

**Application Guidelines  
for 2025 Academic Year Spring Departure  
Student Exchange Program  
(Common Edition)**

Please read this guideline and the “Application Guidelines for 2025 Academic Year Spring Departure Student Exchange Program (Program Edition)” carefully before submitting your application.

\*This guideline is called “Common Edition” and the other guideline is called “Program Edition.”

May, 2024  
RU International Center

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### 【Notes】

2025 Academic Year Spring Departure Student Exchange Program is categorized as “Student Exchange Program” on this guideline.

## I. IMPORTANT POINTS ON APPLICATION AND SCREENING

### When Applying for Study Abroad Programs

#### (1) Application Guidelines

When applying to study abroad programs, students must read and fully understand the content of this Application Guidelines.

#### (2) Withdrawal

When applying to study abroad programs, students must fully understand that they cannot withdraw from programs after the deadline for withdrawal determined by Ritsumeikan University once they are announced as successful applicants.

#### (3) Cancellation of Participation

Even after being selected as a program participant, a student may be asked to withdraw from a program (before or during the program) when,

- 1) it turns out that the student does not fulfill the application requirements,
- 2) necessary documents are not submitted on time, and necessary procedures are not completed
- 3) the student does not participate in guidance sessions,
- 4) applicable fees are not paid by the due dates,
- 5) the student does not get a physical checkup before departure, Ritsumeikan University deems it difficult for the student to join a program based on a doctor's diagnosis,
- 6) visas and/or passports are not issued within the specified period of time or,
- 7) Ritsumeikan University deems that the student does not fulfill the required conditions to join a program.

#### (4) The Burden of Expense in Case of Withdrawal or Cancellation

Students will be required to pay a part of or the entire program fee if they withdraw from the program or the International Center cancels their program participation after the deadline for withdrawal.

#### (5) The Overseas Travel Insurance and Risk Management Support Service

Program participants will be required to purchase the overseas travel insurance and risk management support service designated by Ritsumeikan University.

#### (6) For Students Who Have Chronic Illnesses or Who are Under Medical Treatment

Students with chronic illnesses must have consulted with and obtained approval from their primary care physician for participating in the study abroad program before applying for the program. Even after being selected as a program participant, a student may have to discontinue the program if their health condition worsens or Ritsumeikan University deems it difficult for them to continue with the program. In such cases, the student is responsible for the program-related costs incurred up to that point.

#### (7) For International Students

International students must check their own status of residence in Japan, and confirm if any procedures are needed before departure, during the program period, or after returning to Japan. If a student has to withdraw from the program because the host country's immigration agency rejected the student's visa application, the student is responsible for

the program-related costs incurred up to that point.

#### **(8) For the College of Global Liberal Arts Students**

Students who belong to the College of Global Liberal Arts are only able to apply for Exchange Program. The students must consult with the office of the College of Global Liberal Arts before considering joining the Exchange program.

### **Application Requirements**

You must meet the following requirements in order to apply for a Ritsumeikan study abroad program.

#### **(1) Preparedness of Students**

Students must understand the outline and purpose of the program, have a strong desire to study abroad, and dedicate themselves to their studies.

#### **(2) Application Requirements of the program you are applying for**

Students must fulfill the application requirements of intended programs (Refer to the “Program Edition”).

#### **(3) Student Enrollment Status**

Students who are enrolled in a degree program at Ritsumeikan.

#### **(4) Student Registry Status**

- 1) Students who are NOT on “Leave of Absence” status during the entire application period (Excluding students whose status is “Traveling Abroad”).
- 2) Students who are NOT on the “Expelled” Status (especially due to unpaid tuition) or “Graduated” during the entire study abroad period.
- 3) Students who are neither studying at APU nor studying abroad on their own, and whose registry status at Ritsumeikan is “Currently Enrolled” for the entire semester of one previous semester before participating to the study abroad program.

### **<Exceptions >**

If you are studying at APU or other institutions, or your student registry status is “Leave of Absence” due to participation in a study abroad or overseas internship program during the application period, you are eligible to apply for Ritsumeikan study abroad programs under the following conditions:

- 1) Student registry status at Ritsumeikan is “Currently Enrolled” during the semester prior to the semester of participating in a study abroad program.
- 2) Consult with the International Center prior to the application period and follow the instruction given (**Request Form:** <https://global.support.ritsumei.ac.jp/hc/en-us>).
- 3) All the required application materials are submitted to the International Center by the deadline.
- 4) Students can participate in an online interview for the 2nd screening (e.g. via Zoom) at the specified time (Japan Standard Time).

5) Students must check the results of the internal screenings. After students are selected as successful candidates, they are expected to follow the instructions given by the International Center regarding the submission of required documents.

6) Students must participate in all the program guidance sessions.

#### **(5) Application for Other Study Abroad Programs**

Students who have already been accepted to other study abroad programs mentioned below cannot apply for any of the programs listed in this Application Guideline unless the students withdraw from the previously accepted program.

