**January 2025**

 **Ritsumeikan University Graduate School**

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| **AY 2025 Post-Master’s Research Student / Doctoral Research Student Application Guidelines** |

**I. System Outline**

**1. Post-Master’s Research Student / Doctoral Research Student System**

The Post-Master’s Research Student / Doctoral Research Student System is a system that permits those who completed graduate schools or completed graduate programs without degree to use Ritsumeikan University’s facilities in order to continue their research. Post-Master’s Research Students and Doctoral Research Students cannot register for classes or receive research instructions from the faculty.

**2. Qualification**

**(1) Application Qualifications for Post-Master’s Research Students**

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

i. Obtained, or are expected to obtain a master’s degree at a graduate school of Ritsumeikan University.

ii.Obtained, or are expected to obtain a professional graduate degree at a graduate school of

Ritsumeikan University.

**(2) Application Qualifications for Doctoral Research Students**

In order to become a Doctoral Research Student, you must fulfill either of the following items i or ii.

i. Obtained, or are expected to obtain a doctoral degree at a graduate school of Ritsumeikan University.

ii.Completed program requirements except for the doctoral dissertation for either a doctoral program, an integrated doctoral degree program or a 4-year doctoral program and withdrew from the university after being enrolled for more than the standard period of study or are expected to withdraw.

\*There is a limit to the total number of years applicants can be registered as a Doctoral Research Student. Applicants cannot request to be Doctoral Research Students after reaching the limit. (For those who fulfilled qualifications to become a Doctoral Research Student in or after fall semester AY 2009, the limit is 3 years. For those who fulfilled qualifications to become a Doctoral Research Student in or before the spring semester AY 2009, the basic period is within 3 years and the limit is 5 years.)

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| [Important information regarding the residence status for international students] This is not a program for Post-Master’s Research Students and Doctoral Research Students to acquire the “Student” residence status. Accordingly, applicants who do not have Japanese nationality must submit documents proving that they possess valid residence status in Japan throughout the entire period of their participation in the Post-Master’s Research Student/ Doctoral Research Student system.  |

**3. Enrollment Period**

The enrollment period is from the beginning of the semester to the end of the semester. If you wish to extend your status as a Post-Master’s Research Student or a Doctoral Research Student into the following academic year, you must re-apply for it.

**4. The privilege of Post-Master’s Research Students / Doctoral Research Students**

(1) Post-Master’s Research Students and Doctoral Research Students are able to use the libraries,

areas which ICT environment is provided such as Multimedia rooms, and facilities for graduate

students\* only for the period when their enrollment is permitted.

 Please contact the Office of Academic Affairs for details.

 \* Facilities for graduate students differ depending on the campus or the graduate school.

 OIC: Shared space on the 7th and 8th floors of building A (Research Commons etc.)

(2) Doctoral Research Students can use the common research room (Study Carrels) for graduate students. Post-Master’s Students basically cannot use them, but they may be able to use under the conditions which were specified by the relevant graduate school. (Please consult with the graduate students association of each graduate school for details.)

(3) Post-Master’s Research Students and Doctoral Research Students can continue to use their

RAINBOW user ID and e-mail address, which they were using while they were enrolled as graduate

students.

(4) Loan conditions of the library for Post-Master’s Research Students and Doctoral Research Students

 are “100 books in 100 days” (The last day of the loan period is the last day of student’s

 enrollment). For details, please see “Borrowing, Returning” page of the Ritsumeikan University

Library website. The library database is also available for use. However, the authorization status to

access the database may change. Please contact the library directly to find

out whether you can access the particular database or not.

<http://www.ritsumei.ac.jp/library/eng/>

**5. Taking Courses**

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

**II. Application Procedures**

**1. Application Schedule and Method**

**(1) Application Period**

1) Applying for spring semester enrollment / the whole academic year:

**9:00 on Thursday, Mar 6, 2025 – 17:00 on Wednesday, Mar 12, 2025**

2) Applying for fall semester enrollment:

**9:00 on Friday, Sep 5, 2025 – 17:00 on Thursday, Sep 11, 2025**

\*The application postmarked by the due date will be accepted if they’re sent by post.

**(2) How to apply**

Online application.

