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# TIPS

## ON CAMPUS LIFE FOR STUDENTS

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# 2020

**Your guide to a safe and comfortable campus life**

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## For a Safe and Comfortable Student Life

The four years you spend at university are a precious time. You will encounter many new friends and mentors in the course of your various activities, grow as a person, and develop your network of relationships with others. We hope that you engage actively in both the academic life of your College in accordance with your own interests, and in a range of other programs and extracurricular activities, pursuing self-directed learning and making the most of your time as a university student.

This is also a period of preparation for independent living in wider society. As a university student, the basic rule is to make choices and judgments for yourself, act on them, and take responsibility for them. In our society, university students are sometimes targeted by dishonest business schemes and inducements. Cases of students becoming embroiled in trouble after a minor misjudgment or incaution are not rare. Each one of you needs to “self-manage” your life, including your personal information.

University students are also members of civil society, expected to uphold the rules and norms of the university and the wider community, to respect others, and to contribute to the creation of a better society. Rules, norms, and laws exist not only as rules you need to adhere to, but also as protections on your own rights. We encourage you to conduct yourselves with an awareness of both your rights and your responsibilities.

In the event that you infringe laws, university rules, or norms, you will be subject to disciplinary action and punishment in accordance with university regulations. Please be conscious that your individual words and actions always have social consequences, and endeavor to behave responsibly with self-awareness and pride as a university student.

### Common Hazards for Students

University student life is full of freedom, but many hazards also lurk around you. Together with freedom comes personal responsibility. You need to manage risks habitually: if you cannot, you may end up in severe difficulty. The starting point for averting risks in advance is to know what kinds of criminal activity and trouble students fall victim to most often.

#### Troubles encountered by students after enrolling

	Male		Female
No.1	Part-time work wages and work environment	No.1	Sexual harassment/sexual assault
No.2	Theft	No.2	Part-time work wages and work environment
	Non-bicycle traffic accident	No.3	Bicycle traffic accident
No.4	Social media trouble	No.4	Bank transfer scam
No.5	Doorstep sales	No.5	Theft

\*Others include confidence tricks, billing fraud, pyramid schemes, and solicitation by antisocial organizations posing as religious groups. Source: *CAMPUS LIFE DATA 2016* (National Federation of University Co-operative Associations)

### University students are being targeted

Unfortunately, there are some devious people out there who prey on university students’ lack of experience in the real world and limited knowledge of subjects such as legal contracts and consumer affairs. They approach students with attractive propositions about “earning easy money” and “exclusive offers made only to a small number of people” and end up extracting money, labor, time, and other things from them. These hazards can appear in the course of ordinary, everyday life for any student: they’re not just other people’s business. University students present an easy target, as can be seen from how often their troubles feature in the news media.

On the other hand, university students themselves may participate in things like scams and fraud themselves, perpetrating acts such as deceiving people and obtaining property unlawfully. From your first days as a university student, you need to start equipping yourself with the knowledge and attitudes required to avert these risks and avoid becoming either a victim or a perpetrator.

#### | Why are university students easily deceived?

- They may lack experience in wider society and have little knowledge of consumer affairs.
- They are permitted to enter into legally binding contracts without their parents’ consent as soon as they reach the age of majority.
- They may not know who to consult when they get into trouble.
- They may not think they’ll ever encounter trouble in the first place.
- They keep things to themselves because they don’t want to bother anyone else ... and so on.



