

# AY2024 Ritsumeikan University

## Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group) Application Guidelines

～"I want to learn in a group! I want to be challenged!" to shape～

### I. About Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group)

Are there any activities you would like to challenge with your friends, seniors, and juniors you have met through Ritsumeikan University?

The Alumni Association Future Human Resources Development Scholarship (Group) is a system to support such students. The scholarship is funded by the Alumni Association's Future Talent Development Fund, which is donated by alumni (alumni), and is intended to encourage younger students to expand their possibilities and actively take on new challenges.

We hope that many organizations across faculties, graduate schools, circuits, and campuses will take up the challenge of creating activities that can be done only at a time like this.

\*1 [Ministry of Health, Labour and Welfare] "New lifestyle" in anticipation of new coronavirus

<https://www.mhlw.go.jp/content/en.newlifestyle.pdf>

#### MESSAGE FOR YOU

**Your "challenge" will surely make you stronger. And you will open up the future.**

Ritsumeikan's challenge will be a challenge for the future of Japan. I am convinced of this.

The Ritsumeikan University Alumni Association supports all of you who challenge yourselves and open up a new future.

Daisaku Kadokawa,

President of Ritsumeikan University Alumni Association

### II. Schedule and Application Documents

Application period	May 13 (Monday) - May 19 (Sunday), 2024
Application Documents (digital files only)	<p>◆Forms That Must be Submitted by All Groups</p> <p>(Form 1) Application</p> <p>(Form 2) List of Group Members</p> <p>(Form 3) Activity Plan</p> <p>(Form 4) Estimate of Expenses</p> <p>(Form 5) Remarks from a full-time Faculty/Staff Member *Please copy and paste what the faculty/staff member wrote.</p> <p>(Form 6) Interview schedule adjustment form</p> <p>◆Forms to be submitted (completed) only by eligible organizations</p> <p>*Organizations that have adopted the program in FY2022.</p> <p>(Form 7) Summary of past fiscal years and goals for the current fiscal year</p> <p>◆Forms That Must be Submitted (Filled In) Only by Applicable Groups *Only Groups with Additional Materials</p> <p>(Form 8) Cover page for attaching documents on activities</p> <p>*Only digital files will be accepted.</p>

Application Procedures (only digital files accepted)	<p><u>Please apply via the URL below.</u></p> <p>URL:  <a href="https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20240410174015889497596">https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20240410174015889497596</a></p> <p>Notes</p> <ul style="list-style-type: none"> <li>• Please prepare all application documents in Japanese or English. If supporting materials are written in languages other than Japanese and English, submit with a Japanese translation.</li> <li>• You may be asked to show us the emails related to requests to faculty/staff members and their consent for the recommendation required for Form 5 “Remarks from a Full-time Faculty/Staff Member,” as deemed necessary.</li> </ul>
Selection Method	<p>Selection of groups will be determined by application screening and online interviews.</p> <p>*Only those who have passed the application screening will be interviewed.</p>
Announcement of Groups Advancing to Interview Screening	Monday, June 10, 2024, 17:00 (via manaba+R)
Interview Screening (online interview)	<p>Saturday, June 22 and Sunday, June 23, 2024</p> <p>*The date and time of the interviews will be announced with the “results of the document screening”.</p>
Selection Announcement	Monday, July 8, 2024, 17:00 (via manaba+R)
Information Session for Selected Groups (online)	<p>Tuesday, July 9, 2024, 18:00(Suzaku Campus)</p> <p><b><u>*By attending this information session, selected applicants will be officially confirmed as financial aid recipients. (participation mandatory)</u></b></p> <p>No more than two persons from three roles should attend unless there is a special reason, such as a regular class, educational practice, caregiver experience, or participation in a convention. If you are unable to attend, please consult with us in advance. Unexcused absences may result in cancellation of employment.</p>

■ Kinugasa Office of Student Affairs (Kenshinkan 2F)	Tel: 075-465-8167
■ BKC Office of Student Affairs (Central Arc 1F)	Tel: 077-561-3920
■ OIC Office of Student Affairs (Building A 1F, AS Office)	Tel: 072-665-2130

Hours: 9:30-17:00 (excl. Sat., Sun. and public holidays) \*Closed daily: 11:30-12:30 \*Tuesday Hours: 12:30-17:00

\*Students will be notified of any schedule changes through the “Scholarships/Financial Aid Website.”  
(Japanese only)

<https://www.ritsumei.ac.jp/scholarship/extracurricular/list01.html#mirai-jinzai>



### Before applying

Please read the following information about the “Ritsumeikan University Alumni Association” and the “Ritsumeikan University Alumni Association Future Talent Development Fund” and understand the purpose of this scholarship program before applying.

