① For the issuance of the "Official Absence Notification" certificate (公欠届), please refer to the "Study Support Site"

② Manabi Station will confirm the dates and issue a prescribed "Official Absence Notification" certificate.

③ The student should submit the certificate to the relevant class instructor.
*For certification classes specified in (1)-① above, students must submit, to the department in charge, an official document issued by the host institution that clearly specifies the date(s) before requesting an "Official Absence Notification."
*In the case of (1)-② above, students must submit an official document issued by the court that clearly specifies the date(s) to the Manabi Station on their home campus.

3.2 Special Considerations in Cases Other Than Official Absence

Special considerations shall be given in cases of absence from class due to 1) bereavement (for spouse and relatives within the second degree), or 2) natural disasters (i.e., storms, heavy rain, floods, storm surges, earthquakes, tsunami, eruptions and other extreme natural phenomena). Although such absences are not treated as an "official absence," students are able to apply for special consideration. Class instructors shall provide students with the following, where possible, to help ensure smooth and effective learning of essential class content.

- Handouts used in class
- Information on what was taught as well as the key points covered in class
- Instructions on self-study content
- Academic guidance and support relating to class, such as making substitute arrangements for reports (*) or quizzes etc., missed by the student

(*) Excludes "report examinations" (reports that are due on the specified deadline in the academic calendar).

With regards to attendance or absence in the event of 2) natural disasters, each student is generally expected to make the decision themselves depending on the situation at their area of residence and commuting area with priority given to safety, even if classes are not cancelled at the university or their campus. Based on this, if absence is unavoidable due to natural disaster, in addition to the above considerations, the University asks class instructors to make sure that such absence does not disadvantage the student in terms of grade evaluations.

Please follow the procedures below when requesting special consideration.

1) In the case of absence due to bereavement:

Please submit an official death certificate in person to the class instructor.

2) In the case of absence due to natural disaster:

Please make requests for special consideration by following the steps below.

① First, check "Surveys" for the relevant subject in the course section of manaba+R to see if there is a survey relating to the natural disaster.

*It may take some time for the survey to become available on manaba+R due to emergency response measures after the natural disaster. Please continue to regularly check manaba+R until the next scheduled class period.

② If there is a survey, fill it out and submit it.

③ If there is no survey or the reply deadline has passed, fill out the designated form and submit it to the class instructor.

*If specific instructions on the submission method other than the above have been given in class or on manaba+R, please follow those instructions when making your application.

If any information in the application needs to be confirmed, class instructors may ask the student to submit an official certificate such as a certificate of delay.

3.3 Handling of Students with Infectious Diseases

(1) Order of "suspension from classes"

As specified by the "School Health and Safety Act," the "Ordinance for Enforcement of the School Health and Safety Act in Japan," and the "Ritsumeikan University Regulations on Curricular Classes," if a student is diagnosed by a medical doctor as having an infectious disease stipulated in the School Health and Safety Act, the President of Ritsumeikan University shall order their suspension from classes. If suspended, the student must not come to the University until the period of suspension is complete.

(2) Special measures in case of suspension from classes

Cases in which a student is suspended from classes will not be treated as an official absence. Instead, students can receive guidance/support related to the missed classes through designated procedures. Students should check the "Treatment of Students with Infectious Diseases" webpage for details and submit a document that shows that they contracted an infectious disease to the Ritsumeikan Medical Service Center on their campus in person to continue with the necessary procedures. The instructor will provide students, where possible, with the following to compensate for the missed class content and provide a smoother learning experience:

- Handouts used in class
- Information on what was taught as well as the key points covered in class
- Instructions on self-study content
- Academic guidance and support relating to class, such as making substitute arrangements for reports (*) or quizzes etc., missed by the student

(*) Excludes "report examinations" (reports that are due on the specified deadline in the academic calendar)

If the student fails to complete the procedures during the period when classes are held, it will be difficult for them to receive academic guidance and support. Therefore, the student should complete the procedures by the end of July for the Spring Semester and by the end of January for the Fall Semester.

