

○Ritsumeikan University Financial Aid for Intercultural Exchange Regulations

March 23, 2017

Regulations No. 1113

(Purpose)

Article 1. The purpose of the Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter referred to as the “Financial Aid”) is to subsidize part of the expenses for intercultural exchange activities in which the University’s undergraduate and graduate students (hereinafter collectively referred to as the “Students”) individually or collectively engage in an autonomous manner, thereby aiming to facilitate the revitalization of intercultural exchange on and off the University’s campus. The handling of the Financial Aid shall be subject to these Regulations.

(Subject)

Article 2. The Financial Aid covers intercultural exchange activities carried out in Japan or abroad listed in the following items:

- (1) Intercultural exchange activities between Students and students, pupils, and children who belong to universities and schools established by the Ritsumeikan Trust; and
 - (2) Intercultural exchange activities between Students and persons who do not belong to universities and schools established by the Ritsumeikan Trust.
2. Notwithstanding the previous paragraph, an activity that falls under any of the following shall not be covered by the Financial Aid:
- (1) An activity which has a nature related to the management/operation expenses of the applicant or applicant group;
 - (2) An activity which extends over multiple academic years and which is implemented beyond the academic year covered by the applicable Financial Aid;
 - (3) An activity which mainly involves sightseeing and inspection visits by the applicant or applicant group;
 - (4) An activity which remains within the range of academic study of the applicant or applicant group;
 - (5) An activity which only serves the interests of a particular individual or group;
 - (6) An activity of which the purpose is to carry out political or religious activities;
 - (7) An activity of which the main purpose is entertainment or other business or advertisement;
 - (8) An activity which provides financial aid such as money;

※ The English text provided below is for convenience only. English expressions do not change the Japanese content, so in the case of any discrepancy, the original, Japanese version shall be held to be accurate.

- (9) An activity of which the main purpose is to carry out art performances or sport watching that do not involve exchange;
- (10) An activity of which the main actor is not the applicant or applicant group;
- (11) An activity which has a purpose and content identical to those of an activity that has received funding from the Ritsumeikan University Challenge Scholarship (individuals);
- (12) An activity which has a purpose and content identical to those of an activity that has received funding from the Ritsumeikan University Future Human Resource Development Scholarship (funding for groups); and
- (13) Other activities which are judged to be inappropriate by the Executive Director of the Division of International Affairs.

(Amount of the Financial Aid)

Article 3. The amount of the Financial Aid shall be limited to the amounts stipulated in the following items depending on types of the applicable activities:

- (1) Intercultural exchange activities stipulated in paragraph 1 of the previous Article which are carried out in Japan

The total amount of expenses required for carrying out activities covered by the Financial Aid or 100,000 JPY, whichever is the lower amount

- (2) Intercultural exchange activities stipulated in paragraph 1 of the previous Article which are carried out in Japan or abroad

The total amount of expenses required for carrying out activities covered by the Financial Aid or 500,000 JPY, whichever is the lower amount

- (3) Intercultural exchange activities stipulated in paragraph 1 of the previous Article which are carried out in Japan or abroad

The total amount of expenses required for carrying out activities covered by the Financial Aid or 1,000,000 JPY, whichever is the lower amount

(Expense Items Applicable to the Financial Aid)

Article 4. Regarding expenses covered by the Financial Aid, among the expenses required for implementing the activity, expense items stipulated in the following items shall be covered:

- (1) Honorariums;
- (2) Travel expenses;
- (3) Accommodation expenses;
- (4) Expenses for consumables;

- (5) Insurance premiums;
- (6) Printing and bookbinding expenses;
- (7) Communications and transport expenses;
- (8) Rental expenses;
- (9) Payment commissions;
- (10) Miscellaneous expenses; and
- (11) Other expense items approved to be necessary by the Executive Director of the Division of International Affairs.