- Ritsumeikan University Alumni Association  
<https://alumni.ritsumei.jp/english/>
- Ritsumeikan University Alumni Association  
[https://alumni.ritsumei.jp/english/connect/make\\_a\\_gift/](https://alumni.ritsumei.jp/english/connect/make_a_gift/)

### III. Overview & Eligibility

#### 1. Overview of the subsidy

##### (1) Objective

The purpose of this scholarship is to support the revitalization of independent learning activities **by subsidizing a portion of the expenses** for students who are expected to achieve high results in various learning activities in groups led by TUAT students and graduate students in extra-curricular activities.

##### (2) No. of Selected Groups

The number of groups selected will be determined within the allocated budget.

##### (3) Application Classifications

To apply for this incentive, your organization's application must be linked to one of the 17 goals of the SDGs (Sustainable Development Goals)\*1.

17 goals of the SDGs (Sustainable Development Goals)	
1. No Poverty	10. Reduced Inequality
2. Zero Hunger	11. Sustainable Cities and Communities
3. Good Health and Well-Being	12. Responsible Consumption and Production
4. Quality Education	13. Climate Action
5. Gender Equality	14. Life Below Water
6. Clean Water and Sanitation	15. Life on Land
7. Affordable and Clean Energy	16. Peace, Justice and Strong Institutions
8. Decent Work and Economic Growth	17. Partnerships for the Goals
9. Industry, Innovation and Infrastructure	



(Reference) UNDP HP

<https://www.undp.org/sustainable-development-goals>

## Examples of Activities

\*Ordinary courses and activities in regular seminars and independent seminars are not covered.

- They participate in community problem-solving and community-building groups, and seek to deepen and develop them further.
- They are using special knowledge and skills (information technology, science knowledge and skills, tourism, education, welfare, sports, law, etc.) learned in undergraduate and university-wide studies to collectively contribute to community building on campus and in the local community with their peers, and to further deepen and develop these contributions.
- Participate collectively with their peers in activities to improve the quality of student life on campus.
- We are promoting activities that contribute to peace in the international community, participate in community partnerships with our peers, and communicate to the society.
- Undergraduate students are voluntarily working with their peers in undergraduate seminars with new learning goals that are separate from the seminar content.
- The project-based learning activities are based on the experience of undergraduate or university-wide learning, and are developed or new project-based activities are launched to create a collective learning activity.
- The company is engaged in community and social contribution activities together with its peers by utilizing the expertise of the faculty.

### (4) Incentive amount/method, etc.

- Incentive amount : New Organization 150,000 yen/ 300,000 yen/ 500,000 yen per academic year  
Continuing Organization 150,000 yen per academic year
  - \* New applicants must be organizations that have applied for the first time since FY2021, and continuing applicants must be organizations that have been hired in FY2023.
  - \*Please select the amount appropriate for your application from the above.
  - \*The incentive amount may be adopted at a different amount from that of the application, depending on the assessment.
- Incentive Methods : A lump-sum payment will be made to the group that has completed the incentive procedure to a bank account in the name of a student belonging to the group that has been selected for the incentive.  
(The transfer will be made approximately one month after the completion of the procedure  
\*Except for the period when the Student Office is closed.)
  - \*After the completion of the activity, the applicant is required to submit a list of expenses and receive confirmation regarding the use of the incentive funds, along with a "Report of Results". After the activity is completed, the applicant is required to submit a list of expenses and receive confirmation of the use of the incentive funds along with a "Report of Results."
- Joint Financial Aid: This financial aid cannot be jointly received in the event a student in a group is currently receiving any of the following scholarships or financial aid and the purpose of the activities described in the application documents is the same.
  - 「Ritsumeikan University Cross-Cultural Exchange Scholarship」
  - 「Ritsumeikan University Challenge Scholarship (Individuals)」
  - 「Ritsumeikan University Athlete and Creator Development Scholarship」
  - \*Groups that applied for other scholarships/ financial aid at the time of application should decide their group's intentions by the required date for each scholarship/ financial aid and report any scholarships/ financial aid that they were selected for. If you withdraw your application for this financial aid, the group must submit a "Withdrawal Form."
- Others : The university does not permit overseas travel for extracurricular activities purposes to countries/regions rated Level 2 or above according to the "Overseas Travel Safety Information" on the Ministry of Foreign Affairs Overseas Safety website. For details, please refer to the following.