["Treatment of Students with Infectious Diseases" webpage (Related Materials)]
Ritsumeikan University homepage -> Student Life and Career Support -> Treatment of Students with Infectious Diseases

(3) Measures for final examinations when the student is suspended from classes

In the event a student was not able to take the final examinations due to suspension from classes, applications for make-up examinations can be made in accordance with the Ritsumeikan University Final Examination Regulations. For details regarding make-up examinations, please refer to p. 29.

*If you are not able to come to the university by the application deadline (within 3 school days of the examinations, including the day of the Final Examination) due to suspension from classes, please be sure to consult with Manabi Station via telephone by the deadline.

(4) Infectious Diseases Requiring Report to the University

Should a student contract one of the infectious diseases listed below, it is necessary that measures be taken to prevent its spread. Therefore, as specified in the "School Health and Safety Act," infected students are obligated to report their infected status to the administrative office of their college at the point their diagnosis is confirmed. The infectious diseases requiring disclosure listed below have been determined pursuant to the Ministry of Health, Labour and Welfare's rules concerning "Notifiable Infectious Diseases."

① Type 1 Infectious Diseases: Ebola hemorrhagic fever, plague, Crimean–Congo hemorrhagic fever, Marburg virus disease, smallpox, Lassa fever, South American hemorrhagic fever, Polio, diphtheria, SARS (Sever Acute Respiratory Syndrome), avian influenza, new strains of influenza, and other designated infectious diseases

② Other Infectious Diseases: measles, rubella, tuberculosis, bacterial meningitis, cholera, shigellosis (bacillary dysentery), EHEC (Enterohemorrhagic Escherichia coli), typhoid fever, salmonella

(5) Case treated as an "Official Absence"

In case that a student is unable to attend classes due to suspension as a result of infectious disease contraction, it is not treated as "official absences" as described above. However, in the interest of preserving the health and safety of students, faculty and other staff, and in order to prevent the spread of disease, it may be deemed necessary by the University for the infected student to take an official absence. In such a case, the student will be informed of the subsequent procedures.

4. Course Registration

4.1 What is Course Registration?

Course Registration is the basis for students taking courses systematically and acquiring credits at their college. In Course Registration, students are required to register for courses they want to take (or have to take) during the specified period. For a list of the courses to register for, please refer to your college's "Academic Handbook," "Registration Guidebook" and "Time Schedule/Syllabus." Carefully read the course outline, teaching method, and student attainment objectives of courses stated in the Online Syllabus before attending the class.

Classes start in the 1st week from the day on which classes begin, and consist of 15 classes as well as private study. Even during the course registration period, students must attend classes starting from the 1st week. (See p. 20 regarding the Credit System.)

There is a maximum number of credits that students can register for. Please check the maximum number of credits in the Academic Handbook for your college. Students cannot attend classes, receive grades or earn credits for courses they have not registered for. Once they have passed a course, they cannot cancel it or register for it again regardless of the grade that they attained for it.

To register for classes, please log in to CAMPUS WEB from manaba+R and apply.

Your RAINBOW ID (*) and password are required to log in to CAMPUS WEB.

When registering please make sure that you are aware of the correct 5-digit number for each course (i.e., class code), the term of the class, and the day and period of the class. Registration is accepted only within the specified period, so please complete the procedures within that period.

(*) RAINBOW is the University information network system. A user ID and password will be assigned to each student at the time of admission.

[Course registration after returning from study abroad]

Students who return to the University by the first day of the semester and complete the necessary procedures can register for courses offered in that semester. Students who return after the first day of the courses generally cannot register for courses offered in that semester. However, some courses may accept the students at the discretion of the college.

* Before leaving to study abroad, students should confirm post-study abroad course registration with the administrative office of their college (OIC: Manabi Station). (See "I. Student Registry - 11. Study Abroad")

4.2 Course Registration Schedule

(1) Lottery-based course registration (April / September)

Courses with limited enrollment capacity require early registration before regular registration begins. A lottery is used to determine which applicants are enrolled in the course. Please be aware that once a student is accepted into such a course, they cannot withdraw from it. If the advanced registration for the course is approved, the student will be automatically registered for the course. Therefore, there is no need to register again for the course during the regular registration period.