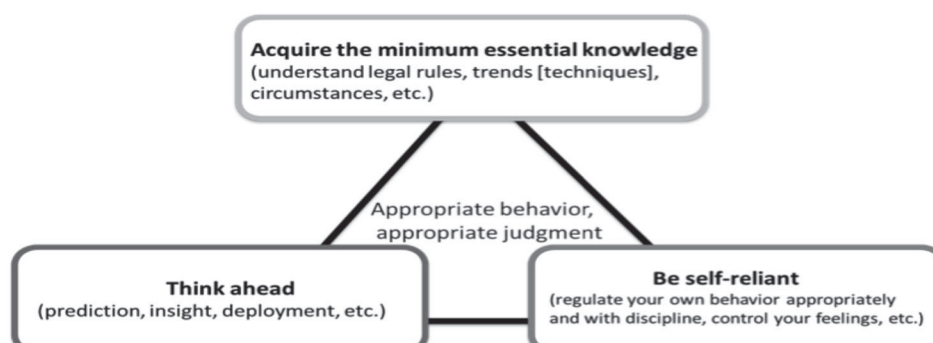
▼  
**Easily deceived, easily entangled in trouble, easily enticed**

#### | So what can I do?

Five principles for staying out of trouble

- (1) Have a sense of ownership: anticipate that it might be you who gets into trouble
- (2) Don’t share your personal information casually: it’s the root of all kinds of problems!
- (3) Equip yourself with some basic knowledge about how to avoid trouble
- (4) Think ahead (imagine what will happen if you sign that contract, or if you say yes to that offer)
- (5) Say no, seek advice, and act appropriately (have the courage) so you don’t encounter trouble

#### | Attitudes and behaviors for avoiding hazards



## | What kinds of trouble are most common in practice?

< Major consumer issues for 18-19 year olds >

Rank	Males	Females
1	Adult websites	Adult websites
2	TV broadcast services	TV broadcast services
3	Dating websites	Digital content
4	Digital content	Dating websites
5	Apartment rentals	Apartment rentals

< Major consumer issues for 20-22 year olds >

Rank	Males	Females
1	Adult websites	Adult websites
2	Apartment rentals	Apartment rentals
3	Dating websites	Hair removal salons
4	Free loans / consumer credit	Dating websites
5	Digital content	Digital content

For males, alongside the high ranking for “free loans / consumer credit,” there are also many reports related to money-making such as “other home-based work / side work,” “study and hobby materials” (mainly investment-related).

For females, “hair removal salons,” “slimming salons” and other beauty-related issues rank highly.

Source: National Consumer Affairs Center of Japan, Wakamono no shōhisha toraburu no genjō [Current status of consumer issues for young people], September 14, 2017

### Case 1

A student wanted to have slimmer legs, so went to a beauty salon that had been visited by a YouTube personality. The student took a 500 yen trial course and was then offered a full body slimming course for 300,000 yen. The student refused once, but was recommended to go on an instalment payment plan, and ended up signing the contract, unable to refuse.

### Case 2

A student was introduced by a friend they met on social media to an opportunity to make money. The student was told that they would need to purchase investment software for 600,000 yen, and that they should take out a consumer loan to pay for it if they didn't have the money. The student followed this advice, took out a loan and purchased the software. Contrary to the advice received, the software has not helped the student make money and they now want to pull out.

### Case 3

A student started playing an online game (app) because it was free, but they soon became completely absorbed in it. The game itself was free, but items were available for purchase separately, and the student purchased some of these. Later, the student was surprised to receive an invoice for a large number of items purchased for 5,000 yen each.

### Case 4

A student was watching free videos online, and became connected to an adult website. The student responded to questions about age and other details on the confirmation screen of the site and was registered, after which a screen appeared demanding the student to pay 120,000 yen. The screen could not be closed or cancelled.