## 2. Eligibility

(1) Groups eligible to apply for this financial aid must satisfy all of the following criteria below.

① The organization must be composed of at least three regular students enrolled in an undergraduate or graduate school (master's program, first-year doctoral program, first-year or second-year doctoral program in an integrated system, or professional degree program) of the University.

(Those whose eligibility at the time of benefit is enrolled in school or studying abroad)

\*The organization should be composed of a diverse group of students from various faculties, graduate schools, and circulating students.

② Groups must have a **recommendation from a permanent faculty/staff member (with no fixed term of appointment)** from the university

\*Please select a faculty/staff member able to provide guidance and advice regarding daily activities as your adviser.

(2) The following groups cannot apply:

① Groups that are eligible to apply for "Priority Strengthening Grants," "Project Grants" and "Framework Grants" (e.g., groups affiliated with the Student Union, college project groups and other groups recognized by the Dean of Student Affairs) \*For details, refer to each respective application guidelines.

② Regular curriculum groups (regular seminars, voluntary seminars or groups performing research activities linked to regular classes)

③ Groups that include students who have been disciplined for suspension in accordance with Article 57 of the Ritsumeikan University School Regulations may not apply for the academic year that includes the disciplinary period.

\* In addition to above, groups that are receiving financial support from the university (e.g., those affiliated with university departments, institutions, or organizations, or are receiving support from these sources) may also be ineligible. These groups should consult with the Office of Student Affairs in advance.

## **IV. Selection Criteria & Process**

### **Selection Criteria**

(1) Concreteness and feasibility of the plan

(2) Clarity of the purpose of the activity

The specificity and feasibility of the plan will be judged based on the contents of the cost estimate. If you have a written estimate or other documents, please attach them to your application.

If you have such documents, please attach them to the application documents.

(3) Prospects for returning the results of your activities to society

(4) (Continuing applicant organizations only) Activity results

(5) (Continuing applicants only) Measures and feasibility to solve issues identified from the results of activities

### **Selection Process**

Selection will be decided by document screening and interview screening (online interview).

\*Only groups that have passed the document screening process will be eligible for interview screening.

## **V. Grant Period and Expenses**

### **Incentive period**

**April 1, 2024 - March 31, 2025**

\*However, projects that can submit a list of expenses for the use of incentive funds by the deadline specified by the Student Office at the end of FY2023 (February 28 for FY2022) will be eligible for this program.

## Assessed expense items

(1) Honorarium (2) Facility charges (3) Travel costs (4) Accommodation costs (5) Equipment costs (6) Insurance premiums (7) Printing costs (8) Transportation charges (9) Participation costs (10) Other costs recognized as necessary by the Dean of Student Affairs

\*The following table shows the eligible expenses and conditions. If you have any questions, or if you need to make additional purchases due to unavoidable circumstances after being hired, please be sure to consult with the Student Office in advance when making an execution that differs from what was approved at the time of hiring.

\*For the following expenses, which can be calculated for each individual member of the group, expenses for members of the group who are not students of the University are not eligible for assessment.

\*Please keep receipts and other vouchers related to activity expenses just in case you are asked to submit them. Receipts and other documents should be issued in the name of the organization, not in the name of an individual, or in the name of a superior.

\*Expenses outside of those listed below may be assessed if deemed necessary by the Dean of Students. Please keep all receipts and statements of expenses incurred in the activity.