(2) Regular course registration (April / September)

Students register for all courses they wish to take or are required to take except those courses that require advanced registration.

(3) Cancellation of Registered Courses (April / June*/ October */ November*)

Students can withdraw from registered courses once a certain amount of time has passed after the Spring or Fall Semester begins. Students are permitted to withdraw from registered courses even after the courses have begun if their study plan has changed. However, the withdrawal period for a registered course varies depending on the course offering period. Aside from the withdrawal period for courses registered during the regular course registration period, only for colleges offering quarterly courses, students will have a period when they are permitted to withdraw from registered quarterly courses.

As some courses do not permit withdrawal, students are responsible for confirming this first. Courses withdrawn from will not be factored into GPA calculation (See p. 31).

5. Examinations

[Final Examination Schedule]

For the schedule of final examinations and report examinations, please refer to the academic calendar.

5.1 Final Examinations < Ritsumeikan University Final Examination Regulations/ Ritsumeikan University, Student Disciplinary Regulations >

With the exception of some courses, final examinations are held for each course per semester. These examinations are important in measuring students' progress in their daily studies and is based on independent study. All examinations are executed in accordance with rigorous standards.

(1) Courses for which a Final Examination is conducted

Courses for which a Final Examination is conducted are limited to the ones whose grade percentage shown in the Final Examination (written) section of the Grade Evaluation Method in the syllabus is 1% or more. The Final Examination is conducted during the final examination period after the 15 classes have finished. (Please check the academic calendar for the final examination period.)

(2) Final Examination Schedule

Final examination schedules (including courses, dates, times, and rooms) and the items permitted in exam rooms are announced on CAMPUS WEB each semester. Students can log into CAMPUS WEB from manaba+R.

Please remember that the final examination schedule is different from the class period schedule. Students are responsible for checking their examination schedule on their own.

[Final Examination Schedule]

Period	Exam Time
1st	9:30 – 10:30
2nd	11:00 – 12:00
3rd	13:30 – 14:30
4th	15:00 – 16:00
5th	16:30 – 17:30*
6th	18:30 – 19:30
7th	20:00 – 21:00*

*Some examinations held at these times will last for 90 minutes depending on the course.

(3) Items permitted on the desk

Even if there are no restrictions listed for the course on what they can bring to the room, students are not allowed to use mobile phones, smartphones, smartwatches, personal computers, electronic dictionaries, or other information and communication devices. In addition, even when dictionary use is permitted, students are still prohibited from using electronic dictionaries as use of these devices is considered cheating.

[Primary Categories of Permitted Items]

Category	Notes
No restrictions	Items related to the exam including texts, notebooks, and handouts are all allowed. *You cannot use information and communication devices such as smartphones, smartwatches, and PCs. *Items that are not related to the exam are not allowed to be brought into the exam room.
Approved texts of the Six Codes (*Roppo*)	Details will be announced on manaba+R.
Dictionaries	You are not allowed to bring electronic dictionaries.
Calculators	Some functions may not be approved.
Rulers	None

*Other categories may be specified in addition to the above.

*In case that students brought the items that are not permitted to bring, it will be considered cheating.

(4) Precautions regarding final examination procedures

① All students must bring their student ID to take an exam. If they forget their ID, they must report to Manabi Station in advance and obtain a permit.

② Mobile phones, smartphones, smartwatches, etc., may not be used as clocks in the examination classrooms. Students must turn off these devices and place them into their bag. Failure to comply with this rule will be considered cheating.

③ A student arriving more than 20 minutes late after the start of an exam will not be admitted to the examination room.

④ 30 minutes after the start of the exam, students will be allowed to leave the room if the exam supervisor gives permission. However, some courses do not allow students to leave at any time during the exam, so please check the examination schedule.

