

AY 2025

FALL Evaluation of New Organization
Registrations Implementation Guidance

Drafted by: Marketing Planning Department,
Central Secretariat Office

Introduction

The Ritsumeikan University Student Union, an autonomous student body comprising all students of Ritsumeikan University, has established a system to support extracurricular voluntary activities through registered organizations. By registering, organizations can receive various forms of support, including the use of campus facilities. The registration process consists of two stages: a Primary Evaluation (document screening) and a Secondary Evaluation (interview) to determine eligibility. Those considering registration should read the following guidelines carefully and submit the required application by the deadline.

Please note that new organization registrations require an evaluation to determine if the group meets the Student Union's criteria; it is not a system where registration is automatically granted upon application.

About the Fall Evaluation of New Organization Registrations

This evaluation is for organizations seeking to establish themselves as a Student Union-affiliated organization from February 2026. Once approved, organizations will be able to use campus facilities and equipment, including classrooms, extracurricular bulletin boards managed by the Student Union, and club lockers. They will also be eligible to participate in university-wide events such as welcome events for new students and the university festival.

Schedule

Online Application Period	Monday, September 15, 2025, 09:00 AM ~ Monday, September 29, 2025, 11:59 PM
Announcement of Primary Evaluation Results	Monday, October 6, 2025 <i>Date may change due to coordination.</i>
Secondary Evaluation Period	Monday, October 20, 2025 ~ Friday, October 31, 2025
Announcement of Secondary Evaluation Results	From December 2025 onward <i>Results are scheduled to be announced by the end of January 2026.</i>

Note: A definitive date for the final results announcement cannot be confirmed due to necessary consultations with the Office of Student Affairs. Late applications will not be accepted under any circumstances.

Evaluation Criteria

Organizations eligible to apply for registration must meet all of the following criteria and comply with the Constitution of the Ritsumeikan University Student Union, the Ritsumeikan University Student Union Affiliated Organization Regulations, and all related bylaws. (Click [here](#) to view the Ritsumeikan University Student Union Affiliated Organization Regulations and its bylaws.)

1. All information submitted to the Student Union must be accurate and free from clerical errors and false statements.
2. The organization's activities must be completely free from external interference.
3. The organization's primary purpose must not be religious activities.
4. The organization must not engage in anti-social activities or activities that violate public order and morals.
5. The organization's purpose and activities must be clearly defined.
6. The organization's activities must be distinguishable from those of existing Student Union Affiliated Organizations.
7. The organization must not be registered as a university-managed organization. However, an exception may be made if the organization intends to operate solely as a Student Union registered organization from the next semester onward.
8. The organization must adhere to deadlines for all procedures related to its activities (e.g., submission of financial reports, registration continuance procedures).
9. The organization must meet all other requirements stated in the application guidelines.

We have observed that many organizations fail to meet criteria "5. The organization's purpose and activities must be clearly defined" and "6. The organization's activities must be distinguishable from those of existing Student Union Affiliated Organizations".

Please pay attention to the following points when applying:

For example, an organization applying with "all-genre sports" as its activity must clearly describe the experiences students can gain through diverse sports, unlike single-sport organizations. The application should detail what members can learn and experience as part of their extracurricular activities.

An organization applying with an activity for which other registered organizations already exist must describe how it differs and what its unique characteristics are.

Suppose an organization is reapplying for new registration because it was previously a Student Union Affiliated Organization but failed to submit the required continuance documents. In that case, this must be stated in the designated section of the application form.

Please note that organizations that were deregistered during the AY 2024 Evaluation of Registration Continuance for Existing Organizations are not eligible to apply for this AY 2025 evaluation. Please apply for the AY 2026 or later evaluations.

Primary Evaluation (Document Screening)

Applicants must fill out the required information in the form on the Ritsumeikan University Student Union website. You will be asked to enter specific information about your organization. The results of the Primary Evaluation will be determined based on whether this information meets the evaluation criteria.

Important Notes
<ul style="list-style-type: none">● The evaluation will be based solely on the information provided in the application. Please ensure all entries are "specific" and "accurate". We have noticed many errors in student ID numbers (11 digits), university email addresses (@ed.ritsumeai.ac.jp), and phone numbers. Applications with inaccurate information will not be evaluated.● Applications with many blank fields or entries that do not meet the specified character count will not be evaluated.

【Regarding the Member List Attachment】

A list of members must be submitted with your application. Please download the template (Excel file) from the Student Union website, fill in the names and student ID numbers of all members, and attach the file to the application form before submitting.

Secondary Evaluation (Interview)

We will ask specific questions about points that are unclear from the application documents. The top three executives of the organization (President, Vice President, and Treasurer) are required to attend.

Secondary Evaluation Period	Monday, October 20, 2025 ~ Friday, October 31, 2025
Duration	Approximately 30-90 minutes
Scheduling Method	Via the form submitted during the Primary Evaluation
Date and Time Notification	Only organizations that pass the Primary Evaluation will be notified individually by email.

If you have materials that provide an objective overview of your organization (e.g., slides, a website), please present them during the interview. The interview will be conducted remotely via Zoom. Further details will be provided at the time of the Primary Evaluation results announcement.

About the Ritsumeikan University Student Union Website

All future communications, including the announcement of results, will be made through the Ritsumeikan University Student Union website. Please check the website regularly, as schedules and other details may change.



<https://www.ritsumei.club/>

Questions and Inquiries

Questions will be handled through the Student Union's online inquiry form. Please use the link below to submit your questions.



<https://www.ritsumei.club/information/>

Every year, we receive many questions about the rights and obligations of registered organizations, which are already detailed in the Extracurricular Voluntary Activity Handbook and various regulations. Before submitting an inquiry, please review these documents and the Ritsumeikan University Student Union Affiliated Organization Regulations.

Please note that we cannot address questions regarding the content of the evaluation or its results.

Additionally, mass emails sent from our office may be filtered into your spam folder. Please adjust your email settings accordingly and regularly check your spam folder to ensure you do not miss any communications.

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