



Academic Handbook
(For All Undergraduate Students)
—AY2020—

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 → Regulations

Next Year's Academic Handbook

Check the following website for next year's Academic Handbook (For All Undergraduate Students).

[Academic Handbook Website]

manaba+R → Link to “○○ Students Page” → Top Page → Course Registration → Academic Handbook

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. Name and Address in the Student Registry**
- 2. Student Identification Number**
- 3. Student Identification Card**
- 4. Enrollment Period**
- 5. Student Year (*Kaisei*)**
- 6. Graduation**
- 7. Restrictions on Double Registration**
- 8. Leave of Absence**
- 9. Re-enrollment**
- 10. Study Abroad**
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- 13. Removal from the Student Registry (Dismissal)**
- 14. Readmission**
- 15. Certificates, Certificate Stamps and Student Discount Certificate**

Student Registry

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.

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

1.1 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 at 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 as shown on a copy of the Certificate of Residence (<i>Juminhyo</i>) or a document substituting for the Certificate of Residence	—
International Students	Name as shown on a copy of the Certificate of Residence (<i>Juminhyo</i>) 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

1.2 Change in Address

If the address or contact info of students or their guarantor 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, billing, or guarantor's address or phone number.	Submit a Notification of Change	Manabi Station on home campus
Change in name or nationality of guarantor 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.

2. 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.

3. Student Identification Card

3.1 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.

■ Every academic year stickers are issued to verify the enrollment of students. The stickers must be attached to the back of the student ID card. It is valid for one year. A student ID without a valid sticker is deemed to be invalid.

3.2 Changing, Reissuing, or Returning 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 reissued.

Reason	Procedure
Change of items in student ID card	Contact the Manabi Station of your home campus. To have it reissued, bring the following: <ul style="list-style-type: none"> • Reissuance handling fee: 2,000 yen • Photo (30 x 25 mm) of the face in full without headgear (taken within the last three months)
Reissue of student ID card	→ full-color with no frame, a glossy finish, a solid-color background
Return of student ID card	Return the student ID card to the office 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.

4. Enrollment Period

4.1 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 the 1st year	4 years
Students who transferred directly to the 2nd year	3 years
Students who transferred directly to the 3rd year	2 years

4.2 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>

Students Type	Enrollment Period Limit
Students who enrolled from the 1st year	8 years
Students who transferred directly to the 2nd year	7 years
Students who transferred directly to the 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 are readmitted	A total of 8 years, including the enrollment period before the student withdrew from the University or was removed from the student registry

<Departments other than the Department of Pharmacy in College of Pharmaceutical Sciences>

Student Type	Enrollment Period Limit
Students who enrolled from the 1st year	12 years
Students who transferred directly to the 2nd year	11 years
Students who transferred directly to the 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 Department/ College	A total of 8 years, including the enrollment period before the student transferred
Students who transferred from another Department/ College	A total of 12 years, including the enrollment period before the student transferred
Students who are readmitted	A total of 12 years, including the enrollment period before the student withdrew from the University or was removed from the student registry

5. Student Year (*Kaisei*)

5.1 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 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. Note students are not allowed to enroll in the University beyond their eighth year.

5.2 How Taking a Leave of Absence Affects Student Year Progression

<For students whose application year* was AY 2017 or earlier (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 who were enrolled in and studied abroad in the fall semester will proceed to the next year upon return.
- Students who were not enrolled in and did not study abroad (took a Leave of Absence) in the fall semester will not proceed to the next year upon return.

(September Enrollment)

- Students who were enrolled in and studied abroad in the spring semester will proceed to the next year upon return.
- Students who were not enrolled in and did not study abroad (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 (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 in and studied abroad for 2 semesters in a student year will proceed to the next year upon return.

See (*) “Application year in 2. Student Identification Number” for the “application year.”

6. 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.

7. 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 (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 transfer credit 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.

8. 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>

8.1 Requirements for Leave of Absence

If a student is unable to attend classes for more than two consecutive months due to illness or other unavoidable reasons, the student may file a request to take a leave of absence. The 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:

- ① The leave of absence period does not count toward the total enrollment period.
- ② The 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.
- ③ The 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.