Assessed expenses	Contents/ Important Notes
(1) Honorarium	<p>Full-time faculty/staff members: 10,000 JPY</p> <p>Part-time faculty/staff members, people from outside the school: 30,000 JPY</p> <p>*Lecturers cannot be undergraduate students, graduate students or non-regular students of Ritsumeikan University, or students of other universities.</p>
(2) Facility charges	Charges for the use of facilities, fees for admission to public facilities for survey and research purposes, etc.
(3) Travel costs	<p><b><u>★As a general rule, public transportation will be used, and the</u></b> financial aid amount will be calculated based on the most economical and reasonable routes and methods.</p> <p>*Please apply for the student discount or group discount.</p> <p>*If the distance traveled (no transfers) for one part is 100 km or more, non-reserved seat limited express fare will be subsidized.</p> <p>*In principle, the nearest station to campus applied to will be the starting point. However, if a route can be proved to be reasonable, we may subsidize it according to the amount on the receipt.</p> <p>*Transportation costs between a member's place of residence and the campus applied to are not covered.</p> <p>*In principle, students will act together as a group from the starting station described above to the project site. For groups whose members are spread out over multiple campuses; the starting point will be the station closest to the campus applied to even if there are students traveling that are not affiliated with that campus.</p> <p>*Expenses for transportation between campuses for meetings will be assessed based on the necessity and frequency of the meetings.</p> <p>① Use of motor vehicles</p> <ul style="list-style-type: none"> <li>In principle, the use of your own motor vehicle is prohibited. Though the use of taxis or rental cars is prohibited in principle, it may be permitted in the event it is necessary to transport equipment (excl. large equipment), or you are using a venue not easily accessible by public transport. In such cases, please consult with the Office of Student Affairs in advance. In the event that use of a rental car is permitted, the cost of the vehicle, insurance fees (insurance purchase is required), toll charges and gasoline costs will be covered by the financial aid. (Parking fees are not eligible.) Highway tolls, like public transportation, are calculated from the toll gate nearest to campus to the destination.</li> </ul> <p>② Use of airlines</p> <ul style="list-style-type: none"> <li>Flight insurance special charges that are included in the fare are eligible. LCC baggage charges, seat upgrade costs, meal charges, etc., that are considered to have been additionally selected as options are not eligible.</li> </ul> <p>③ Overseas travel costs</p> <ul style="list-style-type: none"> <li>In principle, local transportation costs incurred overseas, calculations will be based</li> </ul>

	<p>on the use of public transport. However, the use of other means of transportation may be permitted in view of ensuring safety. In such cases, please consult with the Office of Student Affairs in advance.</p> <p>*We will confirm again separately after hiring when you will travel abroad because of the corona disaster.</p>
(4) Accommodation costs	<p>① Mentors/lecturers from outside the university (excl. university RU faculty/staff members): About 12,000 yen per person per night (tax included)</p> <p>② Students: About 7,000 yen per person per night (tax included)</p> <p>*Both exclude meal costs.</p> <p>*When traveling using package tours, groups are required to attach a breakdown of meal costs, accommodation costs and transportation costs.</p>
(5) Equipment costs	<p><u>We recommend that groups use rental equipment for any equipment required for their activity. In principle, the purchase of equipment will not be permitted.</u></p> <p><u>*However, when purchasing equipment is necessary due to difficulty with rentals, etc., those costs may be eligible for this financial aid. When submitting an application, please include in the cost estimate the use, necessity, daily management method, and storage method after the activity. Please describe them.</u></p> <p>*The purchase of books available from the university library will not eligible for this financial aid. Before purchasing books, please check that the applicable books are not available from the university library.</p>
(6) Insurance premiums	<p>Cost of insurance for those participating in the activity (incl. insurance premiums for members of the public participating in events)</p> <p>*Group members shall join the “Disaster Liability Insurance for Students Pursuing Education and Research (<i>Gakkenbai</i>)” through the university. Membership will be based on the incentive eligible members (students and graduate students of the University) submitted by the designated date.</p>
(7) Printing costs	<p>Costs incurred during the selected academic year are eligible (advertising flyers, handouts, annual activity reports, etc.).</p>
(8) Transportation charges	<p>Charges for the delivery of large equipment and other items</p> <p>*Delivery charges for postal and home delivery services are not eligible for this assessment.</p>
(9) Participation costs	<p>Costs of participating in academic conferences, seminars, etc., are eligible.</p> <p>*Costs of participating in receptions, parties, etc., are not covered.</p>
(10) Other costs	<p>Other expenses for activities/events recognized as necessary for implementation by the Dean of Student affairs will be eligible for this financial aid.</p> <p><u>*In principle, the purchase of consumables is not covered.</u> (e.g., group business cards, pens, paper, notebooks, folders, etc.)</p> <p><u>*In the event that it is necessary to purchase items other than those specified in (1) - (9) above, When submitting an application, please include in the cost estimate the use, necessity, daily management method, and storage method after the activity. Please describe them.</u></p> <p>Financial aid may be provided for such purchases following screening.</p>

