

Ritsumeikan University Graduate School Student GAKKAI-SANKA Grant Application Guidelines (Excluding Representative Participant Travel Expense Assistance for Academic Conferences held in Japan)

These Implementation Guidelines provide important information related to applications for Graduate School GAKKAI-SANKA Grants (Grant for the Master's Degree Students who participate in academic conferences in Japan and overseas) (excluding Representative Participant Travel Expense Assistance Grants). Students eligible for this grant include current students in the Master's Degree Program and Integrated Doctoral Degree Program (Master's Degree Program Equivalent)*1 that will present their research at an academic conference in Japan or abroad.

When applying for one of these grants please read these guidelines carefully and carry out the application procedures in a correct manner.

If upon reading these guidelines you find an issue that is not clear to you, please contact the office listed below.

*1 The term "Integrated Doctoral Degree Program (Master's Degree Program Equivalent)" refers to students that are enrolled in the Integrated Doctoral Degree Program who have not passed their Doctoral Preparatory Thesis.

<Office >

Division of Academic Affairs Office of Graduate Studies

Kinugasa: Shogakukan 1F 075-465-8195(Direct Line) 511-4537 (Internal Line)

BKC: Inside Manabi Station (Prism House 1F)

077-561-4941 (Direct Line) 515-2434 (Internal Line)

E-Mail: kic-inka@st.ritsumei.ac.jp

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Kinugasa: Office of Graduate Studies (Shogakukan 1F)

BKC: Office of Graduate Studies (Inside Manabi Station (Prism House 1F))

Suzaku: Professional School Office

April 2011

1. Types of GAKKAI-SANKA Grants for Graduate School Students

Persons eligible for this grant include current students in the Master's Degree Program and Integrated Doctoral Degree Program (Master's Degree Program Equivalent). Three types of grants are available.

(1) GAKKAI-SANKA Grant in Japan (Grant for the Master's Degree Students who present at academic conferences in Japan) (Hereafter Referred to as GSGJ)

This grant provides assistance for 1/2 of the cost of transportation and lodging expenses required to make a presentation at an academic conference held in Japan.

Maximum: 20,000 Yen (30,000 yen for the Graduate School of Science and Engineering). No limitation on number of uses.

(2) GAKKAI-SANKA Grant Abroad (Grant for the Master's Degree Students who present at academic conferences overseas) (Hereafter Referred to as GSGA)

This grant provides assistance for the cost of airline transportation required to make a presentation at an academic conference held abroad.

Maximum: 100,000 Yen. One use per person per year.

(3) Representative Participant Travel Expense Assistance for Academic Conferences in Japan (Hereafter referred to as Representative Participant Grant)

In the event that the student participates as the representative of his/her affiliated Major (Hereafter, "Major" is referred to as "Course" within the Graduate School of Law, as "Program" within the Graduate School of International Relations, as "Specialization" within the Graduate School of Letters, as "Area" or "Cluster" in the Graduate School of Science for Human Services, as "Course" or "Program" within the Graduate School of Language Education and Information Science, and as "Area" within the Graduate School of Core Ethics and Frontier Sciences. However, the only eligible courses in the Graduate School of Science and Engineering are the "Mathematical Science Course" and the "Physical Science Course") at an academic conference held in Japan, grant money will be given for a maximum of 1/2 of the transportation and lodging expenses required.

Yearly maximum of 25,000 yen per Major, with a standard of 3 academic conferences per year.

Details are provided by the Office of Graduate Studies at the end of the academic year to the travel expense coordinators for the previous year, and at the beginning of the year to the travel expense coordinators for the new academic year.

The following section explains points of caution to heed when making a GSGJ or GSGA grant application.

2. Eligibility Period

From April 1 to the End of March of the Corresponding Academic Year

Assistance eligibility is limited to academic conferences held during the time period specified above. Academic conferences that cross over academic years should be applied for using the academic year of the conference's start date.

Students not enrolled at the university on the date of their presentation are not eligible.