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

8.2 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 休学願 (Request for Leave of Absence) form containing the signature of their guarantor 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 circumstance	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 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 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 are 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

* In principle, a request for a leave of absence immediately after the student enrolls or re-enrolls (during the same semester) in the university will be accepted only in cases where there are unavoidable circumstances due to illness. Furthermore, taking another leave of absence immediately after re-enrollment (during the same semester) will not be permitted except for unavoidable circumstances such as illness.

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

8.3 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.

8.4 Procedures to End Leave of Absence Period

The University will send a 休学期間終了に伴う手続について (information about the procedures related to the end of the leave of absence period) letter to the student/their guarantor shortly before the leave of absence period ends (late July for spring semester, late January for 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 復学願 (Request for Re-enrollment) form, 休学願 (Request for Leave of Absence) form, or 退学願 (Request for Withdrawal from the university) form during the periods of Aug. 1 through the end of Aug.
End of fall semester	Submit 復学願 (Request for Re-enrollment) form, 休学願 (Request for Leave of Absence) form, or 退学願 (Request for Withdrawal from the university) form during the periods of Feb. 1 through the end of Feb.

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

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

9.1 Procedures for Re-enrollment

A student who plans to re-enroll must submit a 復学願 (Request for Re-enrollment) form containing the signature of their guarantor 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	June 1 – end of June

* 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.

9.2 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.

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

10.1 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.

10.2 Procedures Relating to Study Abroad

(1) Completing the application form

Students who wish to study abroad must submit a 留学願 (Study Abroad) form, jointly signed by their guarantor, 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 (handling of credits acquired at the host institution abroad, course registration after returning to Japan).

(2) RU university fees while on study abroad

For university agreement-based programs, the arrangement regarding RU 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 RU) the student must pay university fees at RU and also pay program fees to the host university by themselves.

(3) Procedures for completion of study abroad

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

11. 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>

11.1 Requirements for Transfer

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)".

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 (OIC: Manabi Station) the student is enrolled in. Colleges/ Departments which are accepting students from other Colleges varies 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 applying to transfer to the third year of College of Science and Engineering, College of Information Science and Engineering, College of Pharmaceutical Sciences may be approved transfer to the second year, depending on the number of credits they have earned.

11.2 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 転籍願 (transfer request (designated form)) form 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.

11.3 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".

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

12.1 Requirements and Procedures for Withdrawal

A student who wishes to withdraw from Ritsumeikan University must submit a 退学願 (Request for Withdrawal from the University) form, jointly signed by their guarantor, to the Administrative Office of their College (OIC: Manabi Station) and obtain approval from the College.

12.2 Date of Withdrawal

The date of withdrawal is the date when the student's withdrawal was approved after deliberation at the College's faculty meeting (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 from two weeks to one month to conduct deliberations regarding a withdrawal owing to the scheduling of faculty meetings. Students are required to be enrolled at the University on the last day of the semester (Spring Semester: Sep. 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).

13. 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 RU.

Reason for Removal	Date of Removal from the Student Registry
Students who do not pay tuition, special registration fees, or enrollment 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

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

14.1 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 the 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.

Note: 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.

14.2 Application Procedures for Readmission

Students who apply for an examination for readmission must submit a 再入学志願票 (request for readmission) form 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	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”]

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	Dec. 1 – end of Dec.
Fall semester	June 1 – end of June

14.3 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 prescribed 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.

15. Certificates, Certificate Stamps and Student Discount Certificate

15.1 Certificates

The following certificates can be issued to current students at automated certificate-issuing machines. For details such as installation locations and operation hours of the machines, 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	Handling Fee	Required Items
Certificate of Enrollment (JPN/ENG) Transcript of Academic Record (JPN/ENG) Certificate of Prospective Graduation (JPN/ENG) Certificate of Expected Teaching License Acquisition (JPN) Certificate of Expected Curator License Acquisition (JPN) Medical Examination Certificate	100 yen/copy	- Student ID Card - Ritsumeikan IC Co-op Member's Card, cash, or prepaid transportation IC card (ICOCA etc.)
Certificate of Graduation, Transcript of Academic Record, etc. from a time of past enrollment	300 yen/copy	

* Manabi Station issues certificates other than those listed above for current students, as well as certificates for students who are on a leave of absence, withdrew from the University, were removed from the student registry, or graduated from the University (e.g. Certificate of Leave of Absence, Certificate of Withdrawal, and Certificate of Attendance). 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.)

* The handling fee for issuing a certificate at Manabi Station should be paid using certificate stamps.