5.2 Cheating < Ritsumeikan University Final Examination Regulations/ Ritsumeikan University Student Disciplinary Regulations >

If a student engages in any of the following during a final examination, the student shall be considered to have engaged in cheating. A student who has engaged in cheating during a final examination is considered to have renounced their right to learn and will lose their right to study at the University. In accordance with the Ritsumeikan University Final Examination Regulations, the student will also have their final examinations invalidated (will receive a grade of 'F') for either the subject in question or for all their subjects in the semester in question. (The failed courses are counted when calculating the student's GPA.) Moreover, strict measures such as subjecting cheating during final examinations to disciplinary action are taken in accordance with the Ritsumeikan University Student Disciplinary Regulations.

- Sharing of answers or exchanging answer sheets
- Use of an unauthorized item, or writing on your belongings or desk
- Talking or peeking in another student's direction during the exam
- Use of substitute test taker
- Refusing to follow instructions from the test administrators
- Obstructing or interfering with the examination process

5.3 Report Examinations

Some courses require students to submit reports, essays and other assignments. In addition to the reports that students are required to submit in class, some courses give grades by submitting reports, essays or other products as "Report Examinations".

(1) Courses with report examinations

Courses that conduct report examinations are courses for which a grade percentage of 1% or more is indicated in the "Report Examination" section of the syllabus.

*Report examinations must be submitted by 5:00 p.m. on the day of the submission deadline for report examinations specified in the Academic Calendar.

*A report that is required to be submitted during a course (i.e., report for continuous assessment) cannot be considered a “Report Examination.”

(2) Implementing report examinations

Report examination topic announcements and report submissions are conducted via manaba+R. They are handled differently than reports that are submitted during a course (i.e., report for continuous assessment) via manaba+R.

In addition, students may be asked to submit printed report examinations to a specified submission place by the course instructor, instead of submitting them via manaba+R. In such cases, instructions will be given by the course instructor when report topics are announced on manaba+R.

[Differences Between Report Examinations and Regular Reports (Continuous Assessment) on manaba+R]

Schedule	Report Examination	Report for Continuous Assessment
Start of report submission period	Unified date and time for all courses	Varies by course
Report submission deadline	Unified date and time for all courses (5:00 p.m. on the day of the submission deadline for report examinations specified in the academic calendar)	Varies by course
Submissions after deadline	Not permitted	Varies by course
Report resubmissions	Not permitted	Varies by course

(3) Important Considerations When Writing Report Examinations

When writing reports or essays, it is often necessary to cite other people’s work for reference purposes. However, such cited works belong to the authors. When making citations in reports/essays, it is imperative that students include the citation source and make the citation in accordance with the guidelines for writing academic papers. Including other people’s copyrighted work in a report, dissertation, or other assignment is a violation of copyright law. Merely looking up information on the internet and including it in a report/essay may result in the baseless usage of false information. Therefore, students should consider the aforementioned and express their thought-out opinions/assessments grounded in the research findings or evidence they have found, rather than writing their “impressions.”

Furthermore, plagiarism in report examinations will also be subject to disciplinary action.

5.4 Make-up Examinations < Ritsumeikan University Final Examination Regulations, Article 5/ Ritsumeikan University Regulations on Student Charges, Annexure 3 >

A student who could not take the final examination(s) due to one of the unavoidable reasons listed below may be allowed to take make-up exam. The student needs to apply within two days starting from the examination date of the course in question via CAMPUS WEB, and receive the approval. Details on the application schedule are announced on the Study Support Site each semester.

Reason for Not Taking an Exam	Documents and Information Required
Illness of the student	Medical certificate (containing the date of the examination in question)
Bereavement leave (death of a spouse or a first- or second-degree relative)	Official death certificate (must be submitted within seven days, including Sundays and public holidays, from the date of the death of a spouse or a first-degree relative, and within five days, including Sundays and public holidays, from the date of the death of a second-degree relative)
Attendance at a wedding ceremony (for a first- or second-degree relative; does not include attendance at a student's own wedding)	Wedding invitation card
Natural and man-made disasters	Disaster victim certificate
Job examination	Official document that verifies the job examination
Examination for graduate school	Exam admission slip
Teaching practicum, nursing practicum and special education school experience, museum curator practicum	Program details, period, and institution reported on the make-up exam application form
Class or exam for a credit transfer course	Certificate of attendance of an exam or class for a credit transfer course
Delay in arrival of public transportation operated according to a timetable	Delay certificate from the transportation company verifying a delay of over 20 minutes
Participation in extracurricular activities	Certificate that verifies tournament participation
Lay judge system	Jury (lay judge) summons
Other unavoidable reasons	Materials that justify such unavoidable reasons (through which the faculty council will come to a decision)

