

# INTRODUCTION

## I. Extracurricular Activities at Ritsumeikan University

## 1. Explanation and Types of Extracurricular Activities

At Ritsumeikan University, a variety of extracurricular activities are conducted in the following categories.

- (1) Extracurricular activities conducted as part of clubs, circles, study groups, etc. (approximately 350 organizations) that are considered to be part of the Student Union (see next section)
- (2) International exchange/cooperation, class improvement, peer support, and volunteer activities, and academic conferences and independent seminars closely related to undergraduate teaching and learning
- (3) The various activities of undergraduate project groups, learning communities, etc. They either are derived from the curriculum, or conducted independently in extracurricular settings by peers who have come together for a novel purpose.

About 60% of Ritsumeikan University students participate in the above activities.

So that students with diverse backgrounds and characteristics can learn from each other, engage in friendly rivalry, and learn and grow independently in a community of learning throughout their entire curricular and extracurricular student life, Ritsumeikan University provides support for extracurricular activities that is based on cooperation between the faculty and staff of various organizational units.

### 1.1 The Significance of Extracurricular Activities

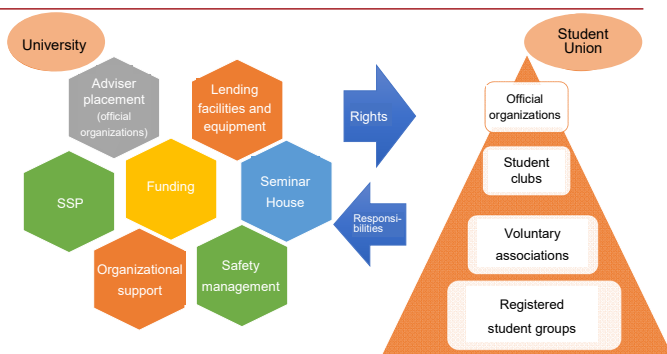
Ritsumeikan University believes that, in addition to regular courses, extracurricular activities (various clubs and circles) and other activities outside of regular courses as important learning opportunities. Participation in academic, artistic, athletic, and student activities, in addition to the satisfaction and fulfillment of these activities themselves, provide good opportunities to learn useful skills for society, including navigating human interaction. The valuable experiences that students gain during their university years will give them a useful start to enrich their futures.

### 1.2 Support Provided by the University

Ritsumeikan University provides support for extracurricular activities by lending facilities and equipment, funding, training and seminars, and more. Details are provided in this booklet and on the extracurricular activities and scholarships websites.