### Other cases:

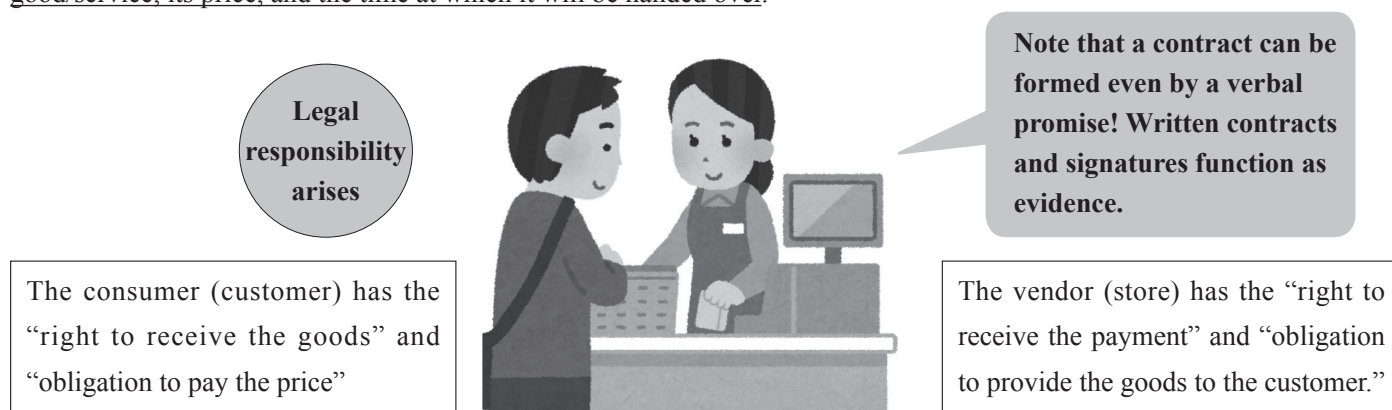
- Rental apartments: A fault appeared in the plumbing after moving in to an apartment; the tenant was charged a large sum in repair fees when moving out, etc.
- Dating sites: Fake website fraud (see p.10), etc.
- Digital content: Trouble related to smartphone apps, online service charges, etc. See Case 3 above.
- Adult websites: See Case 4 above.

## What is a Contractual Act?

Now that you have reached the age of majority (adulthood), you will be responsible for entering into contracts in a number of situations. You no longer need parental consent to enter into contracts: you can do it of your own free will. The age of majority in Japan will be lowered to 18 years from April 2022. As well as being able to enter into contracts freely, you are also personally responsible for any trouble associated with them. You need to take care as there are many cases of students who have just attained the age of majority being targeted in consumer scams by dishonest operators.

### | Ordinary Contracts (Contracts of Sale, etc.)

The term “contractual act” refers to such things as purchasing goods and using services. A contract is formed between a consumer (customer) and business operator (store, etc.) when both parties agree on conditions such as the content of the good/service, its price, and the time at which it will be handed over.



### | Important Points when Entering into Contracts

1. To prevent trouble afterwards, have a sense of responsibility and do not enter into contracts casually.
2. Do not take everything you see online at face value.
3. Look carefully at the content of the goods/services. If there is a user agreement or the like, read over it.
4. Do not enter into a contract when someone is rushing you to make a decision. Think carefully before agreeing.
5. There is no easy way to make a large sum of money. Don't believe people who tell you there is.
6. Do not enter into a contract if you don't have the money to pay for it, even if you're recommended to take out a loan or credit agreement.

### | Contracts with Minors

- Minors (non-adults) can also enter into contracts, but they need the consent of a legal representative (parent, guardian, etc.).
- It is sometimes possible to cancel a contracted entered into by a minor without their legal representative's consent, but cancellation is not possible in the following cases:
  - (1) The legal representative consented to the contract
  - (2) The total sum involved is within the bounds of pocket money
  - (3) The minor pretended to be an adult when entering into the contract
  - (4) The minor fraudulently signed the parent/guardian signature section in the contract
  - (5) The minor is married

## | When You're Allowed to Cancel a Contract

A contract is based on agreement between the parties, so you can't pull out of it unilaterally for your own reasons alone. However, it is possible to cancel a contract in the following cases.

- (1) The other party doesn't uphold the contract (there is a breach of contract)
- (2) You were lied to and tricked into entering the contract
- (3) You were threatened and forced into entering the contract because you were scared
- (4) You and the other party both agree to cancel the contract (cancellation by mutual consent, etc.)