- Programs which are carried out in the same period (conducted by the International Center or colleges at Ritsumeikan University).

\*Please note the restriction above will not apply to programs by the International Center which allow applicants to apply for several programs.

#### **(6) Participation in Guidance Sessions**

Students must participate in all guidance sessions before and after the study abroad program.

### **Screening**

#### **(1) Submitted Documents**

The International Center will not return any submitted documents.

#### **(2) In Case of Documents are Incomplete**

When an application is incomplete, the student may fail the screening without notice.

Applicants should carefully check their application documents prior to submission.

#### **(3) Deadline**

Applications will not be accepted under any circumstance after the application deadline.

#### **(4) Cancellation of Application (Only for Programs with Interviews)**

If you would like to cancel your application before the 2nd screening interview, please report to the International Center by the day before the interview.

#### **(5) Selection Results**

The International Center will not disclose any information relating to the assessment of applications.

#### **(6) In Case of the Student's College Office and Host Institution Do Not Approve of the Student Studying Abroad**

Even after being selected by the International Center, participation in a study abroad program will not be confirmed until both the student's college office/graduate school and host institution approves his/her program participation.

#### **(7) Influence on Job Hunting, Academic Plans, and Graduation**

Students should pay attention to how the program participation would affect their job hunting, academic plans, and graduation.

#### **(8) For Undergraduate Students Who Will Become 4<sup>th</sup> Year or Above When They Start Studying Abroad**

If students are in their 4th year or above (6th year or above for students in the College of Pharmaceutical Sciences) and plan to graduate in the same semester that they complete their study abroad, please note that it may not be possible to do so as credit transfer may

not be completed prior to the evaluation for graduation due to the late issuance of the official transcript by the host institution, etc. Applicants must consider the possibility of such cases and make sure to consult with their college office (OIC: Manabi Station) before applying.

**(9) For New Students Who Entered Ritsumeikan University in 2024**

**◆ Applying for Spring Departure Program**

If GPA is required to apply for study abroad, current 1<sup>st</sup>-year students who are accepted are considered as “tentative accepted.” Once the students get the academic transcript for the Spring semester in 2024, they need to submit a copy of the transcript immediately. Only if the students meet the required GPA, they are admitted as successful applicants officially after submitting a copy of the transcript.

**◆ Applying for Summer Departure Program**

If you are a 1<sup>st</sup>-year student who entered Ritsumeikan University in the fall semester of 2024 and are interested in the study abroad program, please consult with the International Center prior to the application period.

**(10) Important Notes for Graduate Students Applying for the Student Exchange Program**  
**All graduate students must do the following before applying for the program.**

- 1) **Submit research proposal (free-style, A4, max 1 page) along with application form and other supporting documents.**
- 2) You must consult with your graduate school office and your academic advisor prior to the application period to get approval that joining the program does not affect your research plan.
- 3) If you are now undergraduate student, but will be graduate student when the program starts, consult current academic advisor and, if you know already, future academic advisor (for your master degree).
- 4) Application requirements or procedures may vary for each institution. Some offers only undergraduate courses, some offer only graduate courses, others may require the submission of research proposal. Potential applicants must consult with the International Center for further details prior to application. Please be reminded that the institutions are not always quick to answer our questions.

**(11) Important Notes for GS/CRPS/ISSE major students in the College of International Relations/College of Policy Science/College of Information Science and Engineering should understand and agree to the following and consult with the International Center before applying.**

<If you are applying for short-term program and 1 semester program>

- ① Some programs are partially or completely in Japanese. All participants are required to understand the contents fully, even if no English explanation is provided.

- ② In general, documents and guidance sessions related to the program are in Japanese. If you still wish to apply, please contact the Ritsumeikan Study Abroad Support Desk (077-561-4881) in advance.
- ③ Part of or the entire pre-departure sessions and follow-up sessions will be in Japanese. All participants are required to understand the contents fully, even if no English explanation is provided.
- ④ Students are not eligible to apply for programs conducted in their native language.

<If you are applying for long-term program >

- ① For those who are interested in applying for "UBC Academic Immersion Program" or "University of Alberta, Language, Culture and Society of North America Program," it is important to know all the program procedures and related documents are in Japanese, and no language support will be provided in other languages. You need to be proficient in Japanese to understand all the important information provided in the program orientations and pre-departure classes.
- ② Those whose first language is English, are not eligible to apply for the programs mentioned in ①.

