

Handling of Personal Information at Ritsumeikan Asia Pacific University

Personal information acquired from prospective students by Ritsumeikan Asia Pacific University (hereinafter, “APU”) shall be handled as follows, in observance of laws and regulations concerning personal information protection and the Ritsumeikan Trust Personal Information Protection Regulations.

Purposes of use

Students’ personal information shall be used for the following purposes:

- To provide study and learning support for students, including administration of enrollment, course registration, grades and results, and information relating to tuition fees.
- To provide extracurricular and living support for students, including campus life advisory services, support for extracurricular activities, administration of scholarships, and administration of public health and hygiene.
- To provide career development and job placement assistance for students, including academic and career counseling, support for job hunting, and administration of career and job placement information.
- To provide consultative and advisory services on courses of study, grades and career paths to students’ parents/guardians, including the sending of grade reports to parents/guardians.
- To perform work related to entrance examinations and enrollment procedures.
- To send information and documentation related to the APU and the Ritsumeikan Academy’s other universities and schools.
- To administer the use of internal facilities and equipment, and maintain the safety and security thereof.
- To issue certificates.
- To provide information required by organizations authorized by the Ritsumeikan Trust Personal Information Protection Committee, such as scholarship providers and associations composed of alumni, parents, etc.
- To provide information to schools previously attended by students concerning students’ study progress and living circumstances.
- To conduct university evaluation (self-assessment evaluation, third party evaluation, certified evaluation) and statistical research.
- To conduct education, research and faculty development activities.

To process other matters necessary in the administration and management of APU.