15.2 Certificate Stamps

Certificate stamps necessary for the payment of Extension Center 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.

Note: The certificate stamps sold at a Co-op store are certificate handling fees, motorcycle registration fees, non-degree student screening fees, auditing student screening fees, parking fees, shuttle bus tickets, and sets of shuttle bus tickets.

15.3 Student Discount Certificate (Student Traveler Fare Discount Certificate)

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

② A 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.

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

④ Students 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.

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

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

15.4 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 a club activity, 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 enrollment confirmation label on the back side of the card or a current address and commuting route is not specified, the student will be unable to purchase a student commuter pass. (The enrollment confirmation label functions as a student commuter certificate).

(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 their 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 their 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	Enmachi, Hanazono <u>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.</u>	Minami-Kusatsu	Ibaraki
Kintetsu	Kyoto	Kyoto	Kyoto
Hankyu	Saiin, Omiya	–	Minami-Ibaraki, Ibaraki-shi
Keihan	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. Scholarships**
- 4. Disciplinary Action against Failure to Pay Tuition (Removal from the Registry)**
- 5. Conditions Pertaining to Tuition Payable by Students whose Total Enrollment Period Exceeds the Standard Enrollment Period**

1. Tuition (University Fees)

- ① 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.
- ② 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.
- ③ See the tuition fee webpage or CAMPUS WEB for further details on tuition for the current academic year.

2. Tuition Payment/Deadlines

2.1 Tuition Payment Guide

	Payment Notice Mail Contents	Payment Notice Sent
Spring Semester	<ul style="list-style-type: none"> • Tuition Payment Guide • Scholarship Guide • 学費等納付書 (payment form) 	Beginning of April
Fall Semester	<ul style="list-style-type: none"> • Tuition Payment Guide • Scholarship Guide • 学費等納付書 (payment form) 	Beginning of October (*)

*: If you pay the full year's tuition in the spring semester, the October 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.

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. However, 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 transfer tuition to the following account via a foreign remittance service.

Bank name: SUMITOMO MITSUI BANKING CORPORATION

Branch name: Kyoto Branch

Account holder: Ritsumeikan University

Account holder's address: 8 Nishinokyo-Higashi-Toganoocho, Nakagyo-ku, Kyoto 604-8520 JAPAN

Account type: Savings Account

Account number: 5411699

Bank address: 8, Naginatabokocho, Shimogyo-ku, Kyoto 600-8008 JAPAN

Bank phone: 75-211-4131

SWIFTCD : SMBC JP JT

Note: Commission charges for foreign remittance will be subtracted from the amount transferred. Therefore, students are required to add 10,000 yen to the amount specified on the payment form when making their transfer.

Please be sure to enter the Remittance Code (or your student ID number) and your name (English alphabet) in the message field. Please note that if your name (student's name) cannot be confirmed, your tuition may be considered as unpaid.

3. Scholarships

For details on scholarships, see the University website. For how to make use of the scholarship system, consult with the Office of Student Affairs at your campus.

4. 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.

5. Conditions Pertaining to Tuition Payable by Students whose Total Enrollment Period Exceeds the Standard Enrollment Period

Tuition payable over the enrollment period is as explained in section 1. Tuition (University Fees). However, tuition for the applicable semester for students who meet all of the following conditions will be one half of the usual fee for the relevant 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)].

- ① Students whose total enrollment period exceeds the standard enrollment period.
- ② Students 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.

Website offering information on tuition / Scholarships

manaba+R → Link to “○○ Students Page” → Top Page → Tuition / Scholarships / Grants

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 Treatment of Infectious Diseases**
- 4. Course Registration**
- 5. Examinations**
- 6. Granting and Approval of Grades**
- 7. Learning Management System**
- 8. Measures for Class Operation, Final Examinations and Makeup Examinations when Public Transportation is Suspended due to Inclement Weather, or in the Event that a Storm Warning or Severe Weather Warning 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.

All students must make course plans on their own every academic year to systematically take courses throughout four years.

Students should read over carefully the Academic Handbook and the Registration Guidebook materials and be sure to attend all guidance sessions.

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 must pass examinations during the enrollment period to earn the credits required for graduation.

(2) What is a credit?

