

I. Admission Method, Number of Students Accepted and Schedule

1. Admission Method and Number of Students Accepted

Major	Admission Method	Number of Students Accepted
Doctoral Program in Technology Management	Regular Regular Admissions (English-based Degree Program)	A Few

– Depending on the number of applications and results of the entrance examination, the number of successful candidates could be less than the Number of Students Accepted.

2. Schedule

Month	Application Period	Examination Date	Notification of Results
November	Thursday, October 10, 2024 – Thursday, October 24, 2024	We will contact individually*	Thursday, December 5, 2024

– In “Ritsu-Mate”, the application registration can be made from 10:00 am (Japan time) of the first day of the application period.

– When you apply through “Ritsu-Mate”, there is a page which you need to select the examination date. The choices of dates to be displayed on the screen will be the dates of result announcement as the examination dates have not been scheduled yet.

*The detailed information will be sent by email.

3. Application Fee

5,000 yen

- The payment must be completed during the application period.
- Payment can be made by credit card, convenience store payment system (only in Japan), PayPal, Alipay or Overseas Remittance. For more details, please see “(3) Application Fee”, “1. How to Apply / Application Process” specified in the “Application Guidelines (For all Graduate Schools)”.
- When paying the application fee by Overseas Remittance, handling charges are also required to pay. For more details, please refer to “(3) Application Fee”, “1. How to Apply / Application Process” specified in the “Application Guidelines (For all Graduate Schools)”.
- The application fee will be exempted for those who have completed or are going to complete a Master’s Degree program or Professional Degree program in September 2024 or March 2025 at any Graduate Schools of Ritsumeikan University and will continue their study in the Doctoral program.

II. Eligibility Requirements

- Those who gain admission expecting to fulfil the following application criteria and do not complete the criteria by March 31, 2025, the admission will be revoked.
- In case applicants have any inquiry regarding their eligibility for application, contact to the administrative office, Graduate School of Technology Management, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus before the deadline to request for the individual preliminary screening (please refer to page 37 for submitting required documents by the deadline).

Applicants must satisfy one of the following application criteria;

- (1) Persons who have been awarded a master's degree or professional degree or who are expected to be awarded such a degree before being enrolled in the graduate school
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan or who are expected to be awarded such a degree before being enrolled in the graduate school
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school or who are expected to be awarded such a degree before being enrolled in the graduate school
- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University or who are expected to be awarded such a degree before being enrolled in the graduate school
- (6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than that of a master's degree holder (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (*1)
- (7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who is over 24 years of age, or is to be 24 years of age before being enrolled in the graduate school (*1).

*1 Persons who intend to apply under category (6) or(7), they will be subject to the individual preliminary screening. They should refer to page 37 and complete the necessary procedures by the specified dates.

III. Contacting a Prospective Supervising Professor prior to Your Application

Applicants must consult with a Desired Supervising Professor from the faculty members and obtain an acceptance from them before paying the application fee and submitting the required documents.

<How to contact the Desired Supervising Professor>

1. Find a Desired Supervising Professor from the faculty members on Graduate School of Technology Management website and/or Ritsumeikan University Researcher Database and send the name of a professor, CV and research proposal (in any format) to Administrative Office, Inter-Faculty Graduate School at Osaka Ibaraki Campus by email with attached files.
 - Graduate School of Technology Management website:
<https://www.ritsumei.ac.jp/mot/english/faculty>
 - Ritsumeikan University Researcher Database:
<https://research-db.ritsumei.ac.jp/rithp/TOP?lang=en>
 - Administrative Office, Inter-Faculty Graduate School at Osaka Ibaraki Campus
email: moten@st.ritsumei.ac.jp
2. The Administrative office will forward the submitted CV and research proposal to the applicant's Desired Supervising Professor from the faculty member and the professor will examine the possibility of acceptance.
Please follow the instructions from the office and the faculty member who may contact the applicant during the review process.
3. For further information, please contact to Administrative Office, Inter-Faculty Graduate School at Osaka Ibaraki Campus by email

<Precautions>

1. The Administrative office does not match applicants with any Desired Supervising Professor from the faculty members. Make sure the applicants must find a Desired Supervising Professor by themselves.
2. It may take about one month or more to examine the possibility of acceptance.
Please be prepared to meet the application deadline regardless of prior acceptance.
3. After receiving an acceptance from desired supervising professor, the applicants must submit application documents and take the entrance exam.

