

AY 2023

Ritsumeikan University Individual Award System

Ritsumeikan University has established an award system for individual students who have made outstanding achievements in club activities and other extracurricular activities that contribute to student culture at Ritsumeikan or to the development of the local community and society, and who are expected to be active both domestically and internationally.

I. Types of Awards

1. Individual Award
2. Dean of Student Affairs Award (Individual)

II. Application Qualifications

Individual students who meet all of the following four criteria.

1. Undergraduate students enrolled in a regular course of study at Ritsumeikan University in their 1st to 4th year (1st to 6th year for the Department of Pharmacy in the College of Pharmaceutical Sciences)

2. Eligibility Criteria

Students who possess the following achievements that qualify them to apply, or who possess equivalent achievements in athletics or other activities.

* However, achievements and activities related to regular courses and seminars are not eligible for awards.

(1) Sports

Achievement		Award	Points to keep in mind when you apply
①	Placement (Best 8 or higher) in an international competition *Including those organized by age, region, or division	Individual Award	Please review these guidelines and apply using the application form. If applicable, please review the instructions in "II. 2. (3) Particularly outstanding achievements" below.
②	Best 4 or higher in a national competition	Individual Award	
③	-	-	-
④	Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Individual)	Please review these guidelines and apply using the application form.
⑤	Individuals with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.	Dean of Student Affairs Award (Individual)	
⑥	Individuals who have made noteworthy achievements in a group that has achieved results worthy of a group award (e.g., MVP, captain)	Dean of Student Affairs Award (Individual)	
⑦	Individuals who have received a social award for their contributions to the promotion of sports culture	Dean of Student Affairs Award (Individual)	
⑧	Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim	Dean of Student Affairs Award (Individual)	
⑨	Individuals who have made commendable contributions to the local community	Dean of Student Affairs Award (Individual)	

⑩	Individuals who have achieved a high level of balance between their academic performance and extracurricular activities	Dean of Student Affairs Award (Individual)	Please review these guidelines and apply using the application form.
⑪	Individuals with other achievements or activities worthy of recognition	Dean of Student Affairs Award (Individual)	

(2) Academics, Culture, and the Arts

Achievement		Award	Points to keep in mind when you apply
①	Placement (Best 8 or higher) in an international competition *Including those organized by age, region, or division	Individual Award	Please review these guidelines and apply using the application form. If applicable, please review the instructions in "II. 2. (3) Particularly outstanding achievements" below.
②	Best 4 or higher in a national competition	Individual Award	
③	First presenter at a conference (not limited to international conferences) or first author of a publication in an academic research journal	Individual Award	
④	Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Individual)	Please review these guidelines and apply using the application form.
⑤	Individuals with historical achievements in a club (e.g., best-ever rank) * Standard: Best 16 or higher, promotion to Division 1, etc.	Dean of Student Affairs Award (Individual)	
⑥	Individuals who have made noteworthy achievements in a group that has achieved results worthy of a group award (e.g., MVP, captain)	Dean of Student Affairs Award (Individual)	
⑦	Individuals who have received a social award for their contributions to the promotion of sports culture or the promotion of academic research, culture, and the arts	Dean of Student Affairs Award (Individual)	
⑧	Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim	Dean of Student Affairs Award (Individual)	
⑨	Individuals who have made commendable contributions to the local community	Dean of Student Affairs Award (Individual)	
⑩	Individuals who have achieved a high level of balance between their academic performance and extracurricular activities	Dean of Student Affairs Award (Individual)	
⑪	Individuals with other achievements or activities worthy of recognition	Dean of Student Affairs Award (Individual)	

[Precautions]

- 1) Achievements in two-person competitions or events (e.g., pairs or doubles) are also eligible.
- 2) In the Sports category, relay events in track and field (e.g., 100m x 4) and rowing and canoeing fours (i.e., events in which four athletes compete) are also eligible. Rowing eights are eligible for the Group Award.
- 3) Even if a candidate has achievements that qualify them for an Individual Award, they may be eligible for a Dean of Student Affairs Award (Individual) upon a screening if there is a large number of candidates eligible for an Individual Award.