A credit is a unit used in indicating the amount of time required for the completion of a course. One credit represents a total of 45 hours of learning, consisting of 15 hours spent in the classroom and 30 hours spent on studying outside the classroom including preparation and review. Students must remember that not only is attending class important, but preparing and reviewing outside of class are also key to earning credits.

(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. Therefore, to earn two credits, students attend one 90-minute class per week for 15 weeks (one semester) and must prepare for and review the class.

- Number of hours spent on class attendance, preparation and review may vary depending on the way the course is operated (lab/research-oriented courses, etc.).

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.

- | |
|---|
| <ol style="list-style-type: none">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 page ○ for 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 (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. (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 summer intensive courses and other regular courses to make up for irregularities in the calendar schedule.

[AY 2020]

Term	Course Offering Period	Course Registration	Grade Notification Date	Credit Approval Period
Spring semester	April 6 – July 21	April	September 4 * College of Pharmaceutical Sciences (excluding graduating students): September 18	End of spring semester
Spring intensive	Designated period between early April and late July			
Spring 1st quarter	April 8 – June 3			
Spring 2nd quarter	May 28 – July 21			
Spring & Summer	Designated period between early April and mid-September		September 18	
Summer intensive 1	August 24–August 29			
Summer intensive 2	August 31 – September 5			
Summer intensive 3	Designated period between early August and mid-September, excluding the above periods			
Summer intensive 4	Designated period between early August and September 25	September	March 5 * Graduating students of the College of Pharmaceutical Sciences: February 15	End of fall semester
Fall semester	September 28 – January 19			
Fall intensive	Designated period between late September and late January			
Fall 1st quarter	September 28– November 20			
Fall 2nd quarter	November 16 – January 19			
Fall & Winter	Designated period between late September and mid- March		March 18	
Winter intensive	Designated period between early February and mid- March			
Full year	April 6 – January 19	April	March 5	

* 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 of the College Pharmaceutical Sciences.

2.2 Class Hours

Times for the final examinations differ from the class times listed below. Check the information on page 25.

[Kinugasa Campus, Osaka Ibaraki Campus]

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

[Biwako-Kusatsu Campus]

Period	College of Science and Engineering College of Information Science and Engineering College of Life Sciences College of Pharmaceutical Sciences	College of Economics College of Sport and Health Science College of Gastronomy Management
	1 st	9:00 – 9:45
2 nd	9:45 – 10:30	10:40 – 12:10
3 rd	10:40 – 11:25	13:00 – 14:30
4 th	11:25 – 12:10	14:40 – 16:10
5 th	13:00 – 13:45	16:20 – 17:50
6 th	13:45 – 14:30	18:00 – 19:30
7 th	14:40 – 15:25	19:40 – 21:10
8 th	15:25 – 16:10	
9 th	16:20 – 17:05	
10 th	17:05 – 17:50	
11 th	18:00 – 18:45	
12 th	18:45 – 19:30	
13 th	19:40 – 20:25	
14 th	20:25 – 21:10	

2.3 Cancelled and Makeup Classes

A class may be cancelled due to an instructor's illness or other unforeseen circumstances. When a class is cancelled, a makeup class will be scheduled on a Makeup Class Day. Check the academic year calendar for the detailed schedule of makeup 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 year calendar. When this happens, students will be notified of such make-up class days.

Information on cancelled classes or makeup classes will be available in Course News on manaba+R.

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

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
 - Caregiving and other experience practicum
 - 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 small quizzes missed by the student.

(3) Procedures for requesting official absence

- ① Students should submit a request to the Manabi Station on their home campus to issue an “Official Absence Notification”.
- ② Manabi Station shall review the submitted documents, determine whether or not to grant an officially approved absence, and, if the approval is granted, issue a certificate to that effect.
- ③ The student should submit the certificate of officially approved absence to the relevant class instructor.
 - ※ For certification classes specified in (1)- ① , 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 , students must submit to Manabi Station on their home campus an official document issued by the court that clearly specifies the date(s).

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 (spouse and relatives within the second degree), or 2) natural disasters (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, where possible, with the following to help ensure smooth and effective learning of essential class content.

- Handouts used in classes
- Information on what was covered in classes as well as the key points in classes
- Instructions on self-study content
- Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed.

With regards to attendance or absence in the event of 2) natural disasters, each student is generally expected to make a decision depending on the situation of his/her 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 perspective, 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 cause disadvantage in terms of grade evaluations

Please follow the following procedures when requesting special consideration:

1) In the case of absence due to bereavement

Please submit a document that shows bereavement leave 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 prescribed form and submit it to the class instructor.