#### The University and Student Union's Relationship



Extracurricular Activities Website

<https://www.ritsumei.ac.jp/infostudents/activity/>

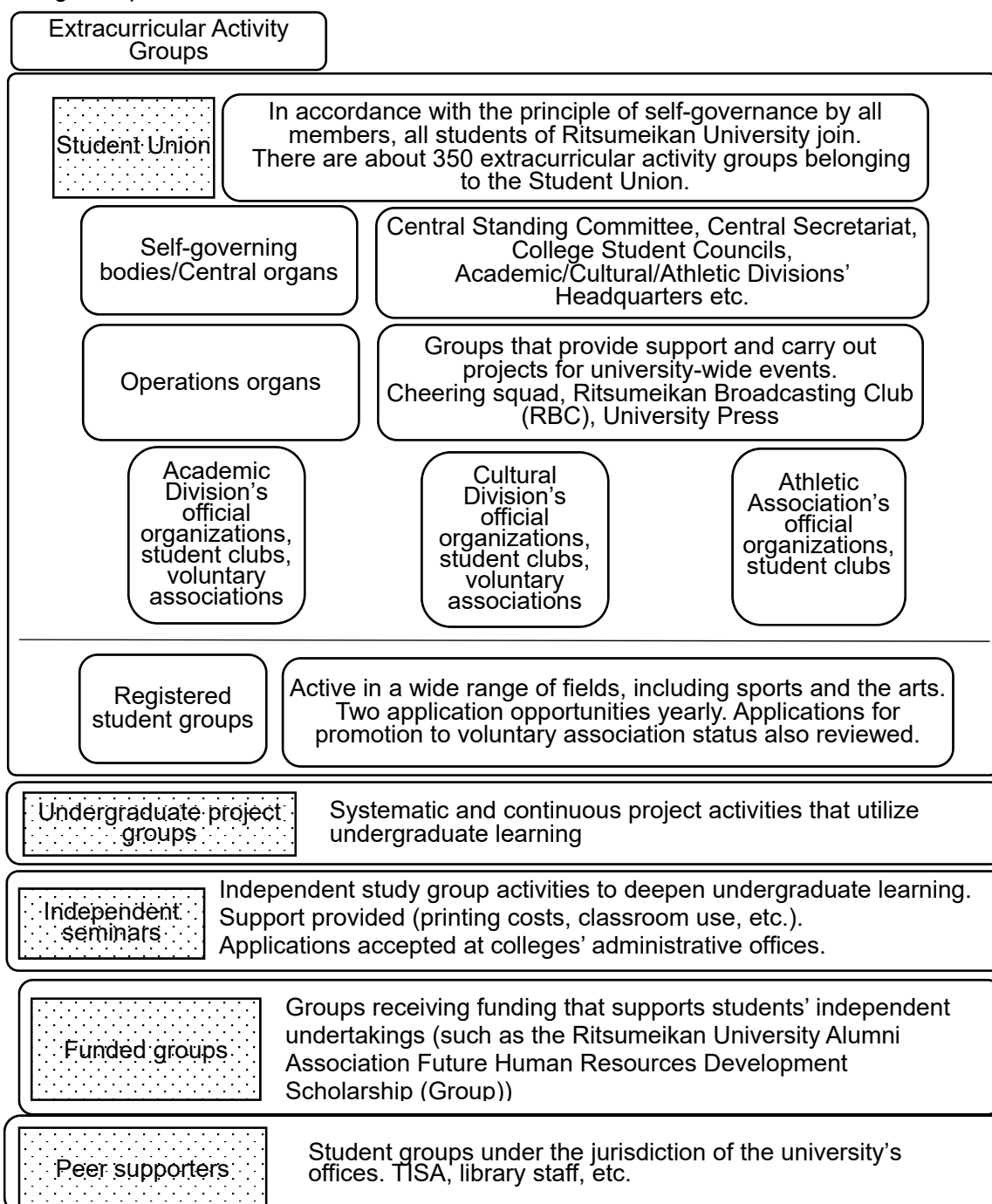
Scholarships Website

<https://www.ritsumei.ac.jp/scholarship/grow02.html/>

### 1.3 Types of Extracurricular Activities

The types and specific categories of extracurricular activities available at Ritsumeikan University are shown below. For example, extracurricular activity groups belonging to the Student Union are classified as an official organization, student club, or voluntary association. This classification is based on the rules of the University Student Council and rules of the Academic, Cultural, and Athletic Divisions. There are also circles (registered student groups).

There are also groups not affiliated with the Student Union. These include undergraduate project groups, undergraduate independent seminars, and funded groups (such as learning communities). In this way, students can find activities that suit themselves from a wide range of options.



## 2. About the Ritsumeikan University Student Union

### 2.1 The Ritsumeikan University Student Union

The Ritsumeikan University Student Union is a self-governing student organization consisting of all undergraduate students of Ritsumeikan University. Its purpose is to contribute to the development and improvement of curricular studies, extracurricular activities, and the advancement of the Ritsumeikan Academy. In addition to planning and executing welcome events for new students and the school festival, students engage in self-government activities aimed at improving curricular class learning, extracurricular activities, and students' daily life environments.

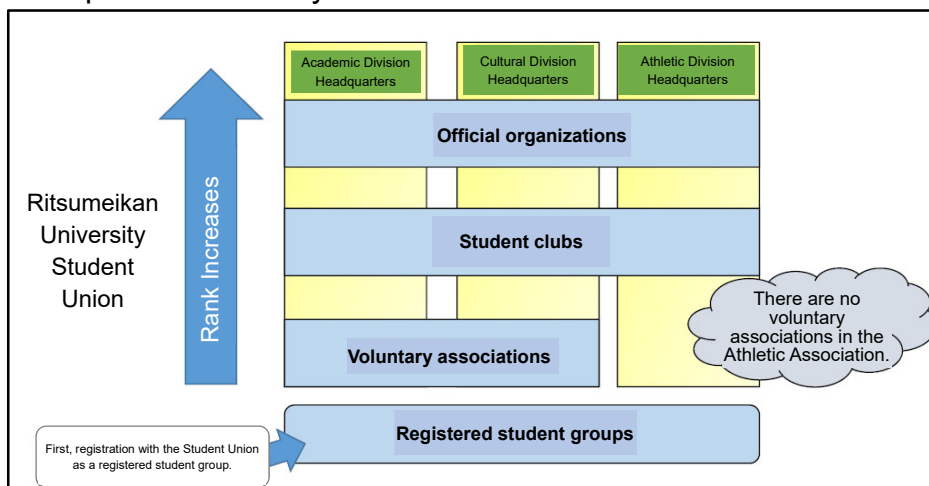
### 2.2 About Student Union Fees

For Student Union activities, membership fees (admission fee: ¥3,000, annual fee: ¥5,000) are collected from members. These funds are mainly used for new student welcome events, school festivals, and the activities of students' extracurricular groups (Athletic/Academic/Cultural Division official organizations and other groups; self-governing bodies/committees; cheering squad, Broadcasting Club, etc.).