Application URL will be posted on manaba+R

Graduate School of Information Science and Engineering Students Page → Taking Courses at the Graduate School of Information Science and Engineering → Post-Master’s Research Student, Doctoral Research Student Application

\*Those who cannot access to manaba+R, please contact administrative office of GSISE via email.

 gsise@st.ritsumei.ac.jp

**(3) Documents to be submitted**

 i. for Post-Master's Research Student/Doctoral Research Student (including Research theme and summary, Reason for applying, Supervisor

 during enrollment)

ii. Photo data

iii. Pledge Statement & Consent to Use of Personal Information

iv. (Only for those who do not have Japanese nationality) Documents proving that the applicant

 possesses valid residence status in Japan throughout the entire requested period. Submit a copy of

either one of the following: Residence card [front and reverse side] or Special Permanent Resident

Certificate [front and reverse side]

**2. Notification of result and Registration Procedures**

**(1) Notification of Result**

Whether your application is accepted or rejected will be decided by a document screening or an

interview to be conducted by each Graduate School. Applicants will be notified of the results by post.

 1) Spring semester: Thursday, Mar 20, 2025

2) Fall semester:Wednesday, September 17, 2025

**(2) Deadline for Registration**

1) Spring semester: Thursday, Mar 27, 2025

2) Fall semester*:* Wednesday, September 24, 2025

**(3) Registration Procedures**

 1) Please pay the fee mentioned on the 認可通知(notice of allowance) by the deadline above by

using a money transfer form included with 認可通知(notice of allowance) which will be sent by

post. (You must make the payment at a financial institution during its business hours. Payment is

considered valid if the date of the stamp used by the financial institution on the receipt is the

deadline date or earlier date.) **The Post-Master’s Research Student / Doctoral Research**

**Student System fee for a full-year is the annual fee. Meanwhile, the fee for Spring Semester**

**only or Fall Semester only is the half of the annual fee.** If you fail to pay the fee by the

designated deadline, your permit will be cancelled.

<Annual Fee>

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|  | Annual | Spring Semester | Fall Semester |
| Post-Master’s Research Student System Fee  | \4,200 | \2,100 | \2,100 |
| Doctoral Research Student System Fee  | \14,000 | \7,000 | \7,000 |

\*There will be no refunds given for any reason once payment has been made.

2) On the completion of designated procedures, successful applicants will be registered as

Post-Master’s Research Students or Doctoral Research Students, and issued an ID card

indicating a Post-Master’s Research Student or a Doctoral Research Student of Ritsumeikan University.

**3. Other Important Notes**

(1) In case, Post-Master’s Research Students or Doctoral Research Students, whose enrollment status

are valid through the academic year, wish to enter or re-enter one of our graduate schools from fall

semester, they must submit a “Request of Resignation from Post-Master’s or Doctoral Research

Student” by Friday, Sep 5, 2025. Accordingly, the period when their enrollment status is valid

would be changed from the whole academic year to the spring semester only. However, once

payment of the annual fee has been made, there will be no refund for any reason.

(2) **In case, Post-Master’s Research Students or Doctoral Research Students, whose enrollment**

**status are valid in the spring semester only, wish to continue their research during the fall**

**semester as well, they must submit the applications during the application period for the fall**

**semester according to “II. Application Procedures“. If they are approved, you must finish all**

**necessary procedures including the payment of Post-Master’s Research Student System Fee**

**or Doctoral Research Student System Fee during the application period.**

(3) The enrollment status as Post-Master’s Research Students or Doctoral Research Students is valid

through each academic year only. If you wish to continue your enrollment in the following academic year as well, you must apply again during the designated period.

(4) Post-Master’s Research Students and Doctoral Research Students must comply with regulations of

Ritsumeikan University. If their actions or behaviors violate our regulations, or are improper as

Post-Master’s Research Students or Doctoral Research Students, their status as Post-Master’s

Research Students or Doctoral Research Students will be deprived and the permission to continue

their research or use the graduate facilities will be withdrawn.

(5) “Certificate of Non-degree Student” can be issued if necessary. However, the Commuter Pass

Certificate and the Student Traveler Fare Discount Certificate required for purchase of a student

commuter pass cannot be issued.