Moreover, in contracts between consumers and business operators, the interests of the consumer are upheld by the Consumer Contracts Act, and there may be cases where consumers can get relief in circumstances other than the above.

## | If You Have Contract Troubles

- Don't keep them to yourself. Notify and seek advice from the Office of Student Affairs and consumer advice centers.
- Make use of the Cooling Off system (see below). But note that there are some cases where Cooling Off does not apply (in-store sales, mail-order sales\*).

\*Mail-order sales: Refers to TV shopping, online shopping, and other forms of purchasing through postal mail, telephone, the internet, etc.

### Cooling Off

This is a system that gives consumers time to “cool off” and reconsider after entering into a contract. During the Cooling Off period, the contract can be cancelled unconditionally. For more details and information on how to use the system, visit the websites shown to the right.

**National Consumer Affairs Center of Japan**

<http://www.kokusen.go.jp/>

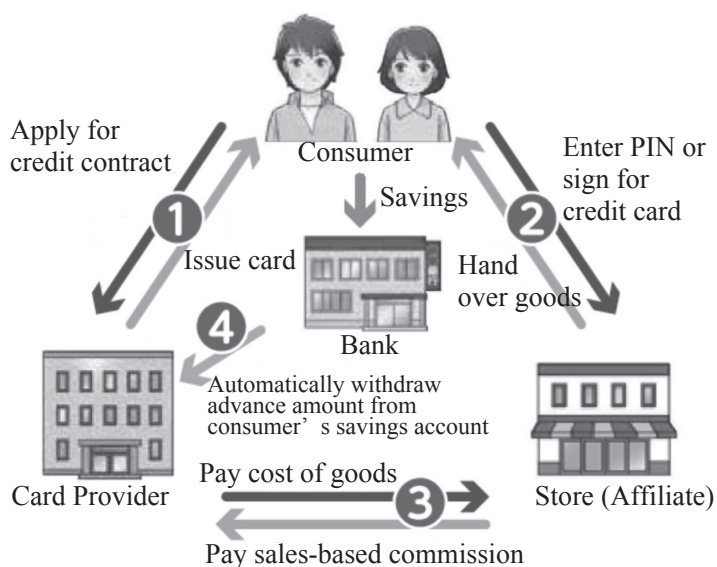


**Consumer Affairs Office, Ministry of Economy, Trade and Industry**

[http://www.meti.go.jp/intro/consult/consult\\_01.html](http://www.meti.go.jp/intro/consult/consult_01.html)



## All About “Credit”



“Credit” is where you enter into a contract of sale using a credit card or the like. The store or vendor trusts the consumer (customer) and covers the cost of purchase temporarily on their behalf or allows them to pay later on. Other terms are used such as “loans” and “cashing”\* but they all involve borrowing money. If you use them without a clear plan of how you’re going to pay the money back, you may default and suffer damage to your social credibility. This in turn may mean that you can no longer use credit cards, and banks may refuse your applications for housing loans and the like.

\* “Cashing” means using your credit card to borrow money.

Source: Consumer Affairs Agency, *Okane ni tsuite rikai shiyō*  
[Understanding money matters]