3.3 Treatment of Students with Infectious Diseases

(*) 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 point needs to be confirmed in the application, class instructors may ask the student to submit an official certificate such as a certificate of delay.

(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 from classes, the student must not attend University until the period of suspension is completed.

(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 avail themselves of guidance/support that will serve as a substitute for the missed class by implementing the designated procedure. Students should check the “What to do when Infected with an Infectious Disease like influenza” webpage for details and submit a document that shows that they acquired an infectious disease, to the Ritsumeikan Medical Service Center at their campus in person to proceed with the necessary procedures. The instructor will, where possible, provide students with the following to compensate for the missed class content and provide a smoother learning experience:

- Handouts used in classes
- 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 classes, such as making substitute arrangements for reports or small quizzes missed by the student

If the student fails to complete the procedures during the period when classes are held, it will be difficult 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.

Webpage for the Treatment of Students with Infectious Diseases (Related Documents)
manaba+R → Link to “○○ Students Page” → Student Life → What to do when infected with an Infectious Disease like Influenza

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

In the case a student was not able to take the final examinations due to suspension from classes, applications for makeup examinations can be made in accordance with Ritsumeikan University Final Examination Regulations. In order to apply for a makeup exam, confirm the required documents on the “What to do when Infected with an Infectious Disease like Influenza” webpage and submit them to the Manabi Station on your home campus. For details regarding the makeup examinations, please refer to p.27.

- * 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, infected students are obligated to report their infected status as specified in the “School Health and Safety Act” 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, etc.
- ② Other Infectious Diseases: measles, rubella, tuberculosis, bacterial meningitis, cholera, shigellosis (bacillary dysentery), EHEC (Enterohemorrhagic Escherichia coli), typhoid fever, salmonella.

(5) Cases where a student is unable to attend classes due to suspension as a result of infectious disease are not treated as an “official absence” 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 to take courses systematically and acquire 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 the “Academic Handbook” and “Registration Guidebook” and “Time Schedule/Syllabus” and carefully read the course outline, teaching method, and student attainment objectives of courses stated in the Online Syllabus before attending the class.

Classes begin the 1st week from the day on which classes begin and they consist of 15 classes and private study. Even during the course registration period, students must attend classes starting from the 1st week.

The maximum number of credits that students can register has been set. Please check the 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.

CAMPUS WEB login requires your RAINBOW ID (*) and password.

When registering please make sure that you are aware of the correct 5-digit number for each course (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 the specified period.

(*) RAINBOW (Ritsumeikan Academic Information Network Bridging Our World) 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. Check with the Administrative Office of the College (OIC: Manabi Station).

* 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 10. 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. Once students are 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, excepting 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 period for withdrawal from a registered course varies depending on the course offering period. 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 page 28).

* Only for colleges offering quarterly courses, students have a period when they are permitted to withdraw from registered quarterly courses.

5. Examinations

[AY 2020]

Final examinations and report examinations are held according to the following schedule.

Schedule	Spring semester	Fall semester
Announcement of final examination schedule/report topics	Mid-June	Early December
Announcement of items permitted in the examination room	Early July	Early January
Submission period for report examinations	July 22	January 20
Final examination period	July 23 – July 31	January 21 – January 29
Extra day for Final Examinations	August 3	January 30
Makeup Examinations	August 6 – August 7	February 3 – February 4
Extra day for Makeup Examinations	August 8	February 5
Makeup Examinations (College of Pharmaceutical Sciences)	August 18 – August 21	February 16 – February 19
Extra day for Makeup Examinations (College of Pharmaceutical Sciences)	August 22	February 20

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. 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.

Remember that the examinations take place at timings differing from those classes are usually held at. Students are responsible for checking their examination schedule by themselves.

[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.

(1) Precautions regarding final examination procedures

- i. 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.
- ii. Mobile phones, smartphones, smartwatches, etc. may not be used as clocks in the examination classrooms. Students must turn off and place them into their bag. Failure to comply with this rule will be considered to constitute academic dishonesty.
- iii. A student arriving more than 20 minutes late after the start of an exam will not be admitted to the examination room.
- iv. 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 anytime during the exam, so please check at examination Schedule.