2. Notwithstanding the previous paragraph, expenses that fall under any of the following shall not be covered by the Financial Aid:

- (1) Operating expenses required for the operation of the applicant group as well as expenses required within the applicant group (personnel expenses, travel expenses, etc.);
- (2) Support funds, donations, and expenses for purchasing donated items;
- (3) Special seats in airplanes or trains when travel expenses, etc., occur;
- (4) Alcoholic beverages, luxury items;
- (5) Food expenses and drink costs which do not correspond to the main purpose of the activity; and
- (6) Other expense items deemed to be unnecessary by the Executive Director of the Division of International Affairs.

3. If the applicant or applicant group is receiving the same kind of subsidy, grant, etc., from the government, local public organizations, or private foundations, etc., the amount of the subsidy, grant, etc., shall be deducted from the total amount of the covered expenses calculated in paragraph 1, and the amount after deduction shall be the covered expenses of the Financial Aid.

4. If the applicant or applicant group has obtained an income from implementing the activity covered by the Financial Aid, the amount of the income shall be deducted from the total amount of the covered expenses calculated in paragraph 1, and the amount after deduction shall be the covered expenses of the Financial Aid.

(Recruitment of Applicants)

Article 5. Applicants for the Financial Aid shall be recruited in April and September.

- 2. The Executive Director of the Division of International Affairs shall establish the Application Guidelines and publicize them on the website.
- 3. The Application Guidelines shall expressly state not only the matters set forth herein, but also the application documents necessary for the screening.

(Application)

Article 6. Students who wish to receive the Financial Aid must submit the designated application documents to the Executive Director of the Division of International Affairs by the deadline specified in the Application Guidelines.

2. Application for the Financial Aid shall be filed jointly by multiple students (hereinafter referred to as “Group Application”). In this case, a representative shall apply for the Financial Aid on behalf of the other students.

3. The application may be filed either before or after the implementation of the activity.

(Eligibility)

Article 7. Students and Group Application representatives eligible to apply for the Financial Aid are those who are enrolled in a regular program at the University.

2. Students who have been suspended may not apply for the Financial Aid in the academic year that includes the period of suspension.

3. Groups which have been punished pursuant to the Ritsumeikan University Rule for Punishment of Student Groups may not apply for the Financial Aid in the academic year that includes the period of punishment.

(Screening and Decision)

Article 8. A Screening Committee (hereinafter referred to as the “Committee”) shall be established for conducting the screening for and revocation of the Financial Aid as well as performing examinations for the refunding of the Financial Aid.

2. The Committee shall conduct the screening for and revocation of the Financial Aid as well as perform examinations for Financial Aid refunds, and the Executive Director of the Division of International Affairs shall make a determination.

3. Applications shall be screened by judging whether the activities serve the purpose of the Financial Aid based on the submitted application documents.

4. Those who apply for the Financial Aid before implementing the activity shall be given priority in the screening, and those who apply after implementing the activity shall be screened within the extent of the balance of the Financial Aid.

5. The Executive Director of the Division of International Affairs may, as necessary, add conditions when determining the Financial Aid.

6. The Committee shall consist of the following members:

Chairperson: Executive Director of the Division of International Affairs

Members: Director of the Kinugasa International Center, Director of the BKC International Center, Director of the OIC International Center, and several other persons appointed by the Executive Director of the Division of International Affairs

(Notification)

Article 9. The Executive Director of the Division of International Affairs shall notify the persons whose receipt of the Financial Aid is decided (in the case of a Group Application, the representative; hereinafter referred to as “Financial Aid Recipients”) of the decision on Financial Aid provision and the procedures thereof.

(Reporting)

Article 9-2. Financial Aid Recipients must promptly notify the Executive Director of the Division of International Affairs when any of the following items apply.

- (1) If the content of the activity for which provision of the Financial Aid was decided is modified; provided, however, that cases where the modification of details of the activity plan which do not hinder the accomplishment of the purpose of the Financial Aid, are excluded.
- (2) If the activity is not completed within the predetermined period, or accomplishment of the activity has become difficult.
- (3) If the activity is cancelled.

