

Terms of Enrollment

Effective as of March 2, 2026

Terms of Enrollment for the Practical Faculty Development (FD) Program

These Terms of Enrollment set forth the participation conditions applicable to Participants using the Practical Faculty Development (FD) Program (hereinafter referred to as the "Program") provided by The Ritsumeikan Trust (hereinafter referred to as the "University"). Before participating in the Program, please read these Terms carefully and participate only after fully understanding their contents.

Article 1 (Application and Amendment of Terms)

1. Participants shall use the Program only after agreeing to these Terms. By logging into the system dedicated to the Program and commencing use, the Participant shall be deemed to have agreed to all provisions of these Terms.
2. The University may amend these Terms if any of the following applies. If a Participant continues to participate in the Program after these Terms have been amended, the Participant shall be deemed to have agreed to the amended Terms.
 - (1) the amendment conforms to the general interests of Participants; or
 - (2) the amendment does not contravene the purpose of the contract and is reasonable in light of the necessity for the amendment, the appropriateness of the amended contents, and other relevant circumstances.
3. If the University makes any amendment under the preceding paragraph, it shall specify the effective date and provide notice of the amendment, the amended contents, and the effective date by posting on the University's website or by any other appropriate method.
4. If the University determines that an amendment under paragraph 2 will have a material impact on Participants, it shall give prior notice by a reasonable method and, where necessary, provide appropriate transitional measures.

Article 2 (Definitions)

In these Terms, the meanings of the following terms shall be as set forth below:

- (1) "**Contracting Party**" shall mean an organization or individual that has applied to use the Program and entered into a contract for use with the University.
- (2) "**Participant**" shall mean an individual who actually participates in the Program through

the Contracting Party or as the Contracting Party himself or herself.

- (3) **“Organizational Application”** shall mean an application procedure conducted on an organizational basis by a university, higher education institution, or other organization.
- (4) **“Individual Application”** shall mean an application procedure conducted by the Participant himself or herself.
- (5) **“Seat”** shall mean the right of participation corresponding to one Participant.

Article 3 (Management of Registration Information and Account Management)

1. Each Participant represents and warrants that the information registered when using the Program (including name and e-mail address) is true and accurate. If any registered information changes, the Participant shall immediately correct it through the dedicated system.
2. The Program account and password shall be used only by the Participant and may not be shared with, lent to, or transferred to any third party.
3. The University shall not be liable for any damage arising from inadequate account management by the Participant, use by a third party, or any other cause attributable to the Participant, except in cases of willful misconduct or gross negligence by the University.

Article 4 (Participation Environment and Changes to Program Content)

1. Participants shall, at their own responsibility, confirm the recommended environment posted on the University’s website and prepare the necessary equipment and communication environment.
2. The Program shall be provided online, and its specific structure, curriculum, and content shall be as indicated on the University’s website or in the dedicated system for the Program.
3. The University may change the contents of the Program without prior notice to Participants when necessary to improve educational effectiveness or for operational reasons.
4. If the University makes any change under the preceding paragraph that materially affects Participants, including changes to completion requirements or the period of use, the University shall provide prior notice by a reasonable method and, where necessary, provide appropriate transitional measures.

5. If, after the expiration of any transitional measures under the preceding paragraph, a Participant takes the Program as changed, the Participant may not rescind the contract for use of the Program, cancel participation, or request a refund of tuition or other fees on the grounds of such changes to the Program.

Article 5 (Intellectual Property Rights and License to Use Deliverables)

1. Copyrights and intellectual property rights in the content provided through the Program (including videos, teaching materials, documents, and all other works) shall belong to the University or to a third party holding legitimate rights thereto. Participants may not use such content for any purpose other than private study, including by reproduction, reprinting, alteration, or public transmission.
2. Copyrights in deliverables created and submitted by Participants within the Program (including worksheets, class videos, and portfolios) shall belong to the relevant Participant.
3. Each Participant hereby grants to the University a non-exclusive, royalty-free license to use the deliverables referred to in the preceding paragraph, to the extent necessary for pass/fail determinations, completion determinations, operation, analysis, and improvement of the Program, implementation of peer review, and publicity or promotional activities relating to the Program (including case studies), including reproduction, adaptation, disclosure to other Participants, and public transmission; provided, however, that where such deliverables are used for publicity or promotional purposes, due care shall be taken so that individuals are not identified.