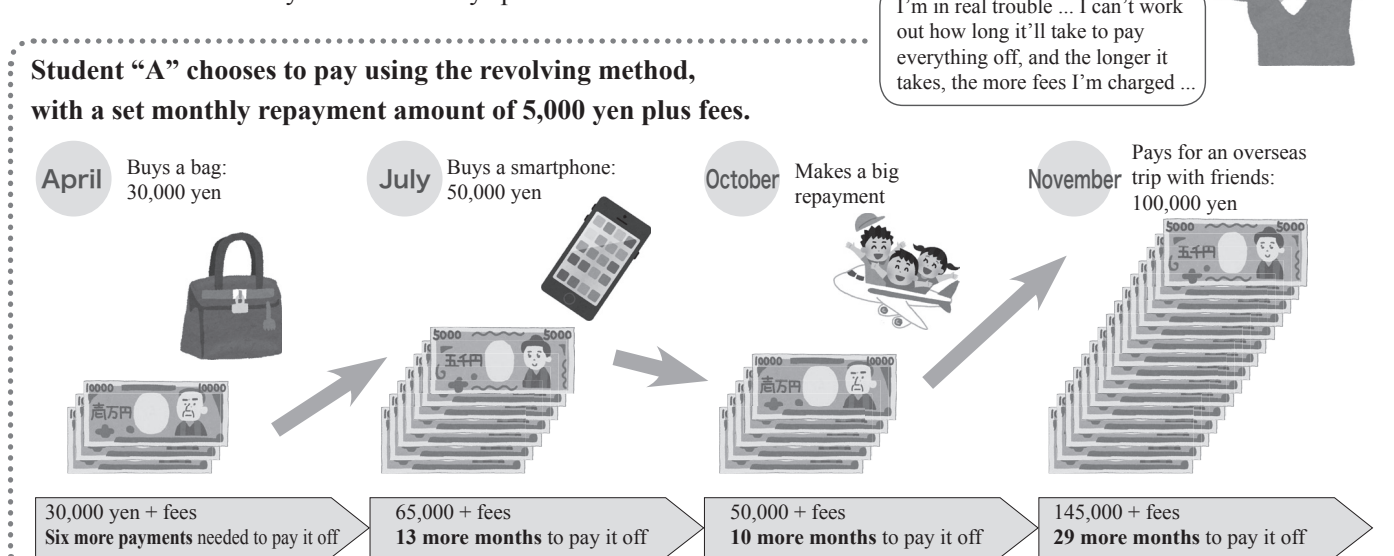


## | Credit Card Payment Methods and Points to Note

Payment method		Fees
Once-off	You pay the entire cost of the goods in a single lump sum in the month after purchase.	No
Installments	You pay the cost of the goods in several installments. The number of installments is determined when you use the card. Note that the more installments there are, the more fees will be charged.	Yes
Revolving	Each month you pay a set amount, or the total balance, of the sums you have paid by card, in accordance with a predetermined rate, rather than paying in a set number of installments.	Yes

## | Revolving Payments

- This method ensures that your monthly payments are at a predetermined amount or a fixed percentage of the balance payable, but this often means that it takes longer to pay off your balance. Fees build up, and the total amount you need to pay increases.
- Revolving payments are made on a set date each month, so it can become difficult to work out how much you have actually spent.



## | Things to Remember when Using Credit Cards

- (1) If you get several different credit cards it can be hard to manage them all, and you may incur ongoing fees (annual fees) for each one.
- (2) Make sure your PIN doesn’t get misused: manage it carefully and don’t use a number that can be guessed by others (such as your birthday or telephone number).
- (3) Think carefully about what repayment method to use.
- (4) Check your credit card statements and plan your spending carefully. Also check that your card isn’t being used fraudulently.
- (5) Credit cards can only be used by the card holder. Never lend your card to anyone else.
- (6) Keep to your payment deadlines. If you don’t pay on time your card may be blocked and late payment fees charged. Your credit record may also be affected.
- (7) If you lose your card, notify the police and the card issuer.

**Plan your credit card use carefully so you don’t get behind in your payments**



## Cashless Payment

In recent years it has become more and more common to pay for goods using credit card and other “cashless” systems. This is convenient in some ways, as you don’t have to carry cash or search for the right change, but there are also several things you need to be careful of.

### | Methods of Cashless Payment

	Prepay	Pay at point of sale	Pay later (loan)
Payment method	E-money	Debit card	Credit card
Formats	Prepaid cards (ex. book voucher, Quo card), IC cards (ex. ICOCA, Edy), etc.	Bank-issued cash cards, combined cards, etc.	Magnetic strip cards, IC cards (ex. iD, QUICPay), etc.
Features	Cards that you purchase up-front and use later. May be re-used by adding funds.	Cards allowing you to make payments in real time. Available to anyone with a bank account; no screening required.	Cards where the cost of the purchase is paid initially by the card issuer, with the card holder repaying the card issuer later.