IV. Required Documents

1. Required Documents

Regarding the Notice on Application including the information of certificates, etc., please refer to “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)”.

Application forms designated by Ritsumeikan University are attached at the end of this Application Guidelines.

Please also refer to “How to Submit Application Documents” on page 35.

Please check the documents marked ✓ and * in the “Admission Method” column and check the explanation of each document.

	Required Documents	Admission Method
		Regular
(1)	Application Sheet	✓
(2)	Application Sheet for Non-Japanese Applicants	*
(3)	STUDY PLAN	✓
(4)	LIST OF RESEARCH ACHIEVEMENTS	✓
(5)	Master’s Thesis or Reseach Accomplishment / Publication Equivalent to a Master’s Thesis or Its Abstract	✓
(6)	Three Letters of Recommendation	✓
(7)	Transcript of the Academic Record and Certificate of Completion / Expected Completion in Master Degree	✓
(8)	Certificate of Language Ability	*

✓ : Necessary * : If applicable

(1) Application Sheet

- Must be printed out from “Ritsu-Mate” after you complete your application information on the same website with a photograph of the applicant’s face attached.

*Color facial photo (taken within three months before the application, above the chest level, without a hat or cap, facing front, no background, and 3 cm long × 2.4 cm wide). Digital alteration of the photo is not permitted.

(2) Application Sheet for Non-Japanese Applicants 【Form GS1】

- Required only for applicants who do not have Japanese nationality.

(3) STUDY PLAN 【Form MOT 6】

- Write in English.
- Please use word-processing software to fill in “STUDY PLAN” as far as possible.
- Write the name of the professor who gave the applicant prior acceptance.

(4) LIST OF RESEARCH ACHIEVEMENTS 【Form MOT 7】

- Write in English.

(5) Master’s Thesis or Reseach Accomplishment / Publication Equivalent to a Master’s Thesis or Its Abstract (Free Format)

- Written in English or Japanese are accepted.

(6) Three Letters of Recommendation

- The applicants must obtain letters from at least three people from home university or other institutions applicants belong to.
- The letters should be addressed to the dean of Graduate School of Technology Management.
- Only the original is accepted.

(7) Transcript of the Academic Record and Certificate of Completion / Expected Completion in Master Degree

- Please submit the certificate issued by Graduate School the applicant attended, which meets application criteria.
- Only the original is accepted.
- The certificate should be prepared by applicants' university and should be issued within 3 months of the application deadline, in case applicants are still enrolled in the university.
- The certificate should be issued the applicant hold Master's degree or Professional degree.
- **【Those who have completed / who are expected to complete a program at Graduate School in China *except for Taiwan, Hong Kong and Macau】**

〈Those who have already completed〉

Instead of the certificate of completion, please print and submit both ① and ② below.

- ① Online Verification Report of Higher Education Qualification Certificate (English translation of “教育部学历证书电子注册备案表”)
- ② Online Verification Report of Higher Education Degree Certificate (English translation of “中国高等教育学位在线验证报告”)

〈Those who expect to complete〉

In addition to the certificate of expected completion, please print and submit the documents below.

Online Verification Report of Student Record (English translation of “教育部学籍在线验证报告”)

(8) Certificate of Language Ability

One of the following official certificates of English proficiency

- TOEFL iBT® Test (TOEFL ITP® Test is not acceptable.)
- TOEIC® Listening & Reading Test
- IELTS (Academic Module)
- TOEIC® Listening & Reading Test Institutional Program (IP) is not acceptable.
- Only TOEFL iBT® scores from a single test date will be acceptable (MyBest™ scores will not be acceptable).
- For TOEIC® L&R, printed out and submit digital official score certificate.
- Test must have been taken within 2 years from the application start date. The certificate must be valid, if it has validity period.
- In case applicants wish to send a score report directly from the test organization, please contact the administrative office of Technology Management in advance.
- The certificates for any online English proficiency test would not be accepted.
- The applicants whose mother tongue is English are exempt from submitting these score report.
- For those who hold a bachelor's, master's or professional degree from an institution in English-speaking countries and/or the countries where English is an official language, we will waive the submission of these score report. Applicant should submit a certificate of completion issued by the institution they have attended. For more details, please contact the administrative office of Technology Management.