6. Granting and Approval of Grades

6.1 Grading < Ritsumeikan University Regulations, Article 35-2 >

Grades are based on the Grading Criteria and Method of Evaluation described on the syllabus. Students may not retake or delete a course previously passed, regardless of the grade received.

[Grading system]

A+	Outstanding performance. The goals of the course are almost perfectly accomplished. *Equivalent to 90 points or more on a 100-point scale
A	Excellent performance in most areas. The goals of the course are achieved with few problems. *Equivalent to 80 - 89 points
B	Good performance. The goals of the course are reached, but errors and insufficient areas remain. *Equivalent to 70 -79 points
C	Performance meets the minimum course criteria. *Equivalent to 60 - 69 points
F	Performance that does not meet the minimum course criteria. Further study is required in order to earn the credits with a passing grade. *Equivalent to 59 points or less

1. Credits shall be granted for a grade of "**A**$^+$," "**A**," "**B**" or "**C**."
2. **The "F" grade indicates failure.** It does not appear on the Transcript of Academic Record.
3. Courses that are not appropriate for graded presentation are simply recorded as "P" for "Pass" or "F" for "Fail".
4. The credits a student earned at other institutions, at a study abroad program and/or through a credit transfer system can be displayed as "T" ("Transfer") grade. For more details, please contact the administrative office of your college.

6.2 GPA

GPA is the quantified result by Ritsumeikan University's unique conversion method to measure students' academic achievement. GPA is used as criteria to qualify for various on-campus programs and screenings.

[Ritsumeikan University GPA Conversion Method]

$$\frac{(5 \times \#\text{ of } \mathbf{A}^+ \text{ credits}) + (4 \times \#\text{ of } \mathbf{A} \text{ credits}) + (3 \times \#\text{ of } \mathbf{B} \text{ credits}) + (2 \times \#\text{ of } \mathbf{C} \text{ credits})}{\text{Total \# of registered credits for } \mathbf{A}^+ \mathbf{A}, \mathbf{B}, \mathbf{C}, \text{ and } \mathbf{F}}$$

- Courses not included in the graduation requirements are not included in the GPA calculation.
- Grades earned in a sub-major course will be included in the GPA calculation, even if the credits are not counted towards the credits required for the sub-major.

There are two types of GPA: Semester GPA and Cumulative GPA. Students can confirm them on the "Course Registration and Grade Status" screen of CAMPUS WEB. (They will not be included in the Transcript of Academic Record.)

6.3 Credit Approval Period

The credit approval period varies depending on the semester that a course is held during (See p.21). In order to receive the credits, a student must be "enrolled" or "studying abroad" during the Credit Approval Period. (If a student is on a "leave of absence," credits will not be granted.)

6.4 Approval of Credits Earned at Other Universities < Ritsumeikan University Regulations, Articles 37, 39, 40, 41 >

(1) A maximum of 60 credits earned at other universities (transferred via a credit transfer system) or in study abroad programs may be approved as credits required for graduation from the University by the dean of the corresponding college after deliberation by the Faculty Council.

Please be aware that the 60-credit limit indicates the total credits a student can earn at other universities and not just at

a single institution or program.

For credits earned in a study abroad program, students need to submit a document certifying credits earned, study period and grades (単位修得願および単位認定書) and other required documents to the administrative office of the college (OIC: Manabi Station). Credits earned will be approved on the last day of the semester in which study abroad was completed.

*Students need to promptly submit a notification of completion of study abroad form (留学終了届) after returning to Japan.

(2) Transfer credits earned in ways other than those mentioned in (1) before admission to the University also count toward the 60-credit limit mentioned above (of which a maximum of 30 credits earned before admission to the University can be approved).