### | Paying by Smartphone (barcode, QR code): No physical card required

These days more and more people are using smartphone-based payment systems such as PayPay and LINE Pay, which are widely advertised on television and elsewhere. These systems involve the store scanning a barcode or QR code that displayed on your phone, or the store displaying a barcode or QR code that you scan on your phone. They help make transactions smooth and simple for both the customer and the store.

Moreover, in most of these systems a record of use is kept within the app on your phone, so you can easily check what you’ve paid for.

### | Payment Methods in Smartphone Payment Systems

The methods vary depending on the app and service involved, but range from “prepay” to “post-pay” and “pay at point of sale (debit).”

### | Things to Keep in Mind when Paying by Smartphone

- (1) Take care to ensure your phone doesn’t get stolen or lost. Set your phone up so you can lock it remotely in the unlikely event that it goes missing. Use biometric and fingerprint authentication functions on your phone so that nobody other than you can use it.
- (2) Just like credit cards, there is potential for smartphone payment systems to be used fraudulently without you noticing.
  - Set maximum usage limits as low as possible.
  - Get into the habit of checking your usage records from day to day to ensure that there are no improper payments that you don’t recognize.

Sources:

National Consumer Affairs Center of Japan, *Wakamono no shōhisha toraburu no genjō* [Current status of consumer issues for young people], September 14, 2017

National Consumer Affairs Center of Japan, *Nijussai no kimi e - shōhisha toraburu ni makikomarenai otona ni narō* [To all 20-year-olds: Be an adult who avoids consumer troubles]

Financial Affairs Agency, *Moshi, anata ga shōhisha toraburu ni attara...* [What to do if you get into consumer-related trouble]

Consumer Affairs Agency, *Okane ni tsuite rikai shiyō* [Understanding money matters]

## Dangerous Enticements

More and more students are being targeted by “dangerous enticements.” Moreover, there are cases where students have carelessly disclosed their personal information such as name, address, and contact details and later received invoices for purchases they have no recollection of, leading to contract disputes and fraud cases. Don’t think this kind of thing won’t affect you: be fully conscious of the dangers that lurk close by. In the unlikely event that you find yourself in trouble, don’t deal with it on your own: consult with the university or police.

### | Dangerous Enticements

Type	Outline
Cults *See p.20 for details	Cult organizations operate both on and off campus, concealing their true nature, posing as genuine student club/volunteer activities, seminars and the like, skillfully eliciting personal information and inviting students to join. They often reveal their true identity after having built personal relationships with their targets. Another characteristic of cults is that they are very difficult to leave once you have joined.
Coerced participation in adult video (AV) filming	Perpetrators pretend to be recruiting models or idols, then after signing a contract, they force the victim to appear in adult videos. If the victim refuses they issue threats such as informing parents or demanding payment of penalties for breach of contract, and the victim is compelled to continue against their will.
Adult entertainment scouts	These scouts approach female students in entertainment precincts, around train stations and the like, and take them out for expensive drinks. When the students cannot pay for the drinks they force them to take out a loan, and introduce them to an adult entertainment outlet to work in order to repay the loan.

### | Scams

Type	Outline
Multi-level network businesses	The victim is enticed to join a business on the promises of “easy money” or “guaranteed returns” and then forced to purchase high-priced items. They are told that they can earn large sums if they recruit new members and sell products, so they procure the products and become occupied in hectic sales and recruitment activities. Common product lines: Health foods, health cosmetics, health devices, water purifiers, personal computing devices, CDs/DVDs (commercial information, etc.)
Pyramid schemes (dividend organizations)	Similar to multi-level sales, but does not involve the sale of goods: only the flow of funds. The scheme works on a dividend system whereby the funds provided by new members are distributed among those who joined earlier. It relies on an endless increase in new memberships, so is also known as the endless chain method.
Confidence tricks	The victim is approached on the street to respond to a questionnaire, and when they do, they are taken to a place of business and forced to purchase high-priced cosmetics, health foods, and the like.
Appointment sales	The victim is contacted by phone or e-mail to say they have won a prize, and are invited to collect it from a certain location. When they go there, they are pressured to purchase high-priced goods.