2. Important Notes for Application

- (1) All required documents except a photocopy of passport must be originals.
- (2) In case certificates are written in other languages than English or Japanese, English translations accompanied with the originals are required.
- (3) Regarding how to enter /write a name in application formats, be sure to refer to “(1) How to enter/write your names”, “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)”.

V. How to Submit Application Documents

1. How to Submit Application Documents

After completing the payment of the application fee during the application period, all application documents must be submitted by mail or in person.

Please check the delivery status on your own, using the tracking number offered when used the tracking service. If your submitted documents are incomplete, the administrative office of graduate school will contact you.

(1) When applying from within Japan

Applications postmarked on the due date are accepted.

- ① Prepare an envelope that is big enough to fit unfolded A4 documents.
- ② Print out the mailing label from “Ritsu-Mate”.
- ③ Attach the label on the envelope. Send all application documents in the envelope by 簡易書留速達 (simplified registered express mail) from a post office.

(2) When applying from overseas

Applications postmarked on the due date are accepted.

Put all application documents in the envelope, and send it by courier which allows you to trace your package.

(3) When submitting in person

Submit all application documents in the envelope by 17:00 on the last day of application period.

- ① Prepare an envelope that is big enough to fit unfolded A4 documents.
- ② Print out the mailing label from “Ritsu-Mate”.
- ③ Attach the label on the envelope. Bring all application documents in the envelope to the office below in person.

2. Mailing Address for Application

Mailing Address: Administrative Office, Graduate School of Technology Management

Inter-Faculty Graduate Schools at Osaka Ibaraki Campus Ritsumeikan University
2-150 Iwakura-cho, Ibaraki Osaka 567-8570, Japan

TEL : +81-72-665-2100 (Direct)

Office hours : Monday through Friday 10:00-11:30, 12:30-17:00 (Except school holidays)

email: moten@st.ritsumeikan.ac.jp

VI. Screening Method and Examination Sheet

1. Screening Method

(1) Screening Method

Applicants are evaluated on the documents provided in their application and interviews in English. Interviews will be conducted face-to-face for those residing in Japan, and online for those residing overseas. The interview schedule will be informed accordingly.

(2) Examination Schedule

The detailed information will be sent by email.

- When you apply through “Ritsu-Mate”, there is a page which you need to select the examination date.

The choices of dates to be displayed on the screen will be dates of result announcement as the examination dates have not been scheduled yet.

2. Examination Sheet

The examination sheet will be sent by email separately after an examination date is set for each applicant.

VII. Notification of Results

The results will be posted on “Ritsu-Mate” at 10:00 am (Japan time) on the day of the result announcement.

The documents regarding enrollment procedures will be sent out to successful applicants at their own addresses on the same day.

If applicants changed address after submitting the documents for application, send applicants’ name, Application Number, and the new address to Administrative Office, Inter-Faculty Graduate School at Osaka Ibaraki Campus by email.

Regarding the enrollment procedures, please refer to “5. Enrollment Procedures (Information)” specified in the “Application Guidelines (For all Graduate Schools)”.

URL of the “Ritsumeikan University Graduate School Entrance Examination Information Website”:

https://www.ritsumeai.ac.jp/gr/en/exam/supplement_e.html/

- Please note that the university will not respond to any inquiries regarding results of the entrance examination.

Individual Preliminary Screening (Only if applicable)

Ritsumeikan University offers individual preliminary screenings for prospective adult learners, etc. with the academic capacity and motivation to study at the graduate level, but whose academic credentials do not meet the minimum application requirements. Those who wish to apply for enrollment into a Doctoral Program who have been determined through the preliminary screening to have academic ability equal to or greater than that of a Master's or Professional Degree Program graduate will be allowed to apply for the admission screening.

Those who wish to take the individual preliminary screening for the admission method that allows applicants to qualify by the individual preliminary screening, complete the necessary procedures by the designated deadline.

*It should be noted that the purpose of the individual preliminary screening is only to check whether or not the applicant meet the requirements for application regarding academic ability. It is completely separate from the entrance examination. Passing the individual preliminary screening will simply allow the applicant to apply to the entrance examination.

1. Procedures for the Individual Preliminary Screening

STEPS 1: Submit required documents by the designated deadline.

STEPS 2: Receive a result of the screening. If you pass the screening, apply for the graduate school in accordance with the application guidelines of the graduate school.