(Obligations of the Financial Aid Recipients)

Article 10. Financial Aid Recipients must perform the following items in order to receive the Financial Aid:

- (1) Submit the activity report and other documents that show the results of the activity;
- (2) Submit receipts, etc., for activity expenses after completing the activity, which shall be assessed; and
- (3) Give a presentation on the activity content if so requested by the University.

(Means of Providing the Financial Aid)

Article 11. The amount of Financial Aid shall be decided by the Executive Director of the Division of International Affairs upon assessing activity expenses based on the activity report, receipts, etc., submitted after the completion of the activity.

2. The Executive Director of the Division of International Affairs shall notify Financial Aid Recipients of the amount of the Financial Aid.

3. The Financial Aid shall be paid by money transfer to a bank account registered under the name of the Financial Aid Recipient or a bank account designated by the group which is registered under the name of a group member.

(Payment of the Financial Aid)

Article 11-2. When a Financial Aid Recipient who received a notification pursuant to Article 9 makes a request for payment of the Financial Aid, he/she must submit the Request for Reimbursement of Personal Advance Payment and designated documents to the Executive Director of the Division of International Affairs.

2. Notwithstanding paragraph 1 of the previous Article and the previous paragraph, the Executive Director of the Division of International Affairs may pay part or all of the decided amount of the Financial Aid in advance if deemed necessary for implementing the Financial Aid activity. In that case, the Financial Aid Recipient must submit the document(s) judged to be necessary by the Executive Director of the Division of International Affairs to the Executive Director of the Division of International Affairs.

(Revocation of the Financial Aid)

Article 12. In the event that any of the following apply to a Financial Aid Recipient, the Executive Director of the Division of International Affairs may revoke a decision on the Financial Aid provision retroactively as of the decision stipulated in Article 8, paragraph 2:

- (1) If the Financial Aid Recipient is expelled or suspended;
- (2) If the Financial Aid Recipient has been punished pursuant to the Ritsumeikan University Rule for Punishment of Student Groups;
- (3) If the activity content for which the financial aid was determined is significantly different from that of the implemented activity;
- (4) If false statements or other fraudulent facts are found in the submitted documents, including the application documents, activity reports, etc.;
- (5) If the Financial Aid Recipient has made a fraudulent request for the amount of Financial Aid on receiving the Financial Aid pursuant to Article 11, paragraph 2;
- (6) If the activity is cancelled;
- (7) If the activity is not expected to be completed within the designated period;
- (8) If the ancillary conditions of approval for the Financial Aid stipulated in Article 8, paragraph 5 are not satisfied; or

(9) If the Financial Aid Recipient fails to fulfil the obligations stipulated in Article 10 without justifiable reasons.

(Refund)

Article 13. The Executive Director of the Division of International Affairs shall demand a Financial Aid Recipient regarding whom the decision on Financial Aid provision has been revoked pursuant to the previous Article to refund the Financial Aid. In this case, the Financial Aid Recipient must refund the Financial Aid within two (2) weeks from the day on which the refund was demanded.

Article 14. Deletion

(Details for Enforcement)

Article 15. The details of enforcement of the Regulations shall be decided at the Committee meeting.

(Revision and Abolition)

Article 16. The revision and abolition of the Regulations shall be implemented by the Executive Board of Trustees.

Supplementary Provision

The Regulations shall come into effect on March 23, 2017.

Supplementary Provision (May 30, 2018; partially amended due to the modification of requirements of the Financial Aid)

1. The Regulations shall come into effect on May 30, 2018.
2. Notwithstanding the stipulations of Article 5, paragraph 1, for academic year 2018, recruitment shall be carried out in June and September.

Supplementary Provision (March 21, 2021; partially amended in conjunction with a change to the scholarships prohibited from being received at the same time, and a name change of a scholarship prohibited from being received at the same time)

The Regulations shall come into effect on April 1, 2021.