3. Application Period

From April 1 to the End of February of the Corresponding Academic Year

Please make an Advance Application for academic conferences held in March. In this instance it is necessary to prepare and submit all documentation (including credit card usage statement) except for those documents that cannot be prepared until after participating in the academic conference.

When making an Advance Application for academic conferences held in March, please turn in an Application Form (the same form as was used at the time of application) within one week of your return. If you return after March 20, the form must be submitted as soon as possible.

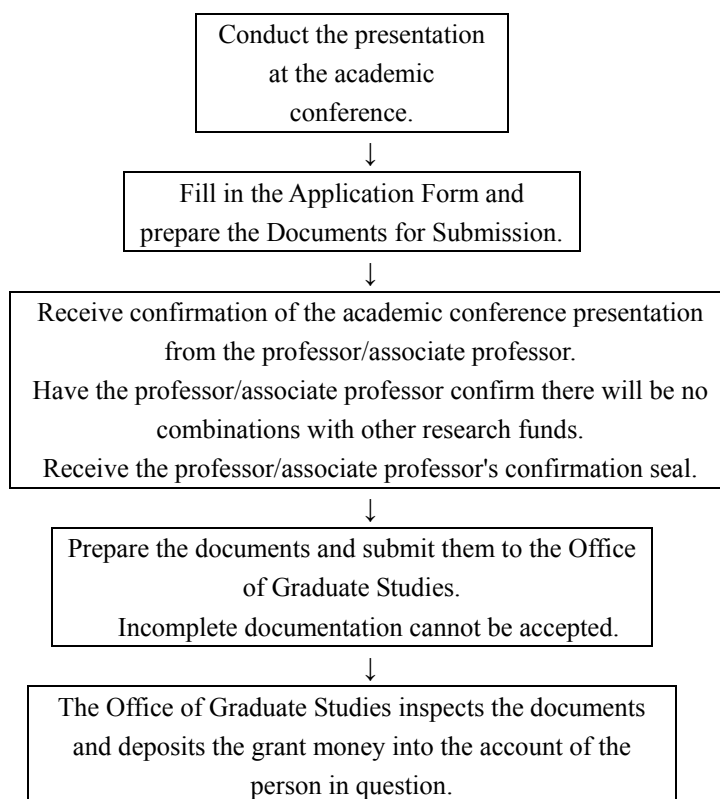
4. Disbursement Date

Grant monies will be deposited into the bank account of the person in question one month after receiving the Application. The one month figure does not include summer vacation or other days the university is closed.