### 2.3 The Student Union's Certification System

The Ritsumeikan University Student Union has established a system for certifying certain extracurricular activity groups. This system is notable in that students develop their own extracurricular activities and vouch for each other's activities. At Ritsumeikan University, there are about 350 extracurricular activity groups. Since it is not possible to lend facilities/equipment and provide financial support to all groups equally, there are four categories within the certification system: official organizations, student clubs, voluntary associations, and registered student groups.

#### The Group Certification System of the Student Union



- Can use the University's facilities related to extracurricular activities.
- Can use the various equipment managed by the university.
- Listed on the website "SPORTS & CULTURE," which introduces extracurricular activities.
- Can apply for various grants from the University.
- Assignment of university faculty/staff adviser, president, and vice president positions (only for official organizations) and more

### 3. Procedures for the Establishment, Continuation, and Promotion/Demotion of Groups

#### Creating a New Community

##### **Scholarships and Grants to Support Extracurricular Growth**

Some groups want to create new learning communities and take on challenges, step up to the next level, and grow. This might include small group learning or diverse learning group activities that span colleges. These groups can use the university's scholarships and grants program for extracurricular growth to create new communities. For more information, please check the Scholarship and Grants website.

Scholarships and Grants Website

(<https://www.ritsumei.ac.jp/scholarship/grow02.html/>)



##### **Peer Supporters Under the University's Jurisdiction**

Ritsumeikan University has a unique peer support system for students to learn from each other and grow together. Its activities include providing support for new students, serving as a link between faculty and students, and facilitating exchanges with the university's international students. There is a wide range of peer supporters under the jurisdiction of the university, and students are encouraged to find activities that they would like to participate in.

- Orientation conductors and "Class Enter" (Jurisdiction: Each college's administrative office and the Office of Student Affairs)
  - Students who support new students in study, self-governance, and student life
- Educational supporters (ES)/teaching assistants (TA) (Jurisdiction: Each college's administrative office)
  - Undergraduate and graduate students who provide backup for management and learning in junior student classrooms
- Japanese language volunteers (Jurisdiction: Language Education Center)
  - Supporting international students' Japanese language classes as Japanese speakers
- Junior advisers (JA) (Jurisdiction: Division of Career Services)
  - Students who have already been offered jobs (called JA) support junior students' job-hunting activities
- Admissions and public relations student staff (open campus staff) (Jurisdiction: Office of Admissions)
  - In charge of planning, preparing for, and operating open campus events
- Student volunteer coordinators (Jurisdiction: Service Learning Center)
  - Supporting community participation by introducing students to volunteer opportunities, planning and operating programs, and disseminating information about volunteer activities
- Library staff (Jurisdiction: Office of Library Services)
  - Providing library maintenance, answering users' questions, conducting library tours, introducing books and more
- Support staff of the Disability Resource Center (Jurisdiction: Disability Resource Center)

## I. Extracurricular Activities at Ritsumeikan University

[Office of Student Affairs])

- Assisting students with disabilities in taking classes, and planning lectures and educational events related to support for people with disabilities
- Student Support Program (SSP) peer supporters (Jurisdiction: Office of Student Affairs)
  - Providing administrative support and planning for the Student Success Program (SSP) which supports student independence and growth
- Beyond Borders Plaza (BBP) Staff (Jurisdiction: International Center)
  - Operate the global commons area BBP, and implement international exchange between students.

The above only provides examples of peer supporters and is not all-inclusive.

### Creating a New Student Group: In Case of Newly Registering a Student Group with the Student Union

In order to create a new student group that is registered as an extracurricular activity group of the Student Union, it is necessary to fulfill the stipulated conditions, follow the stipulated procedures, and be approved by the Student Union.

#### **New Registered Student Groups**

The Ritsumeikan University Student Union has established the Affiliated Student Group System to support student groups at the university. If registration is approved, your group will be able to use the facilities on campus, apply for funding, and receive various other forms of support.

Application Period:

Applications are accepted twice a year (around May and October).

Details will be posted on the Student Union website.

Procedures:

1. If you are applying to become a new registered student group, you must meet the requirements set by the Student Union.
2. Please fill out the application form on the Ritsumeikan University Student Union website.
3. New registered student groups will be selected through a document and interview screening process within the Student Union.

#### **Note**

According to the regulations for affiliated organization of the Ritsumeikan University Student Union, if you wish to continue your activities as a group affiliated with the Student Union in the following academic year and beyond, you must undergo the affiliated group continuation screening. Details of the screening process can be found on the Ritsumeikan University Student Union's website below.