(3) Up to 30 credits for new 2nd year students, and up to 62 credits for new 3rd year students that were earned at other universities prior to transfer may be approved as credits required for graduation from Ritsumeikan University. The upper limit of approval of credits earned in the College of Science and Engineering, College of Information Science and Engineering, College of Life Sciences, and College of Pharmaceutical Sciences varies depending on the college.

6.5 Notification of Grades

Students are notified of grades on the grade notification date specified for each course offering period on the Course Registration and Grade Status screen of CAMPUS WEB. Make sure to confirm the credits you have earned and develop a plan for taking courses next semester.

A grade report for each semester will also be made available online for students' parent/guardian or a person who will accept the identity.

6.6 Grade Confirmation System

Based on the "grade confirmation system," students may make inquiries regarding their grades if they find any of the following problems on the transcript after the grades are issued.

(1) Registered for the course but did not receive a grade

(2) Did not register for the course but received a grade

(3) Failed to meet the grading criteria described on the syllabus but received a valid grade (A^+, A, B, C, P)

(4) Registered for the course, met the grading criteria described on the syllabus, but received an F grade

*Item (4) above is handled differently in the College of Business Administration, College of International Relations, and College of Comprehensive Psychology. Please see the "○○ Students Page" on manaba+R for details.

* The system is different for the College of Global Liberal Arts. Please check the "○○ Students Page" on manaba+R for details.

[How to make an inquiry]

To make an inquiry, please submit the inquiry form within three days including the grade notification date.

*If the inquiry does not meet specific requirements, the inquiry may be denied.

*This is only to confirm the grade and not to respond to any objections.

*For details, please check "Student Support Site".

7. Student Support

7.1 manaba+R (Learning Management System)

Ritsumeikan University has introduced a system known as manaba+R, a web-based tool that supports in- and out-of-class learning. manaba+R offers a wide range of tools and features for each course: a syllabus, resources (e.g., handouts, etc.), assignments, tests, surveys, projects, portfolio, course news (i.e., notices related to the course such as cancellation and make-up class information), etc. In addition, students can receive information from the university and check important information for campus life.

< Features of manaba+R >

[For classes (courses) (Specific uses vary by course. Please follow the instructions of each course instructor.)]

① Search for and check syllabuses
② Check announcements from instructors related to courses such as cancelled or make-up classes (Course News)
③ Confirm topics for tests/ report examinations and submit assignments
④ Check and answer surveys
⑤ Confirm projects and submit assignments
⑥ Use message boards (Forum)
⑦ Confirm handouts and study materials (Resources)
⑧ Check your portfolio
⑨ Early use request (allows students to attend a course before the course registration is determined)
⑩ Submit and confirm attendance information

[For announcements from the University]

① Confirm information from the university such as procedures for course registration and up-to-date information for finding jobs
② Check important information regarding campus life on the "○○ Students Page"

[For various procedures (access CAMPUS WEB from manaba+R.)]

① View and update student information
② Register/change extracurricular activity information
③ Register for courses
④ Confirm course registration and grade status
⑤ View final examination schedule
⑥ View tuition payment information
⑦ Web-based bank account registration for grant-type scholarships

7.2 Syllabus

The online syllabus provides details of each course, including "Course Outline and Method," "Student Attainment Objectives," "Recommendations for Private Study" and "Grade Evaluation Method." In addition, if your department has a Curriculum Map (table showing the relationship between each subject and the college's educational goals) and Curriculum Tree (figure showing the arrangement of subject/course groups along the course of learning), you can use the links to see where the subject is positioned in the college's curriculum. Make sure to check the course content before registering and attending a class.

*You can search for a course's syllabus by logging into manaba+R.

7.3 QR Code Stickers

[QR Code Stickers]

QR code stickers contain the personal data of a student (i.e., student ID number and name), so keep them safe. Be careful not to lose them, and do not exchange them with friends. The stickers can continue to be used in following years provided your student ID number does not change.