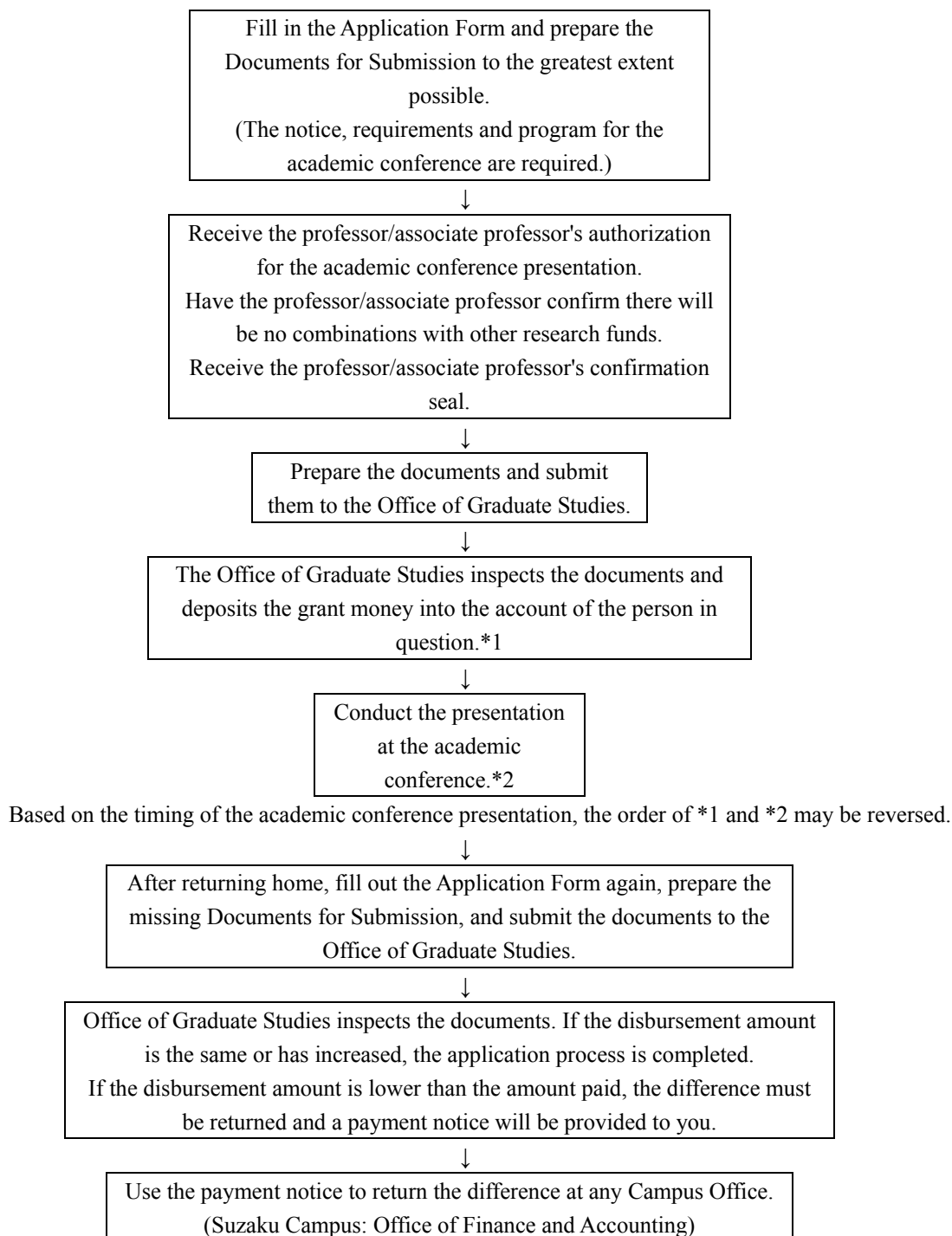
If you made an Advance Application for an academic conference held in March, and the monetary amount differs from the amount stated on the Application Form, you may be asked to return the difference. Please note that no additional disbursements will be made if the monetary amount exceeds the amount disbursed based on the information contained in the Application Form.

5. Application Procedure

(1) Instances in which the Application is Made for the GAKKAI-SANKA Grant Only (Regular Application)