Reference: Past award results

Criteria	Achievement
⑧ Individuals who have accomplishments that can be commended as humanitarian and worthy of social acclaim	The creation of an online platform for students looking to study in Japan was highly acclaimed as a way to encourage study abroad in Japan, and it was introduced on the MEXT Scholarship Association website and in several international media outlets.
⑩ Individuals who have made commendable contributions to the local community	A student who belonged to a tourist association and who developed and commercialized products for the purpose of community development. The products they develop were used for regional revitalization and other activities.
⑪ Individuals with other achievements or activities worthy of recognition	A student engaged in activities to promote para-sports and an inclusive society (as a leader).

(3) Particularly outstanding achievements

Students with the following particularly outstanding achievements are not required to apply as the University will consider them as candidates for the award after verifying their achievements. Screenings will be conducted after checking the application qualifications in the guidelines. Candidates deemed eligible for an award based on particularly outstanding achievements will be notified from Thursday, Dec.14 via manaba+R. Applicants will be notified of the screening results as outlined in “VIII. Notification of Results and Awards Ceremony.” Please be sure to read the guidelines in their entirety.

* If you have one of the following achievements, but did not receive a notification via manaba+R on Wed., Dec. 13, please review these guidelines and apply using the application form.

Sports: Particularly outstanding achievements		Award system
A	Placement (Best 8 or higher) in an international competition * Excluding those organized by age, region, or division	Individual Award
B	Appearance in the Olympics or Paralympics * Not eligible if absent	Individual Award
C	Winner of a national tournament	Individual Award
D	Setting of a Japan record * Including student records	Individual Award

Academics, Culture, and the Arts: Particularly outstanding achievements		Award system
A	Placement (Best 8 or higher) in an international competition * Excluding those organized by age, region, or division	Individual Award
B	Winner of a national tournament	Individual Award
C	Setting of a Japan record * Including student records	Individual Award

(4) Submission of a letter of recommendation (as evidence that you meet the eligibility criteria for the award)

A letter of recommendation is mandatory in all cases falling under Items ⑧ through ⑪ of each field in "2. Eligibility Criteria" above and in some cases for Items ① through ⑦. A letter of recommendation may not be required if certain conditions are met. See the following table for details.

Types and conditions	Submission of a letter of recommendation	Individuals qualified to make a recommendation (Be sure to ask one of the following individuals for a letter of recommendation)
A Student Union-recognized organization that has a president, vice president, advisor, manager, or coach appointed by the University or an individual affiliated with said organization	Required	President, vice president, advisor, manager, or coach appointed by the University
1) Individual affiliated with an organization that does not have a president, vice president, advisor, manager, or coach appointed by the University 2) Individual not affiliated with an organization	Required	A suitable third-party (as a rule, someone other than a student or parent)
Individuals who fall under Items ① through ⑦ in "2. Eligibility Criteria" above with achievements <u>outside</u> of a competition organized by the largest federation in the field in question	Required	Advisor, professional, or other individual who can explain the achievement (as a rule, someone other than a student or parent)
A club that belongs to the Student Union Athletic Association and that falls under Items ⑧ through ⑪ in "2. Eligibility Criteria"	Required	President, vice president, advisor, manager, or coach appointed by the University
A club that belongs to the Student Union Athletic Association and that falls under Items ① through ⑦ in "2. Eligibility Criteria"	Not required (because the office can determine the level, details, etc. of the competition)	-

3. Students who meet either of the following two requirements with regard to the completion of credits.

(1) Students who completed 12 or more credits in the most recent semester of enrollment

(2) Students who have completed the following number of credits in accordance with the number of semesters of enrollment

Number of semesters enrolled up to the semester of the application date	Number of completed credits required for graduation
0	No academic performance standard
1	At least 10 credits
2	At least 20 credits
3	At least 30 credits
4	At least 40 credits
5	At least 52 credits
6	At least 64 credits
7	At least 76 credits
8	At least 88 credits
9	At least 100 credits
10	At least 112 credits
11	At least 120 credits

4. Students who have not been subject to disciplinary action in accordance with Article 57 of the University Regulations of Ritsumeikan University during the eligible activity period.

III. Incentive Grants and Disbursement Methods

Award	Incentive amount	Disbursement method
Individual Award	50,000 yen	A lump-sum transfer to the bank account in the name reported by the student award recipient
Dean of Student Affairs Award (Individual)	10,000 yen	

IV. Eligible Activity Period

Activities undertaken from Thursday, January 12, 2023 to Wednesday, January 17, 2024 (application deadline)

* Note: The activities of first-year students will be considered from the date on which they entered the university.