## 2. STUDENT REGISTRY AND COURSE ENROLLMENT

### (1) Student Registry (For details, please check "Student Registry" in the Academic Handbook of your college)

- 1) Student registry status changes from "Currently Enrolled" to "Study Abroad" depending on the period and conditions of the program.
  - 【Short-term program】 Student registry status does not change.
  - 【1 semester program】 Student registry status changes from "Currently Enrolled" to "Study Abroad".
  - 【Long-term program】 Student registry status changes from "Currently Enrolled" to "Study Abroad".
- 2) Check "4. PROGRAM INFORMATION" in the "Program Edition" for the student registry status during the study abroad period.
- 3) The period for which your student registry status is "Study Abroad" is counted as a part of the official enrollment period at Ritsumeikan.
- 4) The periods that you are actually studying abroad and that your student registry status is "Study Abroad," may not match. The period of "Study Abroad" status is determined by your college office.
- 5) Your student registry status changes to "Study Abroad" on the first day of the semester (4/1 or 9/26), which your college approves as the period of Study abroad and this status usually continues until the end of the same or following semester (9/25 or 3/31).

### (2) Course Enrollment

Your student registry affects your course enrollment at Ritsumeikan University as follows;

- [**Currently Enrolled**] Register for courses at Ritsumeikan by following normal course registration procedures.
- [**Study Abroad**] Cannot register for courses offered at Ritsumeikan.
- If you register for full-year courses in a year including your study abroad term, no credit will be earned. However, the following exceptions may apply to the cases below (Except for DUDP). \*Please check with your college office (OIC: MANABI Station) for the details of available courses.

**<Exceptions>**

- ① Even if your status is “Study Abroad” after the start of the semester, if you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) before the first day of courses, you can register for courses as normal.
- ② If you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) by the last day of April of your last semester with “Study Abroad” status, you can register for some types of courses approved by your college office.
- ③ If you submit the “Study Abroad Completion Form” to the college office (OIC: MANABI Station) before the first day of summer intensive or quarter courses, you may be approved to register for courses.

**(3) Course Load Restrictions from 2018 Spring Entry and Onward**

For students who were admitted to Ritsumeikan in 2018 spring and onward, there may be restrictions on the number of courses you can register per semester, however, such restrictions may be eased for the first semester after completion of a study abroad program. Students must be mindful of these rules when working on their study plan at Ritsumeikan.

For details, please check with your college office (OIC: MANABI Station), and/or the Academic Handbook and Registration Guidebook of your college.

\*For DUDP participants, the restrictions on the number of courses you can register for the semester before the program as well as the returning semester may also be eased.

For details, please check with your college office (OIC: MANABI Station), and /or the Academic Handbook and Registration Guidebook of your college. In case students cannot participate in the program, the number of courses you can register will be adjusted.



(4) From Departure to Completion of a Study Abroad Program (Course Enrollment/Credit Transfer)

**【Important Notes Before Departure】**

① **Study Abroad Form**

Participants of long-term study abroad programs must submit the Study Abroad Form to the college office (OIC: MANABI Station) for their student registry to be changed from “Currently Enrolled” to “Study Abroad.” The Study Abroad Form will be provided at a program orientation. Please make sure to submit the form to your college office (OIC: MANABI Station) by the deadline.

② **Minor fields of study**

Participants in programs that require the student registry to be changed to “Study Abroad” cannot take courses in their minor field. Please check your study plan with the college office if you have a minor.

③ **Teacher-training course**

While the student registry is “Study Abroad,” you cannot register for any teacher-training courses. It is not allowed to come back to Japan for a period of time for practical training. Please check if your study plan is not affected by going abroad with your college office (OIC: MANABI Station) before applying.

④ **Foreign language study**

If you do not receive the required credits from a foreign language course at the host institution, you may need to take a foreign language course after coming back to Ritsumeikan University. Please consult with your college office (OIC: MANABI Station) regarding foreign language courses.

**【Credits during the Period of Study Abroad】**

• For details, please refer to “Academic Handbook For All Undergraduate Students” and check the section regarding “Granting and Approval of Grades”.

• Courses in each study abroad program may be a “Credit Approval Course” or “Credit Transfer Course” or a combination of both types.

**《Differences between “Credit Approval Course” and “Credit Transfer Course”》**

Credit Approval Course	● Courses taken at a host university are directly awarded as Ritsumeikan credits by teachers at Ritsumeikan giving a grade for the course on an A+ to F scale or P (pass)/F (fail) grading with reference to the grades
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	<p>received at the host university. (Credits will be earned in the last semester that "Study Abroad" appears on your student registry. However, exceptions may apply to some programs. Please check the program information page for details.)</p> <p>For Credit Approval Courses, students do not need to apply for Credit Transfer.</p>
<p>Credit Transfer Course</p>	<ul style="list-style-type: none"> <li>● The college office will assess and approve credits earned abroad if you submit a "Credit Transfer Form" after returning to Japan (Credits will be awarded in the last semester that "Study Abroad" appears on your student registry).</li> <li>● The course will be graded as "T" on Ritsumeikan's transcript.</li> <li>● Students can transfer up to 60 credits to Ritsumeikan when they earn credits at outside institutions such as the Consortium of Universities in Kyoto, foreign institutions, and the like. Credits earned in the study abroad program are also counted as a part of the 60 credits.</li> <li>● No credits will be approved unless a regular course offered by the host institution is recognized as roughly equivalent to a Ritsumeikan course (e.g. Credits earned in ESL courses will not be approved and undergraduate courses at the host institution will not be recognized as graduate courses at Ritsumeikan.)</li> </ul>

\* Please check the program information in the "Program Edition" for the details of the "Credit Approval Course" and "Credit Transfer Course."