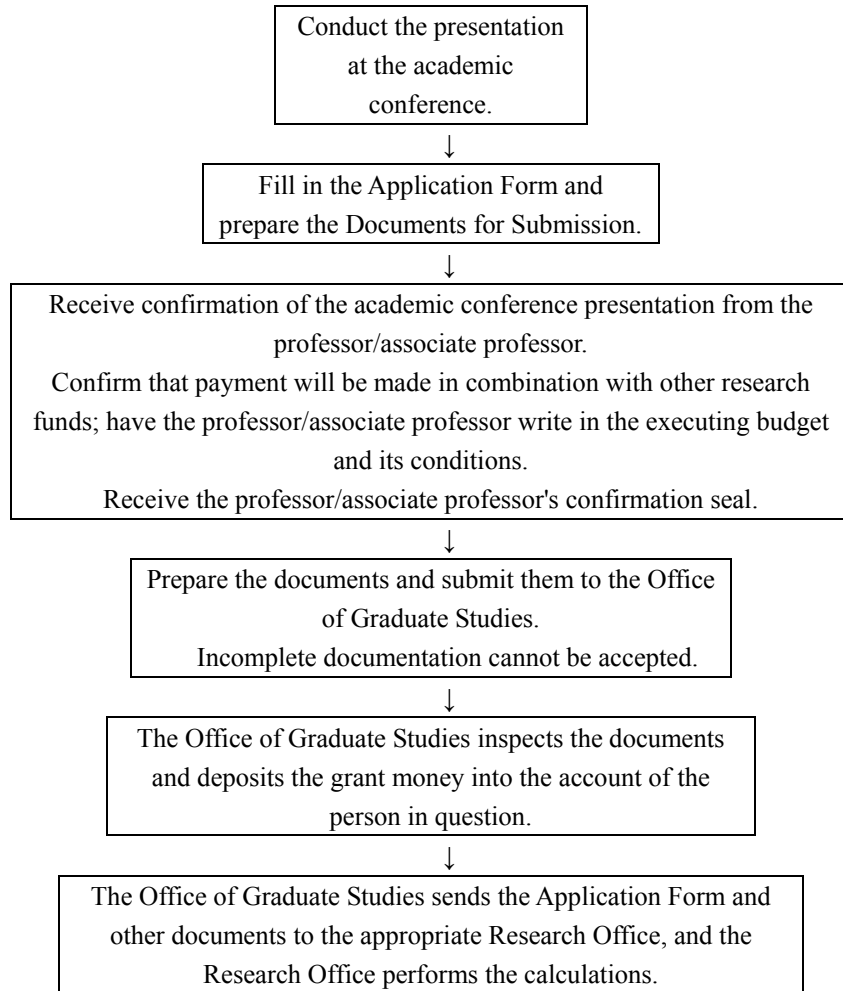


(2) Instances in which the Application is Made for the GAKKAI-SANKA Grant Only (Advance Application) Only for Academic Conferences Held in March



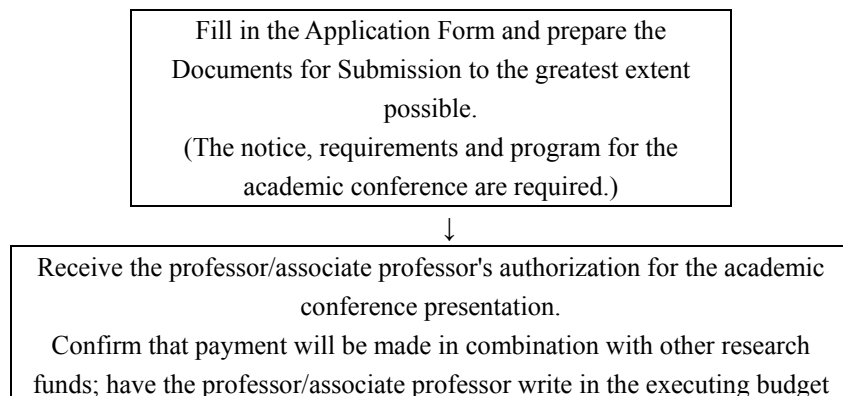
(3) Instances in which Assistance is Received in Combination with Other Research Funds (Regular Application)

For information regarding the implementation method of other research funds, please contact the Research Office or other office in charge of the budget for those funds.



(4) Instances in which Assistance is Received in Combination with Other Research Funds (Advance Application) Only for Academic Conferences Held in March

For information regarding the implementation method of other research funds, please contact the Research Office or other office in charge of the budget for those funds.



and its conditions.
Receive the professor/associate professor's confirmation seal.



Prepare the documents and submit them to the Office of Graduate Studies.



The Office of Graduate Studies inspects the documents and deposits the grant money into the account of the person in question.*1



Conduct the presentation at the academic conference.*2

Based on the timing of the academic conference presentation, the order of *1 and *2 may be reversed.



After returning home, fill out the Application Form again, prepare the missing Documents for Submission, and submit the documents to the Office of Graduate Studies.



Office of Graduate Studies inspects the documents. If the disbursement amount is the same or has increased, the application process is completed. If the disbursement amount is lower than the amount paid, the difference must be returned and a payment notice will be provided to you.