[Use of QR Code Stickers]

Depending on the class, QR code stickers may be used to check the attendance of students and submission of assignments. Once a student has used all of their stickers, they can have more stickers issued at the Manabi Station. Your student ID is required for issuance.

7.4 Class Support for Students with Disabilities

Ritsumeikan University strives to create an inclusive university that supports students with disabilities, where all students are able to study together while respecting each other's personality and character regardless of disabilities.

If a student with a disability who is enrolled in Ritsumeikan University experiences severe restrictions on academic learning and wishes to receive support, and whose need is recognized by the university, support will be provided once details of support are examined focusing on matters related to academic learning. Details of support will be determined based on dialogue and consensus between the student and the University with respect for the student's independence. Students who wish to receive support should contact the administrative office of each college or the Disability Resource Center and request a consultation.

8．Handling of Classes, Final Examinations and Make-up Examinations When Public Transportation is Suspended Due to Inclement Weather, or in the Event That a Storm Warning or Emergency Warning for Weather is Issued

In the event of a storm warning or emergency warning for weather, or in the event of public transport disruptions due to inclement weather, classes shall be handled as set forth in the table below. The conditions set forth in the table shall also apply to final examinations and make-up examinations.

Measures not specified in the "Ritsumeikan University Regulations on Curricular Classes" shall be determined by the President of the University. In accordance with the Basic Policy stated below, such decisions shall be made as swiftly as possible following comprehensive consideration of factors such as natural disasters such as earthquakes, floods, and landslides (excluding storms), information regarding evacuation orders issued for each campus location, and public transportation operation status.

< Basic Policy for Decisions Made by the President >

1.1. In deciding to cancel a class, the University shall be fully aware of its obligation to consider the safety of students, faculty and staff members, and others, and the highest priority shall be given to maintaining safety.

1.2. In principle, class cancellation decisions shall be made separately for each campus.

1.3. In the event that there is no increased risk on the campus itself, but increased risk on some of the roads for commuting to and from the campus, class cancellation decisions shall be made separately for each campus. However, if (1) safety of the campus premises is ensured and (2) the total risk level of accidents, etc., related to commuting to and from the campus is considered to be practically the same as normal, classes shall not be cancelled for the whole campus and procedures allowing for the cancellation of specific classes or submission of absence reports due to natural disasters shall be made available so that any student or faculty member who considers that there is a risk or difficulty in commuting to the campus can proactively ensure their own safety.

Cancellation decisions will be announced promptly on the University website or manaba+R.

Kinugasa Campus and Suzaku Campus

<table>
<tr><td>Classes will be cancelled</td><td>1. A storm warning or emergency warning for weather is issued for Kyoto City or the Kameoka area in Kyoto prefecture. If the storm warning or emergency warning is still in place at 15:00, all classes on that day shall be cancelled.
2. The operation status of public transportation falls under any of the following.
(1) Suspension of all Kyoto City Bus services. If services have not resumed as of 15:00, all classes on that day shall be cancelled.
(2) Suspension of public transport services by at least three of the following operators, even if Kyoto City Bus services are still operating: JR-West (between Osaka and Kusatsu), Hankyu (between Osaka-umeda and Kyoto-kawaramachi), Keihan, and Kintetsu. If two or more of these four operators have not resumed services as of 15:00, all classes on that day shall be cancelled.
3. If classes have already started in the event of either of the previous two circumstances, classes will be cancelled from the next class period.</td></tr>
<tr><td>Resumption of classes</td><td>1. In the following cases, classes shall resume according to the table below.
(1) The storm warning or emergency warning for weather is cancelled.
(2) Kyoto City Bus services are operating or resume their services, and at least two out of the four public transit rail services (i.e., JR-West between Osaka and Kusatsu, Hankyu between Osaka-umeda and Kyoto-kawaramachi, Keihan, and Kintetsu) operating throughout Kyoto City also resume.
<table><tr><td>Time</td><td>Class Period</td></tr><tr><td>By 6:30</td><td>1st period</td></tr><tr><td>By 10:00</td><td>3rd period</td></tr><tr><td>By 12:00</td><td>4th period</td></tr><tr><td>By 15:00</td><td>6th period</td></tr></table>2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</td></tr>
</table>

