

Application Guidelines for the APU Incentive Scholarship for Self-motivated Students

自主活動奨励金募集要項

1. About the APU Incentive Scholarship for Self-Motivated Students

The objective of the APU Incentive Scholarship for Self-Motivated Students is to encourage the self-motivated extracurricular activities of both individual students and student organizations. The University will widely publicize the activities of selected organizations/individuals within the APU community. There are three categories in this scholarship: “Social Contribution Award,” “Award for Excellence in Cultural Activities, Arts, and Sports,” and “Award for Outstanding Contributions to Learning.”

(1) Scholarship Categories

Category	Eligible Applicants
Social Contribution Award	Student organizations or individuals whose activities significantly contributed to solving problems confronting local communities or society as a whole either within Japan or overseas or resulted in significant contributions to the APU community.
Award for Excellence in Cultural Activities, Arts, and Sports	Student groups or individuals who have made continuous efforts to achieve the high goals they have set and who have a record of excellence in one of the areas of cultural activities, the arts, or sports.
Award for Outstanding Contributions to Learning	Student groups or individuals who have organized and held creative events or activities that utilize their studies at APU to share their learning with a wide range of people.

※ It is possible to apply for multiple categories, however, a separate application is required for each category.

(2) Activity Period

Activities must have taken place between Mon., Jan. 1, 2018 ~ Sun., June 30, 2019. ※Activities that took place during a leave of absence are not eligible for consideration.

(3) Scholarship Amount

100,000 yen for organizations / 50,000 yen for individual students
 ※The amount is the same for all three award categories.

(4) Scholarship Recipients

Maximum of 10 organizations/individuals

(5) Application Deadline

Wednesday, July 3, 2019 (Submit by 16:30)

2. Eligibility Requirements

Groups and individuals must satisfy all of the circled requirements.

NO.	Organization	Individual	Eligibility Requirements
1	○	○	<p>Eligibility is limited to individuals and student organizations registered with the University who are involved in self-motivated extracurricular activities. It is possible for organizations not registered with the University to apply in the case of extracurricular activities that are an offshoot of a Seminar class (activities independent of the actual Seminar class itself) and activities that originated from APU classwork but were continued with in an independent capacity after the class finished. (A recommendation from an instructor is required.)</p> <ul style="list-style-type: none"> * Activities for which students are graded on as part of a class are not eligible for application. * Paid student staff activities such as TA, RA, FLAG, SAS, TSS, GASS, ALRCS, ASA, and SMU are not eligible for application . * Individuals involved in off-campus activities are eligible to apply. (Individual student applications only.) * It is possible for individual members of a student organization to apply based on the achievements of the organization they are affiliated with. In cases like this, the application should focus on the applicant's role in and contributions to the organization's achievements.
2	○	○	<p>Applicants must have a record of excellence for their self-motivated activities in at least one of the award categories and continue to strive for even higher levels of achievement. Students applying for the Award for Excellence in Cultural Activities, Arts, and Sports should refer to the separate application criteria below to confirm their eligibility.</p>
3	○	○	<p>Applicants must have proof of their achievements.</p>
4	○	○	<p>Applicants must have excelled in both their studies and self-motivated activities.</p>
5	—	○	<p>Applicants must be expected to graduate after completion of their 8th semester.</p>
6	—	○	<p>Applicants must be registered full-time students.</p> <ul style="list-style-type: none"> * The University will not screen applications from applicants who have received disciplinary action in accordance with the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students from January 1, 2018 onwards. * Students currently on a leave of absence are not eligible to apply.

Award for Excellence in Cultural Activities, Arts, and Sports: Application Criteria

Category	Application Criteria
Cultural Activities/ Arts	1) Participation in an international competition, national competition, western Japan regional competition, or a competition equivalent to those levels, as a result of having been nominated or selected to participate. 2) Receipt of an award at an international competition, national competition, western Japan regional competition, or a competition equivalent to those levels, without a prior nomination or participation selection process. 3) Achievements deemed to be equivalent to the above.
Sports	1) Participation in an international competition, national competition, western Japan regional competition, or a competition equivalent to those levels, as a result of having been nominated or selected to participate. 2) Receipt of an award at an international competition, national competition, western Japan regional competition, or a competition equivalent to those levels, without a prior nomination or participation selection process. 3) Promotion to a higher rank within the league your sports team is affiliated with. 4) Achievements deemed to be equivalent to the above.

3. Application Process

(1) Application Documents

Applicants are required to submit all of the following application documents. (Submission of number 3 is required only for activities that match the corresponding description.)