Use the payment notice to return the difference at any Campus Office.
(Suzaku Campus: Office of Finance and Accounting)



The Office of Graduate Studies sends the Application Form and other documents to the appropriate Research Office, and the Research Office performs the calculations.

6. Documents for Submission

| | Domestic | International |
|--|--|--|
| Documentation that details the academic conference in question (Notifications, Requirements, Programs, Etc.)*1 (Must include the academic conference name, the location, and the date of the event) | ○ | ○ |
| Documentation that details the report given at the conference in question (Report Extract, Manuscript, Etc.)*1 (Must have the name of the person reporting, the report theme, and the date of the report written) | ○ | ○ |
| A receipt or certificate for lodgings in which the usage dates and number of nights spent can be confirmed. (Receipts and certificates must be originals) When combining with other research funds, a receipt is required. | ○ | *Only when combining with other research funds |
| International Airfare Receipt (Original) | - | ○ |
| International Airfare Estimate or Statement (Original) (Must have details and flight schedule printed) | - | ○ |
| Domestic/Overseas Business Trip Report (Calculation) Form (Division of Research Format 2-3) http://www.ritsumei.ac.jp/kenkyu/4kenkyu_hiyou/4_2.html When traveling by airplane the ticket stub is required. | *Only when combining with other research funds | *Only when combining with other research funds |

*1 Academic conference notifications, requirements, programs, report extracts, manuscripts and other documentation may be submitted together. If the number of pages is large, please print the documentation out double-sided onto A4 sized-paper. You may also condense and/or reduce the size of the print.

7. Cautionary Points Regarding Documents for Submission

(1) Regarding Receipts

- There is no required format for receipts, but receipts must contain the issue date, the addressee (=Ritsumeikan University), the name of the issuing company, the seal of the issuing company, and the specifics of the transaction.
- The signature or seal of the person in question is required on the reverse side of the receipt. Exchange students that do not have a personal seal may use their signature. However, if a seal is used on the Application Form, it must also be used on the receipt.
- The original receipt is always required.
- A deposit certificate cannot be used instead of a receipt.

(2) When Paying by Credit Card

- Credit cards must be in the name of the person in question.
- Submit both the receipt and the credit card usage statement with the person in question's signature or seal on the reverse side (both the receipt and the credit card usage statement must be originals). The credit card usage statement is required to confirm the transaction was completed.
- The receipt must be the original and not a copy.
- A copy of the credit card usage statement can be made at the office, and the portions of the copy

not relevant to the application may be blacked out prior to submission. In this case the original will be returned.

(3) Lodging Receipt or Lodging Certificate

- If the usage dates or number of nights spent cannot be confirmed on the lodging receipt or certificate, no disbursement can be made.
- The format for receipts must adhere to the requirements set forth in (1).
- The addressee of the lodging certificate must be the person in question, and the usage dates and number of nights spent must be specified.
- When a lodging certificate (Ritsumeikan University format) is used, please download the form in advance and take it with you on your trip.
- When combining with other research funds, a receipt is required.

(4) International Airfare Receipt

- Please submit a receipt issued either by the travel agency or the airline.
- The format for receipts must adhere to the requirements set forth in (1).

(5) International Airfare Estimate or Statement

- Must include the issue date, traveler's name, transaction particulars (ticket charge, fuel surcharge, airport usage tax, etc.) and the flight schedule (arrival date, arrival country and city name).
- If the transaction particulars are printed on the receipt, only the flight schedule is required.
- If you have been issued an E-ticket flight schedule, print out and submit a copy of the schedule.

(6) Domestic/Overseas Business Trip Report (Calculation) Form (Division of Research Format 2-3)

- When combining with other research funds, a receipt is required.
- The form is located at http://www.ritsumei.ac.jp/kenkyu/4kenkyu_hiyou/4_2.html in section 4-2: Business Trip Procedures. Please download and use this form.