Unsolicited product scams, qualification scams	Books, preparatory texts for earning qualifications and the like are sent to the victim's place of residence unsolicited, and the victim is asked to pay for them,
Dating scams	The victim is contacted by an unfamiliar person who says they admired the victim's graduation album photograph and would like to meet them at a café. When they meet, the victim is encouraged to purchase high-priced goods.
Psychic scams	The perpetrator plants fear in the victim by telling them things such as that they will have never be happy if they do not pray, or that they will be visited by misfortune if they do not purchase an urn or crystal to ward off evil, and pressures them in to purchasing such items for a high price.
Coercive door-to-door sales; impersonation fraud (newspapers, water purifiers, Wi-Fi equipment, contracts for utilities or internet connection, etc.)	The perpetrator comes to the victim's residence falsely claiming to have been referred by the landlord or management company, or to be from the fire department or other organization, and makes the victim purchase expensive goods such as water purifiers or fire alarms. In other cases the victim is pressured into taking out a newspaper subscription or signing up for electricity or gas services.

### **Watch out for telephone calls claiming to be from the university (requests for personal information)**

There have been cases where suspicious telephone calls are made to a student's family home, claiming to be a staff member from the Office of Student Affairs and asking for the student's cellphone number so they can contact them urgently. Please tell your family members not to reveal your personal information in such cases, but instead to respond that they will contact you themselves, and to ask for the other party's contact details to pass on.

### **| Schemes using Social Media and the Internet**

Type	Outline
Impersonation and hijacking	The perpetrator hijacks a real online account, impersonates the account owner, asks the victim to purchase electronic money such as Amazon gift cards at a convenience store, gets the victim to send them a photograph of the card code, then disappears with the money.
Billing scams and one-click scams	While perusing an adult site or dating site online, the victim is enticed to visit a user-pays (scam) site, and finds it impossible to close the site page. They are sent an invoice for usage fees by email and pay it off. In some malicious cases the invoice notification is sent through a court of law (or imitation thereof).
"Sakura" sites	A "sakura" (lure), pretending to be a celebrity, the head of a celebrity production firm or the like plays on various consumer desires to lure their victims to a certain paid website, and defrauds them of large sums of money. In other cases, fraudsters can approach you with enticements such as "I'll pay you if you can give some advice to one of my celebrities."
Dating sites	Services designed for people seeking relationships with members of the opposite sex. They post information on relationship opportunities in online message boards. Many cases are reported of criminal activity such as blackmail and fraud.

## | Fraud and Job-Hunting Schemes

Type		Outline
Fraud	Investment fraud	The victim is invited to invest in a certain company or individual to make money, and agrees to invest. At first they receive dividends, but the dividends soon cease, and the investment capital is not refunded, leading the victim into major debt. Examples include win-at-pachinko scams and startup investment fraud.
	Bank transfer scams	The victim is contacted by somebody pretending to be from the police, university, or a family member, saying that the victim's mother has been in a traffic accident, and medical expenses are needed urgently, and the victim is tricked into transferring money to the perpetrator's bank account.
	Bank card switch scams	A person claiming to be from the police or bank comes to the victim's residence and to say that there are unauthorized withdrawals from the victim's bank account, and asking them to place their bank card in an envelope together with a piece of paper with their PIN written on it. When the victim is not looking they switch the envelope containing the card and PIN with another one, and take the original away with them.
Trouble in graduate job-hunting	Job-hunting schemes	At a graduate employment fair the victim is told that certain English conversation texts or job-hunting seminars will be useful, and they are made to sign up for them. Or, they are coerced into attending a certain job-hunting academy in order to secure a job offer.