Ritsumeikan University Student Union Website


(<http://www.ritsumei.club/>)



## I. Extracurricular Activities at Ritsumeikan University

### Promotion and Demotion of Student Union Groups

Ritsumeikan has a system in which voluntary associations, student clubs, and official organizations affiliated with the Student Union's Academic, Cultural, and Athletic Divisions can be promoted or demoted to a higher or lower status. Registered student groups may apply to be promoted to voluntary association status. Details regarding promotion and demotion can be found in the respective division's rules. For groups that wish to be promoted, please check the group promotion guidelines on the government union website and follow the required procedures. Promotion/demotion decisions will be made after deliberations of the respective division headquarters. In addition, the conditions for using facilities are as follows and depend on the classification of the organization.



	Kinugasa	BKC	OIC
Official Organizations	General budget appropriation from Student Union fees Placement of Ritsumeikan University faculty/staff advisers, presidents, and vice presidents Application for financial support from the university that is only granted to official organizations		
Student Clubs	Use of one box (group office) per group or a shared box in the Student Center		
Voluntary Associations	Events held outside of special seasons		Application for Circle Booth (group office) use
Registered Student Groups (as well as Voluntary Associations, Student Clubs, and Official Organizations)		Priority booking through Facility Coordination Meeting Application for Circle Room (group office) use	
		Sports Circles: Application for using sports facilities allocated for their sports	
		On-campus events	
		Application for campus vehicle entry when loading and unloading for events, etc.	
		Use of Circle Lockers (group lockers)	
		Seminar House use	
		Approved promotional activities on campus	
		Use of classrooms, student facilities, and equipment	
		Events held during new student welcome season and school festival season	

## Procedures for University/Student Union Registration

Based on the Student Union's (Student Council) certification, the university will approve groups it judges to be appropriate in terms of their group and activities. Extracurricular activity groups that have been approved by the university and the Student Union are required to **pass the affiliated group continuation screening (Student Union) and register their members (university)**. Groups that fail to do so will not be able to receive support from the university or Student Union, including the use of facilities and equipment, so please be sure to submit the forms. Also, groups may be assumed to have no intention to continue and be dissolved. Anytime there is a change of officers or other registered information in the middle of the academic year, please complete the required procedures to report this via the Student Union website, and update your member registration information.

### 1. The Handling of Officer Notification Form, Group Member Notification Form and Group Member Registration Information

The information provided in the officer notification form, group member notification form and group member registration is used for emergency contact, career and employment support, the creation of alumni lists, and to compile statistics on member numbers in order to understand the state of extracurricular activities at the university. Names and other personal information will be strictly managed in accordance with the Ritsumeikan Trust Personal Information Protection Regulations.

### 2. Affiliated Group Continuation Screening

Please access the Ritsumeikan University Student Union website to submit the form.

Ritsumeikan University Student Union Website  
(<https://www.ritsumei.club/>)



### 3. Member Registration

Please log in to manaba+R and go to CAMPUS WEB.

For instructions, please check the Ritsumeikan University website.

Ritsumeikan University Website (<https://www.ritsumei.ac.jp/infostudents/activity/>)

\*Member registration is a requirement within the university system and should be conducted separately from submitting changes to information about the three officers to the Student Union.



Each group's member registration on CAMPUS WEB can be updated by those with the authority to do so. (E.g., the representative and vice-representative of each academic year). It is important to always update member information, not only so the university can know who belongs to each group, but also in case of any incidents or accidents. Whenever the leadership changes, please make sure to transfer the authority from the previous representative/vice representative to the new members via CAMPUS WEB.



## 4. The Adviser, President, and Vice President System

### 4.1. Purpose and Objectives

A function of extracurricular activities is to, while supplementing the curricular education, realize the objectives of university education in a different way.

In light of this, the purpose of assigning faculty/staff advisers, presidents, and vice presidents that provide support and guidance to extracurricular activity groups is to further develop student culture and activities at the university and establish a university-wide, comprehensive support system.

Advisers, presidents, and vice presidents are generally assigned to the central operations groups and Academic/Cultural/Athletic Division official organizations under the Student Union, project groups approved by the Division of Student Affairs, and other groups approved by the Division of Student Affairs. They provide advice and guidance on the activities of the groups.

### 4.2. Roles

The main roles of advisers, presidents, and vice presidents are as follows.

- (1) Support and guidance about group activities
- (2) Learning support
- (3) Support for career and job-hunting activities
- (4) Other support and guidance for university life

If you do not have contact information for your advisor, president, or vice president, please contact the Office of Student Affairs or Office for Athletes and Sports Services.