\* In principle, credits earned during the period of study abroad are not limited by the registration limit at Ritsumeikan, but students need to consult fully with your college office (OIC: MANABI Station) beforehand.

\* Credits will be transferred only when your student registry is "Currently Enrolled" or "Study Abroad" at Ritsumeikan.

\* The academic period with Credit Approval will be the last day of the semester on the official academic calendar including the last day of the (study abroad) program.

\* Regular courses at the host institution are subject to change. Please check the website of the host institution for the latest information.

## 3. FEES

### Program Fees

#### (1) Fees Specified in the Guide

The program fee specified for each program is only an estimate for this year or the actual amount in previous years, and is not a definitive amount.

\* Please check the program information of each study abroad program for specific details.

The confirmed program fee for the short-term and 1-semester programs is to be announced in “Pre-departure Orientation.” The fee for the long-term program is to be announced once the fee is confirmed.

#### (2) Preparation

Applicants must carefully consider the financial aspect of program participation and make sure to consult with their financial supporters before applying.

#### (3) The Deadline for Payment

Successful candidates must pay a part of the program fees by the specified deadline, and they must pay the rest of the required program fees prior to departure.

#### (4) Withdrawal

Students must consider that they will not be able to withdraw from the program after the deadline for withdrawal, when applying for the program.

If you or Ritsumeikan University cancel(s) your participation in the program after the deadline for withdrawal, you must pay all the program-related fees based on the cancellation policies of the host institution, travel agencies, accommodation providers, visa agencies, and other related organizations.

### Tuition

#### (1) Payment During Studying Abroad

You are required to continue to pay the tuition to Ritsumeikan University by the specified deadline while abroad (except for DUDP).

#### (2) Payment of Tuition and Participation in the Program

If you do not pay tuition in full to Ritsumeikan University by the deadline, you might be suspended from the program.

## 4. STUDY ABROAD SCHOLARSHIPS

### Scholarships offered by Ritsumeikan University

Ritsumeikan University supports study abroad program participants with the following scholarships. Please make the best use of scholarships to participate program.

(1) Ritsumeikan University Study Abroad Challenge Scholarship

(2) Ritsumeikan University Study Abroad Support Scholarship (Needs-based aid)

### (1) Ritsumeikan University Study Abroad Challenge Scholarship

Challenge Scholarship is to encourage students to participate and complete the program by supporting part of the participation fee. Generally, it is granted to all participants of the program (repayment is not required).

#### 1) Challenge Scholarship for the Programs on this Guideline

The amount and the method of awarding the scholarship for the 2024 programs will be announced once confirmed.

<b>When</b>	Once it is confirmed that all students have arrived in their host country/region
<b>How</b>	Paid by bank transfer (Tentative)

#### 2) Maximum Award Amount

The amount awarded for this scholarship varies depending on the period of the program as well as in which country and city students will be studying during the program. Please refer to “the Ritsumeikan University Study Abroad Challenge Scholarship–Area Classification List”, which is available on the following website.

#### 【Study Abroad Program, Scholarship】

<http://www.ritsumei.ac.jp/studyabroad/planning/scholarship/>

#### 【Area Classification for Study Abroad Programs】

\*Below chart is for the programs which are scheduled to travel overseas.

Program	Period	Area Classification	Maximum Amount
PBL	I Semester	B	250,000 JPY

Program	Period	Area Classification	Maximum Amount
Student Exchange*	I Semester	A, B, and C	250,000 JPY

		D	150,000 JPY
	I Academic Year	A, B, and C	300,000 JPY
		D	200,000 JPY

\*The amount awarded for the scholarship varies depending on the period and the country/region that the student studies.

Program	Period	Area Classification	Maximum Amount
DUDP	4 Semesters	A and B	2,400,000 JPY

\*The scholarship for students who participate in DUDP are awarded by being divided into 3 times (800,000 JPY/ time).

### 3) Important Notes

- ① Please make sure to read the “Program Edition” as well and understand the scholarship.
- ② Students who will be granted the “KYOTEI RYUGAKU Scholarship (Scholarship for Study Abroad Exchange Programs)” are not eligible to receive a Challenge Scholarship.
- ③ When any of the following items apply to the recipient, the International Dean may cancel the provision determination in whole or in part. In such case, Dean shall request the return of the scholarship already provided in whole or in part.
  - When participation in study abroad is canceled or its period is changed.
  - When a fraudulent fact is discovered, such as false indication on application documents.
  - When requirements for the provision of this scholarship are no longer fulfilled.
- ④ If the total amount of study abroad scholarships or financial aid from outside organizations exceeds the total amount of the Challenge Scholarship, it is not possible to receive both. As for other scholarships which are not concerned with studying abroad, it is possible to receive both with the Challenge Scholarship.