NO.	Application Documents		
1	Scholarship for Self-Motivated Students: Application Form (Designated Form) * Please use the form designated for the award category you are applying for. (Righthand column)	Social Contribution Award	Form A
		Award for Excellence in Cultural Activities, Arts, and Sports	Form B
		Award for Outstanding Contributions to Learning	Form C
2	Proof of Activity Achievements Submit documents (1) and (2) below. It is possible to submit only one of the two if unable to submit both. *Organizations with an on-campus advisor must submit both documents. Please ask your advisor to fill out the Activity Assessment Form. (1) Documents issued by an external organization that serve as proof of activity achievements (Multiple documents may be submitted.) Examples: Clippings of newspaper and magazine articles, news articles on the internet, reports or documents issued by competition organizers, etc. * Please attach these documents to "Activity Achievements - List of Supporting Documents" (Form D). (2) Activity Assessment Form This form must be filled out by a third-party (cannot be filled out by students or individuals)		

	<p>related to you) with thorough knowledge of the activities you based your scholarship application on who can not only attest to your efforts and resulting achievements, but who can also provide an overall assessment of your activities.</p> <p>* Please have the person writing the evaluation use the “Activity Assessment Form” (Form E). It is possible to use a different format in lieu of the Activity Assessment Form as long as it contains all of the necessary information.</p> <p>* Student organizations with an advisor designated by the University must have their advisor fill out this form. If there is someone else outside of your advisor with a better understanding of the scope of your activities, please submit two copies of this form (one filled out by your advisor and one filled out by that person.) Please be aware that this form cannot filled out by a fellow student or person related to you.</p>
	<p>Submission of the following document is only for organizations not registered with the University whose extracurricular activities are an offshoot of a Seminar class (activities independent of the actual Seminar class itself) as well as for activities that originated from APU classwork but were continued with in an independent capacity after the class finished.</p>
3	<p>Letter of Recommendation from the Instructor (Free Format)</p> <p>Please have the instructor include in the recommendation letter that the activities are not reflected in grading for the class and are being continued by the students in an independent capacity.</p>

* Submitted documents will not be returned to applicants.

* **Scholarship application forms are able to be downloaded from the following sites.**

* Be sure to read the information thoroughly before filling out the forms.

- “Information” section of the Campus Terminal
- “Notices” section of the Student Office website

(2) Submission Method

Submit Applications To: **APU Student Office.** A submission box is in the filing cabinet opposite the reception counter.

Put all of the application documents together in a **large envelope** and place them in the submission box.

* Students who are unable to come to campus to submit their application documents directly to the Student Office are able to mail them by post. Documents must arrive at the Student Office by Wednesday, July 3rd. After mailing the documents, send an email to stueca@apu.ac.jp to let the Student Office know that you have mailed the scholarship application. Please don't forget to include your name or the name of your organization in the email.

4. Application Schedule (From application to awards ceremony)

Dates	Event	Details
Weds., June 12, 2019 ~ Weds., July 3, 2019 (Submit by 16:30)	Application Period	Submit scholarship applications directly to the Student Office or mail by post. (Please refer to the above submission instructions.)
Thurs., July 4 ~ Weds.,	Screening	The University will screen scholarship applications.

July 24		※Student Office staff may conduct a follow-up check to confirm the veracity of application contents. The University will not screen applications by organizations/individuals whose activity achievements are unable to be confirmed.
Thurs., July 25 ~ Thurs., August 1	Announcement of Screening Results and Instructions for Selected Recipients	Screening results will be sent to applicants via the “Action Required” section of the Campus Terminal. Successful applicants must complete their promotional video by Friday, September 13.
Fri., Sept. 13	Video Submission Deadline	Scholarship funds will be deposited directly into the designated bank account after submission of the completed video.
Weds., Jan. 8, 2020 17:30-	Awards Ceremony	Recipients will be notified of awards ceremony details at a later date.

5. Cooperation with Publicity Initiatives

Scholarship recipients must make a video that shows the activities for which they were awarded and cooperate with additional publicity-related requests from the University.

6. Return of Scholarship Money

Individual students and student organizations selected for this scholarship will have their scholarship acceptance revoked and will not be paid the scholarship money in the following three cases.

Individuals/organizations who have already received the scholarship money must return the full amount in addition to having their scholarship acceptance revoked.

- (1) In the case false or fabricated information is discovered in the application documents.
- (2) In the case a scholarship recipient receives disciplinary action in accordance with the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students within a one-year period from the date of scholarship acceptance.
- (3) In the case the Student Affairs Committee deems an individual/organization unsuitable as a scholarship recipient based on the fundamental objectives of the scholarship system.

7. Contact Information

Ritsumeikan Asia Pacific University
Student Office
“Incentive Scholarship for Self-motivated Students” Staff
stueca@apu.ac.jp