Article 6 (Confidentiality and Prohibited Acts)

1. The Program includes “peer review,” in which Participants view other Participants’ class videos and worksheets. During peer review, a Participant’s face and name will be disclosed to other Participants. Each Participant shall strictly manage information about other Participants learned through peer review and must not disclose or leak such information to any third party.
2. Participants must not engage in any of the following acts:
 - (1) saving, reproducing, secondarily using, altering, or externally publishing other Participants’ class videos, worksheets, course portfolios, or similar materials;
 - (2) capturing, recording, or audio-recording the Program content (including lecture videos and materials), or posting or distributing it on social media, websites, or

- otherwise;
- (3) sending defamatory, harassing, or inappropriate comments to other Participants, instructors, or the University;
 - (4) spam-like conduct (including repeated posting of irrelevant information or posting excessively long text);
 - (5) unauthorized access, automated acquisition through programs or otherwise (scraping), any other act that the University reasonably determines to be improper, or any act similar thereto;
 - (6) participating while impersonating a third party;
 - (7) political activities, religious activities, commercial activities, or any act similar thereto;
 - (8) criminal acts under the Penal Code, acts contrary to public order and morals, or any act similar thereto;
 - (9) any other act the University determines to be inappropriate.

Article 7 (Handling of Personal Information and Participation Data)

1. The University shall appropriately handle Participants' personal information in accordance with the Act on the Protection of Personal Information, the University's Privacy Policy, and the Personal Information Protection Regulations of The Ritsumeikan Trust.
2. The University shall acquire and use Participants' learning status data (including viewing logs, progress, test results, submitted assignments, comments made in peer review, and survey responses) for operation of the Program, internal and external publicity, analysis, improvement, pass/fail determinations, completion determinations, implementation of peer review, reporting and publication concerning the Program, and preparation of statistical materials.
3. In the case of an Organizational Application, the University may disclose part of the participation status (including VOD viewing status) to the Organizational Administrator of the relevant organization within the scope prescribed by the University, and the Organizational Administrator may confirm part of the participation status of Participants belonging to such organization within the scope prescribed by the University.

Article 8 (Issuance of Open Badge)

1. The University shall award an Open Badge to Participants who satisfy the completion requirements.

2. Each Participant agrees that personal information necessary for the issuance of the Open Badge may be provided to an external organization (Open Badge Network Foundation).

Article 9 (Expiration of Participation History)

1. When the participation period ends, the participation history shall expire. Even if a Participant participates again after the end of the participation period, no past history shall be carried over.

Article 10 (Interruption, Suspension, Termination, and Suspension of Use)

1. The University may temporarily interrupt, suspend, or terminate the provision of the Program if there is system maintenance, a natural disaster, a communication failure, or any other circumstance that the University determines to be unavoidable.
2. If the University reasonably determines that there is a violation of these Terms or suspected unauthorized use by a Participant, it may temporarily suspend the Participant's account without prior notice for the purpose of investigation and prevention of expansion of damage, and may require identity verification, additional authentication, submission of explanatory materials, or the like.
3. If a Participant violates these Terms, the University may suspend use of that Participant's account and revoke that Participant's eligibility to participate without prior notice.

Article 11 (Disclaimer)

1. The University shall bear no liability whatsoever for any inability to participate in the Program or any damage arising therefrom due to failures or malfunctions in the Participant's communication environment or computer equipment.
2. The University makes no warranty whatsoever, whether express or implied, regarding the accuracy, usefulness, fitness for a particular purpose, or otherwise of the contents of the Program.
3. The University shall not be involved in any dispute or trouble arising among Participants (including peer review), and such matters shall be resolved at the responsibility of the Participant or the Organizational Administrator.

Article 12 (Damages)

1. If a Participant violates these Terms and thereby causes damage to the University or a third party, the Participant shall be liable for compensation for damages. Such damages shall include reasonable expenses incurred by the University for investigation, response, and related matters.

Article 13 (Governing Law and Agreed Jurisdiction)

1. These Terms shall be governed by the laws of Japan, and the Kyoto District Court shall have exclusive agreed jurisdiction as the court of first instance over all disputes relating to the Program and the Agreement.