Receipt and Statement Examples Appear at the End of the Document

8. Assistance Grant Disbursement Criteria

(1) GSGJ

1) Domestic Transportation Expenses

The term "Transportation Expense" is defined as railroad, ship, automobile and airplane usage expenses.

In fundamental terms it is defined as the round-trip fare (regular fare) from the JR Starting Station to the JR station in the city, ward or town in which the academic conference is to be held.

- The starting station is JR Kyoto Station for Suzaku Campus and Kinugasa Campus, and JR Minami Kusatsu Station for BKC.
- No disbursements are made for transportation expenses within the city, ward or town in which the academic conference is to be held. In the case of Tokyo this would refer to travel within the 23 wards.
- If the one-way distance traveled exceeds 100km, the fare will be calculated at the Student Traveler Fare Discount Certificate rate (regular fare multiplied by 0.8).
- If the one-way distance exceeds 601 working kilometers, the disbursement will be made at the round-trip discounted rate.

Kyoto Station will be the starting station for graduate students affiliated with BKC travelling east of Kyoto via Shinkansen, Limited Express or Express train. The fare from Minami Kusatsu

Station to Kyoto Station will be added.

If the one-way distance traveled on a single train exceeds 100km, Express, Limited Express, or Shinkansen train service may be used (regular fare).

- The starting station for the Shinkansen is Kyoto Station. If the distance traveled exceeds Gifu-Hashima or Himeji Stations, the Shinkansen travel portion is eligible for assistance.
- No assistance is given in instances in which the distance to the city, ward or town of the academic conference exceeds 100 km, but the distance traveled by the Limited Express train is less than 100 km.

No assistance is given for Green Car usage.

Disbursements for sleeping car and other travel are made in accordance with the above criteria.

Amounts disbursed for ship fare are made in accordance with the Class III information presented in the Ritsumeikan Travel Expense Regulations Detached Chart 1. In the event there are no classes, the amount required for embarkation will be disbursed.

No disbursements are made for transportation costs at the destination area.

In the event there is no JR station in the city, ward or town in which the academic conference is to be held, a disbursement will be made for private railroad, bus, ship or other travel in accordance with the above criteria.

Airfare is disbursed when the location of the academic conference is in Hokkaido, Kyushu (excluding Fukuoka) or Okinawa (Economy Fare).

Transportation to airports is calculated based upon on the following criteria:

JR Kyoto Station - Kansai International Airport: "Kansai Limited Express Haruka" Usage Disbursement (This is a special exception to the 100 km rule regarding the use of Limited Express trains)

JR Kyoto Station - Itami Airport: Connecting Bus (Kyoto Station - Osaka International Airport)

JR Minami Kusatsu Station - Kansai International Airport: JR (Train Ticket: Minami Kusatsu Station - Kansai International Airport; Limited Express Ticket: Kyoto Station-Kansai International Airport via "Kansai Limited Express Haruka")

JR Minami Kusatsu Station-Itami Airport: JR (Minami Kusatsu Station-Shin Osaka Station) + Connecting Bus (Shin Osaka Station - Osaka International Airport)

2) Lodging Expenses

- Grant money for lodging expenses is set at 10,000 yen per night, and is disbursed based on the number of nights. Grant money is not disbursed for nights spend in transit on trains and/or ships.
- No disbursements are made in instances in which the receipt or lodging certificate is not present, or in instances in which the usage dates and number of nights spent cannot be confirmed.
- Lodgings related to social gatherings or other meetings not directly related to academic conference reports are not eligible for this grant.
- When combining with other research funds, a receipt is required.

(2) GSGA

1) International Travel Expenses

Disbursements are made for the actual cost of round-trip air travel from the Japanese airport to the airport at which the event is being held. Tickets must be economy class, and the flight route chosen must be a rational route to the destination.

No assistance is given for voluntarily paid expenses such as seat fees, change fees, insurance, etc.

2) Domestic Transportation Expenses

No assistance is given for domestic transportation expenses to airports or transportation expenses from the destination airport to the meeting site.

3) Lodging Expenses

No assistance is given in this area.