\*Please check with the provider of the scholarships/financial aid for details, if you are receiving or expecting to receive scholarships or financial aid from outside organizations.

## (2) Ritsumeikan University Study Abroad Support Scholarship (Needs-based aid)

Please refer to “Ritsumeikan University Study Abroad Support Scholarship Application Guidelines” for the details. Please be aware that submission of required documents and understandings of “Ritsumeikan University Study Abroad Support Scholarship – Document Submission for Family/Household Financial Status Declaration” and online application form, etc. (all in Japanese) are required. Any documents written in any language other than Japanese must be accompanied by their translations into Japanese.

## **【Study Abroad Program, Scholarship】**

Outline: <http://www.ritsumei.ac.jp/studyabroad/planning/scholarship/>

Application

Guidelines

:

<https://secure.ritsumei.ac.jp/students/studyabroad/students/guideline-scholarship.html/>

### **Other important notes**

If you are receiving or expecting to receive scholarships or financial aid from outside organizations or Ritsumeikan University (including the scholarship and tuition reduction for international students at Ritsumeikan), you may become ineligible by participating in the study program or suspended from receiving these funds while abroad. Please check with the provider of the scholarships/financial aid for details.

## **5.HEALTH AND RISK MANAGEMENT DURING THE STUDY ABROAD PERIOD**

### **Judgement Criteria for Cancellation of Study Abroad Programs**

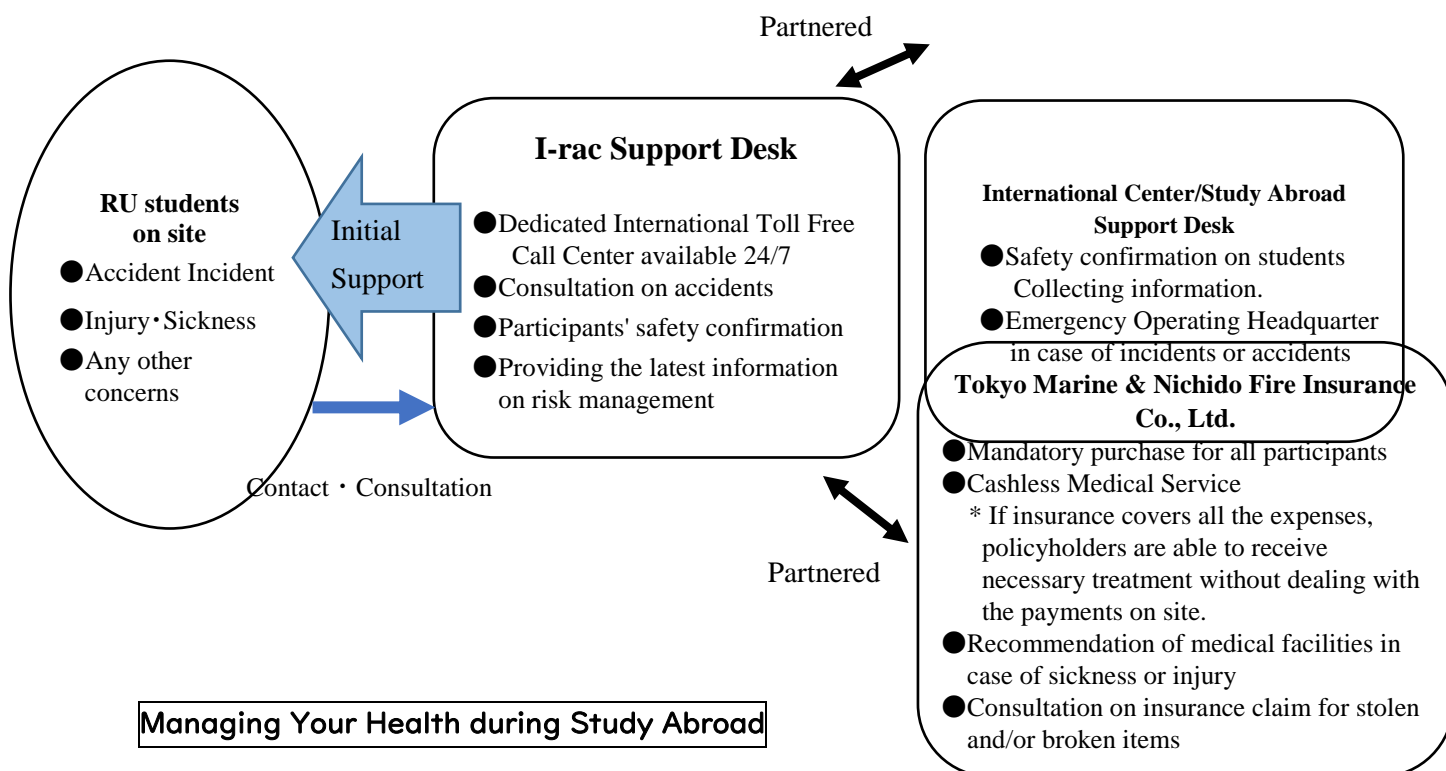
- In study abroad programs coordinated by the International Center, decisions on whether students can participate in programs will be made based on information provided by the Ministry of Foreign Affairs of Japan. Specifically, to guarantee students' safety, participation will be cancelled if a safety warning higher than Level 2 is announced for the host country or region.
- If a student has already started the program when the cancellation is determined, the student will be requested to return to Japan as soon as possible following instructions by the Ministry of Foreign Affairs of Japan, overseas diplomatic establishments, and Ritsumeikan University.
- Please also note that even in a country or region with Danger Alert Level 1, higher than Level 1, or no Danger Alert, when it is judged by Ritsumeikan University that the students' safety or continuation of study is not guaranteed, participation will be cancelled or students will be asked to return to Japan earlier than initially scheduled.