(2) 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 a mobile phone, smartphone, smartwatch, personal computer, electronic dictionary, and/or other information-communication device. In addition, even when dictionary use is permitted, they are still prohibited from using an electronic dictionary at anytime. Use of these devices is considered cheating.

Principal 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 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

* If a course indicates that students are allowed to bring the Six Codes (roppo) texts, please observe the following:

- The Six Codes texts that students are allowed to have on their desk during the final examination(s) are designated by the university.
- Students are not allowed to bring the Six Codes texts into the examination room if they contain written notes regardless of whether the books are permitted in the examination. However, students are allowed to use the designated Six Codes texts even if the content has been underlined, highlighted or marked with circle or tick marks.
- Separate appendices and supplements are not permitted in the examination.
- Students are not allowed to bring in post-it notes or other materials between the pages of the texts to the examination room. However, students are allowed to use the index stickers that come with the permitted texts.
- Students are not allowed to bring more than one copy of the Six Codes texts to the examination room.

5.2 Acts of Academic

Dishonesty

<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 academic dishonesty. A student who has engaged in an act of dishonesty in a final examination is considered to have renounced his or her right to learn and will lose his or her right to study at the University. The student will be subject to suspension or dismissal in accordance with the Ritsumeikan University Final Examination Regulations and the Ritsumeikan University Student Disciplinary Regulations. The student will also have their final examinations invalidated either the subject in question or in all their subjects in the semester in question; they will receive the grade of "F" in that subject or subjects in accordance with the Ritsumeikan University Final Examination Regulations. (The failed credits are counted in GPA.)

- Sharing of answers or exchanging answer sheets
- Use of an unauthorized thing, 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, which are considered to be examinations and are subject to assessment.

(1) Courses with Report Examinations

Courses that utilize Report Examinations will have specified "Report Examination" as the Grade Evaluation Method in the Online Syllabus for the course.

* Report Examinations must be submitted by 5:00 p.m. on the Submission Deadline for Report Examinations specified in the Academic Calendar.

* A report that is required to be submitted during a course (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. Ritsumeikan University considers Report Examinations as a replacement for Final Examinations, and as such are handled differently than reports that are submitted during a course (Reports for Continuous Assessment). See the table below.

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 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 for 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 usage of false information and/or groundless arguments. Therefore, students should consider the aforementioned and express their thought-out opinions/assessments grounded in the research findings or evidence they have found.

Similar to acts of academic misconduct during Final Examinations, plagiarism in Report Examinations will be subject to disciplinary action based on the Ritsumeikan University Final Examination Regulations and Ritsumeikan University Student Disciplinary Regulations.

A student who could not take the final examination(s) due to one of the unavoidable reasons listed below may be allowed to take makeup exams for up to five courses per semester. The student needs to make the request within three days after the test date (test date included) to the Manabi Station on their home campus and receive approval. For more details on the request and makeup exam schedule for each semester, please check the course news on manaba+R.

If the request is approved, the student will be required to pay a makeup examination processing fee of 1,000 JPY per subject.

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

Reason for Not Taking Exam	Documents and Information Required
Illness of the student	Medical certificate (containing the date of the examination in question)
Bereavement leave (the death of a spouse or a first- or second- degree relative)	Official death certificate (up to seven days, including Sunday and national holidays, from the date of the death of a spouse or a first-degree relative, and up to five days, including Sunday and national holidays, from the date of the death of a second-degree relative)
Attendance at a wedding ceremony (of a first- or second-degree relative. Does not include attendance at wedding of the student.)	Wedding invitation card
Natural and man-made disasters	Disaster victim certificate
Job examination	Official document to certify job examination
Examination for graduate school	Exam admission slip
Teaching practicum, nursing care and special education school experience, museum practice	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 by timetable	Delay certificate verifying a delay over 20 minutes from a transportation company
Participation in extracurricular activities	Proof of Tournament Participation
Lay judge system	Jury summons
Other unavoidable reasons	Advance permissions by the dean of academic affairs

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 that minimally meets the 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,** and **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, the study abroad program and/or 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 selections.