Biwako-Kusatsu Campus

<table>
<tr><td>Classes will be cancelled</td><td>1. A storm warning or emergency warning for weather is issued for the Kusatsu City or the southern Omi area. If the storm warning or emergency warning is still in place at 15:00, all classes on that day shall be cancelled.
2. JR-West services between Kyoto and Maibara are suspended. If services have not resumed by 15:00, all classes on that day shall be cancelled.
3. If classes have already started in the event of either of the previous two circumstances, classes will be cancelled from the next class period.</td></tr>
<tr><td>Resumption of classes</td><td>1. In the following cases, classes shall resume according to the table below.
(1) The storm warning or emergency warning for weather is cancelled.
(2) The public transportation services described in paragraph 2 above resume.
<table><tr><td rowspan="2">Time</td><td colspan="2">Class Period</td></tr><tr><td>College of Economics, College of Sport and Health Science, College of Gastronomy Management,</td><td>College of Science and Engineering, College of Information Science and Engineering,</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td>
<table>
<tr><td></td><td>Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science</td><td>College of Pharmaceutical Science, College of Life Sciences, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Pharmacy</td></tr>
<tr><td>By 6:30</td><td>1st period</td><td>1st period</td></tr>
<tr><td>By 10:00</td><td>3rd period</td><td>5th period</td></tr>
<tr><td>By 12:00</td><td>4th period</td><td>7th period</td></tr>
<tr><td>By 15:00</td><td>6th period</td><td>11th period</td></tr>
</table>
2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.
</td></tr>
</table>

Osaka Ibaraki Campus

<table>
<tr><td>Classes will be cancelled</td><td>1. A storm warning or emergency warning for weather is issued for the Ibaraki City or Kita Osaka area. If the storm warning or emergency warning is still in place at 15:00, all classes on that day shall be cancelled.
2. If both the JR-West rail service between Osaka and Kusatsu, and Hankyu rail service between Osaka-umeda and Kyoto-kawaramachi are suspended.
3. If classes have already started in the event of either of the previous two circumstances, classes will be cancelled from the next class period.</td></tr>
<tr><td>Resumption of classes</td><td>1. In the following cases, classes shall resume according to the table below.
(1) The storm warning or emergency warning for weather is cancelled.
(2) The public transportation services described in paragraph 2 above resume.
<table>
<tr><td>Time</td><td>Class Period</td></tr>
<tr><td>By 6:30</td><td>1st period</td></tr>
<tr><td>By 10:00</td><td>3rd period</td></tr>
<tr><td>By 12:00</td><td>4th period</td></tr>
<tr><td>By 15:00</td><td>6th period</td></tr>
</table>
2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period.</td></tr>
</table>

Handling of Distance Learning Classes

In the event of disruption to public transport services, or that a storm warning or emergency warning for weather is issued, distance learning classes shall be handled as follows.

- If classes are cancelled on the campus where the distance learning class is broadcasted from (i.e., where the professor is located) due to a typhoon or other emergency, the distance learning class will be cancelled on all campuses.
- If classes are cancelled on a campus where a distance learning class is taken (i.e., where students are watching a broadcast of the class) due to a typhoon or other emergency, only the class held on this campus will be cancelled and the transmission of the broadcast to this campus will be suspended. The class on other campuses will be held as usual.

9. Damage Report and Safety Confirmation in Case of a Disaster

If you suffer personal injury or property damage because of a natural disaster such as a typhoon, earthquake, or heavy rain, please report the following information to the University using the email address below.

[Information]

1. Student ID No.
2. Name
3. Damages sustained by the student
4. Damages sustained by the student's family
5. Damages sustained at the student's permanent (home) address
6. Other

[Email Address]

Mail: infoampi@st.ritsumei.ac.jp

Notwithstanding the above, the University will also send a "safety confirmation" email to all students via Ritsumeikan's email system to confirm the safety of students in the case of a large-scale disaster.

[Disaster Prevention・Safety Confirmation]
Study Support Site > Student Life > Disaster Prevention・Safety Confirmation