\*Please make sure to also check "6. Matters of consent Regarding Study abroad program" on this guideline.

### **Risk Management**

Students are required to purchase the overseas travel insurance designated by RU that covers travel incidents, accidents, sickness, and the like. In addition, students are also required to purchase the "I-rac Support Desk," which is a 24/7 travel emergency service. Further details

will be provided at a guidance session after program participation has been determined.



### Managing Your Health during Study Abroad

- (1) If you are currently under treatment for certain medical conditions, or require regular visits to a doctor, make sure to consult with your doctor and parents/guardians about whether it is advisable for you to study abroad.
  - A) You may be required to obtain a medical certificate from your doctor to prove that they consent to your participation in the program.
  - B) You may be required to consult with a physician at the university. Once you receive a consultation notice, make sure to visit the physician upon checking their availability.
  
- (2) Refer to your immunization record to see if you have been vaccinated for common diseases such as measles, rubella, mumps, chickenpox, tetanus, diphtheria, and whooping cough.
  - A) Make sure to check the immunization requirements of your host country and institutions beforehand, and follow their guidelines.
  - B) You may be required to submit an original copy of your immunization record. Make sure to have the document readily available in case it is needed.
  - C) You may need to get additional vaccinations. Inoculations must be administered at regular intervals under the judgment of a doctor.
  
- (3) Travel Clinic at Ritsumeikan University
 

At the Medical Service Center of Ritsumeikan University, students can inquire about vaccinations or any other concerns related to their participation in a program. Please make an appointment for the “Travel Clinic” if you would like to use this service.

Contact: [globalhc@st.ritsumei.ac.jp](mailto:globalhc@st.ritsumei.ac.jp)

For details about managing health and vaccination, please refer to the “Study Abroad Health Handbook”. You can download it using the QR cord below, or on the website of the Ritsumeikan Medical Service Center using the following link.



Website: <http://en.ritsumei.ac.jp/health/>

The “Study Abroad Health Handbook”: <http://en.ritsumei.ac.jp/health/document/>

E-mail: [globalhc@st.ritsumei.ac.jp](mailto:globalhc@st.ritsumei.ac.jp)

## 6. MATTERS OF CONSENT REGARDING STUDY ABROAD PROGRAM

Please read carefully of the following contents before you apply for study abroad program.

**\*You do not need to submit this form when you apply for the program.**

### **Matters of Consent Regarding “One-Semester & Long-Term Study Abroad Programs” Offered by the International Center at Ritsumeikan University**

To the President of Ritsumeikan University,

I shall consent and implement all the matters written below and on the Application Guidelines regarding the Study Abroad Program (hereinafter referred to as the “Program”) (including if the Program is conducted online due to travel to the study abroad destination not being possible) offered through Ritsumeikan University (hereinafter referred to as “RU”) in which I will participate in AY 2024, with the understanding that I serve as a representative of RU and its students. I shall make no objection to cancellation of my participation in the Program or repatriation if I violate these Matters of Consent or engage in conduct not befitting an RU student.

#### **I. Fulfillment of Program Participation Procedures**

Students who participate in RU Study Abroad Programs must comply with the following:

- (1) Students shall pay application fees, program fees and other expenses by the designated deadline. If a student does not pay the application fees, program fees and other expenses by the designated deadline, the student may be considered to have withdrawn from the Program.