V. Application Period

Monday, December 18, 2023 - Wednesday, January 17, 2024 *By no later than 13:00 on the final day (strictly observed)

* We have configured the system so you can begin filing applications on Monday, December 18.

(You cannot apply before this date.)

* Please note that the system will be offline every Wednesday from 19:30.

* Please note that applications cannot be accepted from Thursday, December 28 to Sunday, December 31, and January 4 (Thursday) due to reasons including university system maintenance and school closure during winter break.

VI. Application Documents

Using the application form below (URL), **please apply online (CAMPUS WEB).**

[Individual Awards]

<https://cw.ritsumeai.ac.jp/campusweb/SVA20D0.html?key=SR20231124150606508778176>

* If an invalid URL is displayed or if the site jumps to the top page for grades, copy the URL into your browser and try accessing the site again.

* Be sure to check the automatically generated email that is sent to you after you complete your application.

If you do not receive an automatically generated email, this means you have not completed your application for some reason. Please re-apply and confirm receipt of the email.

* Due to the short window allocated for administrative procedures after the announcement of results, we ask all eligible applicants to submit their bank account information at the time of application, regardless of whether they are selected or not. Thank you for your understanding.

VII. Screening Method

Recipients will be determined by a screening of their application documents.

In evaluating achievements in competitions, activities, etc., we will also consider other factors including the special characteristics of each field, the number of competitors, the size of competitions, and past achievements.

* With regard to students eligible for particularly outstanding achievements in the Individual Award category, recipients will be determined based on a screening of their activity track record and application qualifications.

VIII. Notification of Results and Awards Ceremony

(1) Notification of results

Results will be announced at 13:00 on Thursday, February 22, 2024 via manaba+R.

(2) Awards ceremony

The awards ceremony is scheduled to be held in person in early March 2024.

Recipients will be notified of the details.

- You are urged to attend unless you have a justifiable reason for your absence.
- If you are unable to attend, please consult with the Division of Student Affairs in advance.
- In the event of an unexcused absence, your award may be revoked.

IX. Obligations of Award Recipients

Students who receive awards should strive to be a role model for other students and actively publicize the results of their activities to other students. You are also required to:

- (1) Attend the awards ceremony
- (2) Submit all documents required for the processing of your award
* We will contact you at a later date with details about the required documents.
- (3) Present the results of your activities when requested by the University

X. Duplicate Awards and Relationship with Other Scholarships

(1) Duplicate awards

- You cannot receive both the Individual Award and Dean of Student Affairs Award (Individual) for the same achievement.

You can receive the Individual Award or Dean of Student Affairs Award (Individual) along with another internal and/or external award for individuals (except for the Individual Award and Dean of Student Affairs Award (Individual)).

(2) Relationship with Other Scholarships

If you are a recipient of one of the scholarships listed in 1) through 5) below, you may also apply for the Individual Award; however, even if you are selected for the award, you will not be eligible for an incentive grant and will only receive the award certificate.

- 1) Ritsumeikan University Special Scholarship for Special Entrance Examination Applicants with Outstanding Sports Ability
- 2) Ritsumeikan University Special Scholarship for Special Entrance Examination Applicants who Excel in Cultural and Artistic Activities
- 3) Ritsumeikan Athlete and Creator Development Scholarship
- 4) Ritsumeikan University Challenge Scholarship (Individual)
- 5) Scholarship for High School Students with Excellent Athletic Ability (Reservation-Type Scholarship)

XI. Other Conditions

If a recipient of this incentive is found to have engaged in misconduct, such as making false statements, the award may be revoked and the recipient may be asked to return the incentive.

XII. Inquiries / Contact Information

Athletic Association-Affiliated Groups: Contact the Office for Athletes and Sports Services (BKC).

BKC: Office for Athletes and Sports Services (1F, Athletes Gym) Tel: 077-561-3977

Groups other than those affiliated with the Athletic Association: Contact the Office of Student Affairs.

Kinugasa Campus: Office of Student Affairs (2F, Kenshinkan Hall) Tel: 075-465-8167

BKC: Office of Student Affairs (1F, Central Arc) Tel: 077-561-3917

OIC: Office of Student Affairs (1F, South Wing, Building A) Tel: 072-665-2130

* Office hours (all offices): Mon-Fri 9:30 - 17:00 (closed on weekends and holidays)
Closed 11:30 -12:30 for lunch