[Ritsumeikan University GPA Conversion Method]

$$\frac{(5 \times \text{no. of [A}^{\text{+}}\text{] credits} + (4 \times \text{no. of [A] credits}) + (3 \times \text{no. of [B] credits}) + (2 \times \text{no. of [C] credits}))}{\text{Total no. of registered credits for A}^{\text{+}}, \text{A, B, C, and F}}$$

- 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 Page **) 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,
Article 37, 39, 40, 41>

- (1) A maximum of 60 credits earned at other universities (transferred via a credit transfer system) or on study abroad programs may be approved as credits required for graduation from the University by the Dean of the corresponding college after deliberation at 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 on a study abroad program, students need to submit a 単位修得願および単位認定書 (document certifying credits earned, study period and grades) 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 留学終了届 (notification of completion of study abroad) form 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, the College of Information Science and Engineering, College of Life Sciences, and College of Pharmaceutical Sciences varies depending on College.

6.5 Notification of Grades

Students are notified of grades on the grades notification date specified for each course offering period on the Course Registration and Grade Status screen of CAMPUS WEB. (See Page **) 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' guarantors (parents, etc.).

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 and C).
- (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, the College of International Relations, and the College of Comprehensive Psychology. Please see the "○ Students Page" on manaba+R for details.

[How to make an Inquiry]

To make an inquiry, submit the inquiry form to the Manabi Station on your home campus within three days (inclusive of the date of issuance) of the date of issue of the grade.

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.

7. Learning Management System

7.1 manaba+R

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 (handouts etc.), assignments, tests, surveys, projects, portfolio, course news (notices related to the course such as cancellation and makeup class information). In addition, students can receive information from the university and check important information for campus life.

<Features of manaba+R>

[Related to Classes (courses) (Specific uses vary by course. Please follow the instructions of each course instructor.)]

- ① Search for and check syllabus
- ② Check announcements from instructors related to courses such as cancelled or makeup classes (Course News)
- ③ Confirm topics for tests and report examinations and submit assignments
- ④ Check and answer surveys
- ⑤ Confirm projects and submit assignments
- ⑥ Use of forum (message board)
- ⑦ Confirm handouts and study materials (Resources)
- ⑧ Check your portfolio
- ⑨ Early use request (This function allows students to attend a course before the course registration is determined.)
- ⑩ Submit an attendance and confirmation of it

[Related to 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.”

[Related to Various Procedures (Access CAMPUS WEB from manaba+R.)]

- ① View and update student information
- ② Register/change extra-curricular activity information
- ③ Register courses
- ④ Confirm course registration and grade status
- ⑤ View final examination schedule
- ⑥ View tuition payment information
- ⑦ Web-based 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 (student ID number and name). Keep them safe. Be careful not to lose them, and do not exchange them with friends. The stickers can continue to be used in the following years, while the provided the student ID number does not change.

[Use of QR Code Stickers]

QR code stickers are used to check the attendance of students in class. Therefore, students must carry the stickers with them when attending classes. Once a student has used all of their stickers, he/she can have more stickers issued at the Manabi Station. The 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 make a request for consultation.

8. Measures for Class Operation, Final Examinations and Makeup Examinations when Public Transportation is Suspended due to Inclement Weather, or in the Event that a Storm Warning or Severe Weather Warning is Issued

In the event of a storm warning or emergency weather warning, or in the event of public transport disruptions due to inclement weather, classes shall be conducted 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. Such decisions shall be made as swiftly as possible after the situation regarding natural disasters other than storms such as earthquakes, floods, and landslides, information regarding evacuation orders issued in the location of each campus, and operations of public transportation are comprehensively considered in accordance with the Basic Policy stated below.

<Basic Policy for President to Make Decisions>

- 1.1. In deciding to cancel a class, the obligation of safety undertaken by the University for students, faculty members and others shall be fully realized, and the highest priority shall be given to maintaining safety.
- 1.2. In principle, classes shall be cancelled at the campus level.
- 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, classes shall be cancelled at the campus level. However, if (1) safety of the campus premises is ensured and (2) the total risk 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 his/her own safety.