- (2) Students shall apply to the Program with full awareness that they will not be able to withdraw from the Program after the application fees have been paid.
- (3) Should the student withdraw from the Program beyond the withdrawal deadline designated by RU, or should RU cancel the student's participation, or, regardless of whether the Program has yet to begin or already begun, if the Program has to be canceled due to circumstances beyond Ritsumeikan University's control, the student or their parent/guardian/supervisor or other sponsoring individual (hereafter referred to as "parent/guardian") shall still pay RU program application fees, costs incurred upon participating in the Program, costs incurred due to withdrawal/ cancellation of participation/ program cancellation, and cancellation fees/ additional fees set by the Host Institution or agencies associated with the Program. Furthermore, if there are fees for converting foreign currency into Japanese yen at the time of payment, the student or their parent/guardian shall pay these fees.
- (4) Students shall enroll in overseas travel insurance and risk management support service (hereinafter referred to as "Overseas Travel Support") designated by RU for a coverage period beginning from the time of departure for study abroad and continuing up to their return to Japan. If a student is required to purchase Overseas Travel Support designated by their Host Institution, they must enroll in both the Overseas Travel Support designated by RU and the Overseas Travel Support designated by their Host Institution.
- (5) If RU designates a student's round-trip airline ticket, travel agency, visa agency, or accommodation, the student must use these tickets, agencies and accommodations and complete all procedures by the designated deadline. If a student cannot obtain a visa or a passport by the designated deadline, they must withdraw from the Program.
- (6) Students shall attend all guidance sessions designated by RU, and submit all required documents by the designated deadline.
- (7) Students shall take the Annual Medical Examination provided by RU. If for any reason a student has not taken the medical examination, the student must take a separate one by the designated deadline before their departure.
- (8) If a doctor determines that it would be difficult for a student to participate in the Program, Ritsumeikan University may not permit the student to participate in the Program based on that opinion.
- (9) Students shall get vaccines designated by the country or region where their Host Institution is located by the designated deadline.
- (10) Students shall provide RU with information about their pre-existing and present illnesses as well as medications they are taking by the designated deadline.

## **2. Terms and Conditions**

- (1) Program participation is not guaranteed at the time the student is selected as a candidate by RU. There are cases in which a student will not be accepted by their Host Institution depending on the Host Institution's situation.
- (2) RU places the highest priority on students' lives and safety. If the Ministry of Foreign Affairs of Japan issues a Level 2 or greater safety warning and Travel Advice & Warning on Infectious Diseases for the country or region where a Host Institution is located based on their issued Overseas Travel Safety Information, in principle RU will make the decision to cancel the Program. Students who are already studying abroad when a decision to cancel the Program is made must comply with the recommendations/instructions of the Ministry of Foreign Affairs of Japan and its overseas diplomatic offices as well as the instructions

of RU, and, after ensuring their own safety, return to Japan immediately. However, in countries and regions where a Level 2 or 3 Travel Advice & Warning on Infectious Diseases has been issued, the Program may still be implemented or continued as an exception if it can be confirmed that program implementation is possible based on the following terms and conditions as well as the following circumstances. In addition, if RU determines that the safety of its students or the continuation of their studies in a specific country or region cannot be ensured, RU may cancel the Program or order students to return to Japan even if a Level 1 safety warning has (or has not) been issued, if a Level 1 or higher Travel Advice & Warning on Infectious Diseases has (or has not) been issued (including in cases when the program is being implemented or continued as an exception).

**< Terms and Conditions >**

- ① The Program must be able to be implemented as planned, with a limited impact on entry into the destination country/region, visa acquisition, and quarantine measures following entry due to border enforcement measures in Japan and the concerned country/region.
- ② Either the student or Ritsumeikan University must be able to secure a safe means of travel to the host country or region, an itinerary, and flight (for programs arranged by Ritsumeikan University).
- ③ The student must be able to secure the necessities of life as well as a living environment around the area where the host university is located. In addition, public facilities (such as libraries), public transportation and educational facilities must be in operation, with only a limited impact on daily life due to infectious diseases.
- ④ The local medical institution must not have a strained or collapsed medical system, and it must be able to handle a situation in which a student from Ritsumeikan University contracts an infectious disease.
- ⑤ The host university must have a system in place to accept international students. In addition, there must be a policy in place to deal with cases where a Ritsumeikan University student contracts an infectious disease or is identified as having come.

- (3) Students must agree that in cases of emergency during the period of study abroad, medical treatment or surgery can be given based on the judgment of a person responsible for the Program at RU or a Host Institution even without express consent from the student or their parent/guardian.
- (4) If RU determines that a student cannot continue the Program based on a doctor's opinion, the student must comply with RU's order of returning to Japan immediately.
- (5) If RU determines that a student cannot continue the Program due to unsatisfactory academic progress towards predetermined academic requirements and RU orders the student to return to Japan, they must comply with the order immediately.
- (6) Students or their parent/guardian shall cover all costs associated with returning to Japan as a consequence of being ordered home or deciding to discontinue the Program for personal reasons.
- (7) Students shall pay back all or a part of the scholarship granted by RU if they are ordered to do so based on scholarship regulations due to reasons such as discontinuing their participation in the Program.
- (8) Students shall agree that no special arrangements will be made if the travel schedule to participate in the Program overlaps with events such as classes, make-up classes, exams, and make-up exams at RU.
- (9) Students shall agree that more than one student may stay with a host family and in general more than one student will stay in one room at a dormitory or hotel.

