

AY2023

Ritsumeikan University Group Award System

Ritsumeikan University has established an award system for groups of 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. Awards

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

II. Application Qualifications

Groups that meet all of the following three criteria.

1. Ritsumeikan University student groups engaged in activities in the categories of Sports or Academics, Culture, and the Arts.

(1) Groups affiliated with the Ritsumeikan University Student Union, groups receiving Division of Student Affairs incentives or grants, groups approved by the Dean of Student Affairs (e.g., undergraduate project groups)

(2) Groups whose membership is composed of a majority of undergraduate Ritsumeikan University students *1

*1 Students who belong to a group in Item (1) but whose activities are separate from the group's activities can apply if they fall under Item (2).

* The achievements of a sub-group within a student organization are considered group achievements, not individual achievements.

* However, multiple groups within the same organization cannot submit separate applications.

2. Eligibility Criteria

Groups that possess the following achievements that qualify them to apply for either the Sports or the Academics, Culture, and the Arts category, or who can certify that they 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	Group 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	Group Award	
③ Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Group)	Please review these guidelines and apply using the application form.
④ Groups 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 (Group)	

⑤	Groups that have received a social award for their contributions to the promotion of sports culture	Dean of Student Affairs Award (Group)	Please review these guidelines and apply using the application form.
⑥	Groups that have accomplishments that can be commended as humanitarian and worthy of social acclaim	Dean of Student Affairs Award (Group)	
⑦	Groups that have made commendable contributions to the local community	Dean of Student Affairs Award (Group)	
⑧	Groups with other achievements or activities worthy of recognition	Dean of Student Affairs Award (Group)	

(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	Group 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	Group Award	
③	Participation in an international competition (selected for the Japanese national team) *Including those organized by age, region, or division	Dean of Student Affairs Award (Group)	Please review these guidelines and apply using the application form.
④	Groups 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 (Group)	
⑤	Groups that 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 (Group)	
⑥	Groups that have accomplishments that can be commended as humanitarian and worthy of social acclaim	Dean of Student Affairs Award (Group)	
⑦	Groups that have made commendable contributions to the local community	Dean of Student Affairs Award (Group)	
⑧	Groups with other achievements or activities worthy of recognition	Dean of Student Affairs Award (Group)	

[Precautions]

- 1) In the Sports category, rowing eights are eligible for the Group Award. Relay events in track and field (100m x 4) and rowing and canoeing fours (i.e., events in which four athletes compete) are eligible for the Individual Award.
- 2) Even if a group has achievements that qualify it for a Group Award, it may be eligible for a Dean of Student Affairs Award (Group) upon a screening if there is a large number of candidates eligible for a Group Award.

Reference: Past award results

Criteria	Achievement
⑥ Groups that have accomplishments that can be commended as humanitarian and worthy of social acclaim	A student created an online platform for students looking to study in Japan and served as a bridge between prospective students from abroad and universities in Japan. Due to the effectiveness of the student's efforts, their activities were also featured in several international media outlets. (The student was selected for the Individual Award).
⑦ Groups that have made commendable contributions to the local community	A group collaborated with local residents to maintain and manage historic houses that had become difficult for the local residents to maintain and manage by themselves.

⑧ Groups with other achievements or activities worthy of recognition	A group organized a hands-on SDGs-themed event. In implementing the event, the group involved several Ritsumeikan student organizations and served as a coordinator in helping them work together toward the common goal of achieving the SDGs. It also created a foundation for further enhancing the activities of each organization.
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(3) Particularly outstanding achievements

Groups 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. For groups deemed eligible for an award based on particularly outstanding achievements, the group leaders 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 your group has one of the following achievements, but did not receive a notification via manaba+R by XX/XX, please review these guidelines and apply using the application form.

Sports: Particularly outstanding achievements		Award system
A	Winner of an international tournament * Excluding those organized by age, region, or division	Group Award
B	Winner of a national tournament	Group Award

Academics, Culture, and the Arts: Particularly outstanding achievements		Award system
A	Winner of an international tournament * Excluding those organized by age, region, or division	Group Award
B	Winner of a national tournament	Group 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 ⑥ through ⑧ of each field in "2. Eligibility Criteria" above and in some cases for Items ① through ⑤. 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 group 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
A group that does not have a president, vice president, advisor, manager, or coach appointed by the University	Required	A suitable third-party (as a rule, someone other than a student or parent)
Groups that fall under Items ① through ⑤ 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 ⑥ through ⑧ 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 ⑤ in "2. Eligibility Criteria"	Not required (because the office can determine the level, details, etc. of the competition)	-

3. Groups that have not had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations during the eligible activity period.

III. Incentive Grants and Disbursement Methods

Award	Incentive amount	Disbursement method
Group Award	300,000 yen	A lump-sum transfer to the bank account in the name reported by the group award recipient
Dean of Student Affairs Award (Group)	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).**

[Group Award]

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20231124150311185778178>

* 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 groups 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

Group award 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 groups eligible for particularly outstanding achievements in the Group 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.

Selected groups 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 Group Award Recipients

Groups that receive awards should strive to be a role model for other groups and actively publicize the results of their activities to other groups. 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

- You cannot receive both the Group Award and Dean of Student Affairs Award (Group) for the same achievement.
- You can receive the Group Award or Dean of Student Affairs Award (Group) along with another internal and/or external award for groups (except for the Group Award and Dean of Student Affairs Award (Group)).

XI. Other Conditions

If a winning group is found to have engaged in misconduct, such as making false statements, the award may be revoked and the group 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