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

Kinugasa Campus and Suzaku Campus

Classes will be cancelled	<ol style="list-style-type: none"> 1. A storm warning or emergency weather warning is issued for Kyoto City or the Kyoto-Kameoka district. If the storm warning or emergency weather 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. <ol style="list-style-type: none"> (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 Japan (between Osaka and Kusatsu), Hankyu, 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 paragraphs, classes will be cancelled from the next class period. 										
Resumption of classes	<ol style="list-style-type: none"> 1. In the following cases, classes shall resume according to the table below. <ol style="list-style-type: none"> (1) The storm warning or emergency weather warning is cancelled (2) Kyoto City Bus services are operating or resume their services, and at least two out of the four public railroad transportation services (JR West between Osaka and Kusatsu, Hankyu between Osaka Umeda and Kyoto Kawaramachi, Keihan, and Kintetsu) operating throughout Kyoto City also resume, <table border="1" style="margin: 10px auto; width: 60%;"> <thead> <tr> <th style="width: 30%;">Time</th> <th style="width: 70%;">Class Period</th> </tr> </thead> <tbody> <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> </tbody> </table> 2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period. 	Time	Class Period	By 6:30	1st period	By 10:00	3rd period	By 12:00	4th period	By 15:00	6th period
Time	Class Period										
By 6:30	1st period										
By 10:00	3rd period										
By 12:00	4th period										
By 15:00	6th period										

Biwako-Kusatsu Campus

Classes will be cancelled	<ol style="list-style-type: none"> 1. A storm warning or emergency weather warning is issued for the Kusatsu City or the South Ohmi district. If the storm warning or emergency weather 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 paragraphs, classes will be cancelled from the next class period. 																	
Resumption of classes	<ol style="list-style-type: none"> 1. In the following cases, classes shall resume according to the table below. <ol style="list-style-type: none"> (1) The storm warning or emergency weather warning is cancelled (2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th rowspan="2">Time</th> <th colspan="2">Class Period</th> </tr> <tr> <td>College of Economics, College of Sport and Health Science, College of Gastronomy Management, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science</td> <td>College of Science and Engineering, College of Information Science and Engineering, 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> </thead> <tbody> <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> </tbody> </table> 2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period. 	Time	Class Period		College of Economics, College of Sport and Health Science, College of Gastronomy Management, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, 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	By 6:30	1st period	1st period	By 10:00	3rd period	5th period	By 12:00	4th period	7th period	By 15:00	6th period	11th period
Time	Class Period																	
	College of Economics, College of Sport and Health Science, College of Gastronomy Management, Graduate School of Economics, Graduate School of Language Education and Information Science, Graduate School of Sport and Health Science	College of Science and Engineering, College of Information Science and Engineering, 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																
By 6:30	1st period	1st period																
By 10:00	3rd period	5th period																
By 12:00	4th period	7th period																
By 15:00	6th period	11th period																

Osaka Ibaraki Campus

Classes will be cancelled	<ol style="list-style-type: none"> 1. A storm warning or emergency weather warning is issued for the Ibaraki City or North Osaka district. If the storm warning or emergency weather warning is still in place at 15:00, all classes on that day shall be cancelled. 2. If both the JR West train service between Osaka and Kusatsu, and Hankyu train service between Osaka Umeda and Kyoto Kawaramachi are suspended. 3. If classes have already started in the event of either of the previous two paragraphs, classes will be cancelled from the next class period. 										
Resumption of classes	<ol style="list-style-type: none"> 1. In the following cases, classes shall resume according to the table below. <ol style="list-style-type: none"> (1) The storm warning or emergency weather warning is cancelled (2) The public transportation services prescribed in paragraph 2 above, in which classes will be cancelled, resume. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Time</th> <th>Class Period</th> </tr> </thead> <tbody> <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> </tbody> </table> 2. Classes that are held over two or more successive class periods shall not be commenced from the second or subsequent successive period. 	Time	Class Period	By 6:30	1st period	By 10:00	3rd period	By 12:00	4th period	By 15:00	6th period
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By 15:00	6th period										

Guidelines for Distance Learning Classes

In the event of disruption to public transport services, or that a storm warning or emergency weather warning is issued, distance learning classes shall be conducted as below:

- If classes are cancelled at the campus wherefrom the distance learning class is broadcasted (where the professor is located) due to typhoon or other emergency events, the distance learning class will be cancelled on all campuses.
- If classes are cancelled at a campus where a distance learning class is taken (where students are watching a broadcast of the class) due to typhoon or other emergency events, 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 human casualty 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 e-mail 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

【E-mail Address】

Mail: infoampi@st.ritsumei.ac.jp

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

[Disaster Prevention · Safety Confirmation]

manaba+R > Link to “○○ Students Page”> Top Page > Student Life > Disaster Prevention · Safety Confirmation