2. Screening Method

Documents Screening (plus an interview, if necessary)

3. The matters to be considered during the screening consist of the academic history and qualifications of the individual applicants to be recognized as having an academic ability equal to or higher than university graduates, which include

- Any learning programs that the applicant has completed at a special training school or vocational school, etc.
- Work experience and qualifications the applicant has got
- Certain credits that the applicant has earned as a degree / a non-degree student
- Learning programs that the applicant has completed at a school under the prewar educational system.

4. Deadline to Submit Documents for the Individual Preliminary Screening

Program	Admission Method	Deadline *Must arrive
Doctoral Program	Regular (English-Based Degree Program)	Tuesday, September 24, 2024

5. Documents to be Submitted

Documents once accepted cannot be returned under any circumstances.

Documents to be submitted	Remarks
(1) Application form for an individual preliminary screening for admission qualifications (which doubles as a personal resume) (2) Certificate of (Expected) Completion issued by the last institution attended. (3) Certified Transcript of Grades issued by the last institution attended (4) Statement of reasons for applying for admission qualifications (for a preliminary screening for flexible admission into Graduate School) (5) Research Plan (for a preliminary screening for flexible admission into Graduate School) (6) Master's thesis or research accomplishment/ publication equivalent to a Master's thesis or it's abstract ※ Written in English or Japanese (7) Any other certificate, thesis, work, document, or the like depending on the applicant's intention (8) Certificate of employment noted applicants have more than three years work experience.	※ Applicants must have at least three years of work experience (Part-time employment and internships are excluded). – Please submit all documents together. (If any one of them is missing, the application will not be accepted.) – Regarding (1), (4), and (5) designated forms, inquire at the Administrative Office Inter-Faculty Graduate Schools at Osaka Ibaraki Campus. – For (2) (3) and (8), please submit originals. (Photocopies are not accepted.) For certificates or the like that cannot be reissued, certified copies are accepted. – The certificates mentioned in (2) (3) and (8) must be in English or Japanese. Those in any other language must be accompanied by a translation.(*) – For (2), those who will graduate from / complete a Master's program at universities in China, refer to NOTE in the margin. – A notarial certificate to be submitted in relation to (3) and (8) will be treated as a translation. Submission of the originals of (3) and (8) is separately required.(*) – After the individual screening, a second submission of the documents is not required (2)(3)(6) and (8) unless there is any change in the contents at the time of application for the entrance examination. * For further details, please refer to “(2) Certificate”, “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)”.

NOTE

【Those who have graduated / who are expected to graduate from universities in China*

*except for Taiwan, Hong Kong and Macau】

Instead of the certificate of graduation / expected graduation, please print and submit the documents below.

〈Those who have already graduated〉

Online Verification Report of Higher Education Qualification Certificate (English translation of “教育部学历证书电子注册备案表”)

〈Those who expect to graduate〉

Online Verification Report of Student Record (English translation of “教育部学籍在线验证报告”)

【Those who have completed / who are expected to complete a program at Graduate School in China*

*except for Taiwan, Hong Kong and Macau】

〈Those who have already completed〉

Instead of the certificate of completion, please print and submit both ① and ② below.

① Online Verification Report of Higher Education Qualification Certificate (English translation of “教育部学历证书电子注册备案表”)

② Online Verification Report of Higher Education Degree Certificate (English translation of “中国高等教育学位在线验证报告”)

〈Those who expect to complete〉

In addition to the certificate of expected completion, please print and submit the documents below.

Online Verification Report of Student Record (English translation of “教育部学籍在线验证报告”)

6. Mailing Address / Inquiry

Administrative Office, Graduate School of Technology Management Inter-Faculty Graduate Schools at Osaka Ibaraki Campus Ritsumeikan University

2-150 Iwakura-cho, Ibaraki Osaka 567-8570, Japan

TEL : +81-72-665-2100 (Direct)

Office hours : Monday through Friday 10:00-11:30, 12:30-17:00 (Except school holidays)

email: moten@st.ritsumei.ac.jp

7. Screening Fee

None

8. Result of the Screening

The result of the individual preliminary screening will be sent to you by mail or email at least one week prior to the deadline of the application for admission.

9. Validity of the Qualification

Those who pass the individual preliminary screening will be qualify to apply the entrance examination in Graduate School of Technology Management multiple times in case examinations for the same enrollment period are conducted several times.