#### Examples of items not subject to assessment

- (1) Meal costs, social expenses (e.g., gifts, cost of attending receptions, etc.)
- (2) Individual expenses of faculty/staff members (excl. fees for lecturer services)
- (3) Individual expenses of people other than RU undergraduate students (e.g., graduate students and students from other universities, etc.) (excl. fees for lecturer services)
- (4) Premiums, participation prizes, etc., provided to or consumed by event participants and related parties
- (5) Reserved seat limited express fare on public transport, difference in cost for fares not subject to student/group discounts, boarding fares for higher classed tickets for boats and ferries
- (6) Cost of items selected as optional extras or provided separately, and those that could be considered optional extras (e.g., baggage charges on low cost carrier airlines, seat upgrade costs, meal costs, etc.)
- (7) Miscellaneous fees (e.g. postage, bank transfer fee, etc.)
- (8) Costs for communication and shipping including postal and courier services
- (9) Overlapping areas of financial support other than this financial aid.

## **VI. Rights & Obligations of Selected Groups**

### **1. Rights of Selected Groups**

- (1) Use of university classrooms/equipment
- (2) Advertisement related to their activity around the university (As the scope of permitted advertisement depends on the campus, please check beforehand.)

### **2. Obligations of Selected Groups**

Selected groups will be required to make efforts to set an example to other students and proactively present the results of their activity to the student body. In addition, they will also have the obligations below. They may also be required to submit documentation and attend interviews if considered necessary by the university.

- (1) Attend the information session for successful applicants (on July 9.)
- (2) Apply for disbursement of funds / finalize members covered by the aid (by the end of July)
- (3) Attend a reporting session/ information session on budget settlement ((Scheduled to take place on October 20/OIC October)
- (4) Submit an Activity Results Report and poster (by the tentative deadline around mid-February 2025)
- (5) Submission of expense list (by the tentative deadline late February to early March 2025)
- (6) Attend the Activity Results Presentation and present results upon request by the university (in Late February~early March 2025)
- (7) Report any changes in group executive officers and student status of members covered by the aid (as required)
- (8) Publicize plans, activities, etc. on the websites of the University or Alumni Association when requested to do so by the University or Alumni Association

### **3. use of incentive funds**

Please submit a list of expenses to the Student Office for confirmation as to the use of the incentive funds. In addition, if there is a remaining balance, you will need to return any remaining money to the university.

\*We will not ask for detailed receipts, etc., but we may ask for vouchers only for items whose contents are unclear, so please keep a copy of receipts, etc. in an appropriate place.

- ◆ Deadline for submission to the Office of Student Affairs

< By the date specified by the Student Office at the end of AY2023 (February 28, 2022 for academic year 2022)

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### **4. Cancellation of Financial Aid**

Financial aid may be canceled for any groups for which any of the following cases are applicable. In the event of cancellation, groups must return any financial aid monies.

- (1) When a student member is suspended or withdrawn from the University due to disciplinary action
- (2) When fraudulent information such as false statements on application documents are found
- (3) When a selected group's obligations are not fulfilled without valid reasons

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\*About the SDGs

The Sustainable Development Goals (SDGs) are international goals for the period from 2016 to 2030 that were described in the 2030 Agenda for Sustainable Development, adopted at the UN Summit in September 2015 as the successor to the Millennium Development Goals (MDGs) established in 2001. It consists of 17 goals and 169 targets to achieve a sustainable world, and pledges to leave no one behind on the planet. The SDGs are universal, not only for developing countries, but also for developed countries themselves, and Japan is actively working on them.

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