- (10) For programs which require the participant themselves to follow procedures or arrange for accommodation, flight tickets and so on, students must make sure to check the necessary procedures and/or arrangements well in advance, and be responsible for following those procedures and/or arrangements in a timely manner.

### **3. Handling of Personal Information**

- (1) Students shall agree that RU can share obtained personal information with the Host Institution, companies commissioned to handle administrative tasks, travel agencies, visa agencies, insurance companies, insurance agencies, risk management support organizations, international mobile phone rental companies, airline companies, and related governmental organizations in order to run the Program or to handle emergency situations.
- (2) Students shall agree that RU may receive personal information such as their grades and their living situation from the Host Institution or that RU may provide said information to the Host Institution in order to run the Program.

### **4. Participant Responsibilities**

- (1) In general, it is the responsibility of the student to handle any trouble occurring during the program period.
- (2) Students shall agree that RU is not liable for personal injury or property damage, including damages to a third party or the Host Institution, caused by students, that students or their parent/guardian will be responsible for dealing with such damages, and that RU will not be claimed as accountable for any of the following items numbered ①-⑧:
- ① Damage and/or loss caused by natural disasters, disasters at sea, fire, instructions from governments or public organizations, war, riots, strikes, isolation, robbery, terrorism, hijacking, plane accidents, traffic accidents, crimes, epidemics, customs regulations, sudden changes in the schedule of air flights, and/or other force majeure events
  - ② Damage and/or loss caused by incidents and/or accidents that occurred under circumstances out of RU's control
  - ③ Damage and/or loss caused by actions of the student that violate laws and/or are the result of immoral actions
  - ④ Damage and/or loss caused by the student's negligence or willful misconduct
  - ⑤ Damage and/or loss caused by actions of the student that are not suitable to the purpose of the Program
  - ⑥ Damage and/or loss caused due to personal issues
  - ⑦ Damage and/or loss caused by the arrangements made by the student regarding matters such as accommodation and flight tickets.
  - ⑧ Damage and/or loss caused by cancellation of the Program due to the reasons written in (2) of 2.

### **5. Rules & Regulations**

- (1) Students shall understand the outline and purpose of the Program and concentrate on academic study and research.
- (2) During the program period, students shall comply with Japanese law, the rules and regulations of RU as well as the law of the country or region where the Host Institution is located and the rules and regulations of the Host Institution.
- (3) Students shall follow the instructions of faculty and staff at RU and the Host Institution.
- (4) Students shall not use or purchase any substances or items such as guns, narcotics, psychotropic drugs or other drugs which are illegal in Japan or the country/region where the Host University is located. Students also shall not return to Japan with any such illegal

substances or items.

- (5) Students shall not purchase nor operate automobiles, motorcycles, ships, boats, or aircrafts during the period of study abroad.
- (6) Students shall not engage in any dangerous leisure or sport activities including, but not limited to bungee jumping, sky diving, and scuba diving.
- (7) Students shall be responsible for their own health care and bring their own medicine and/or letter of referral from their doctor(s).
- (8) If students plan to travel or stay overnight during the period of study abroad, they shall submit the designated travel plan form to RU and their Host Institution by the designated deadline and get approval from both institutions. Students shall comply with the instructions if told to change or cancel their travel plans by either institution.
- (9) During the program period, students shall submit the required reports to RU by the submission deadlines.
- (10) Students shall return to Japan immediately after completion of the Program and shall not extend their period of stay for personal reasons without permission from RU.
- (11) Students shall not temporarily return home or re-enter Japan without permission from RU.
- (12) Students shall follow the rules and regulations of their Host Institution's on-campus residence or off-campus residence as well as host families and/or homestay service organizations.
- (13) Students shall obtain the permission of teachers/professors when they are wanting to record or take pictures of classes.
- (14) Students shall comply with orders and instructions and return to Japan immediately after ensuring their own safety, if they are ordered to return to Japan by RU, in the event of a crisis in the country or region where the Host Institution is located.

I have read and will comply with all of the above items.

Date \_\_\_\_\_  
Name (in print) \_\_\_\_\_  
Signature \_\_\_\_\_  
College \_\_\_\_\_  
Year \_\_\_\_\_ Student ID No. \_\_\_\_\_

Date \_\_\_\_\_  
Name of Parent/Guardian (in print) \_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_  
(Must be the handwritten signature of the parent/guardian.)  
Parent/Guardian Emergency Contact Information  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship to the Student \_\_\_\_\_