**It is extremely dangerous to take on black-market or covert jobs such as playing “collector” (*uke-ko*) “drawer” (*dashi-ko*) roles in bank transfer scams and other types of fraud. Such jobs are unlawful and will ruin your life!**

Take care to avoid jobs that entice you through social media advertisements or acquaintances promising “highly paid” employment.

### Examples of “collector” and “drawer” roles in scams

- A student was invited by a senior in their circle to do a “highly paid part-time job.” The student had doubts, but decided that it would be OK to do just once. The job involved pretending to be a bank employee, visiting the home of an elderly person, taking their bank card, withdrawing a large sum of cash, and handing it and the card to a person the student had never met before. The student received 100,000 yen for this job. Later the student was arrested on suspicion of fraud, and required to withdraw from the university. The student's name and the name of the university they attended were reported in the news media.
- An advertisement for “highly-paid part-time work” on SNS attracted a student's attention, and they submitted an application. The wage was 20,000 yen per day, and the work simply involved collecting packages from an unknown person at a designated location, and passing them on to another unknown person. The packages turned out to contain illegal drugs, and the student was arrested and withdrawn from the university.

Scam groups advertise for collectors and drawers on SNS using hashtags such as *yami-baito* (black-market jobs) and *ura-baito* (covert jobs).

## Social Networking Services (SNS) Five Things You Need to Know

Facebook, Twitter, LINE, Instagram, and other social networking services (SNS) have become a very familiar part of our lives thanks to the popularity of smartphones, tablets, and other internet infrastructure.

SNS can be extremely useful as communication tools, allowing you to gather and share information quickly with many people. They also allow you to expand your own interests by connecting with people with similar interests and things in common with you.

In recent years SNS have become an indispensable tool in graduate job-hunting, too. They enable students to gather and exchange information on their preferred employers and industries, and are used increasingly often to connect students and employers, through services such as lodging entries to employer information sessions and communicating about interviews. In these ways, SNS can be extremely useful and enjoyable tools if you take care to use them appropriately.

With the above ideas in mind, Ritsumeikan University has created a set of rules on the use of SNS for students. The rules include case studies on common misconceptions in the use of SNS (see the leaflet available on the web page below).

<http://www.ritsumei.ac.jp/rs/sns/>



If you do not observe the **Five Things You Need to Know When Using SNS** shown below, you may end up harming not only yourself but others as well. Things you post on SNS (especially tools such as Twitter) may, depending on the settings, be shared with people all over the globe, even if you meant them to be seen only by your friends. Even if you set limits on who can see your posts, someone who sees them may post or re-post them on SNS visible to large numbers of people.

For this reason it is important to understand the characteristics of SNS before you use them. Please read through the following rules carefully and make good use of SNS.

### Five Things You Need to Know When Using SNS

1. Not all information on SNS is correct.
2. Normal rules of society still apply on SNS.
3. Information on SNS is shared across the world.
4. You are responsible for what you say on SNS, even if you do it anonymously.
5. Thoughtless statements on SNS can harm you friends and family as well.

**A cautious attitude is required when posting and communicating on SNS.**

**What you do affects not only the virtual world, but you and those around you in the real world.**

The growth of the internet in recent years has also led to more hazards online. Inappropriate use can cause harm not only to you personally, but also to others. When using the internet, the expectation is that you will be responsible for yourself. Please make proper use of the online world, with an awareness that you are an autonomous and socially responsible university student.

### | Plagiarism on assignments using information online

It is easy to view and obtain all kinds of information online. Abusing this convenience and making inappropriate use of all or part of the work of others when writing essays, graduation theses and other assignments is a form of fraudulent use known as plagiarism.

Plagiarism is a serious offence that constitutes abandonment of a student's right to learning and undermines university education and research. Students found to have committed plagiarism will be subject to harsh penalties including suspension. Observe the rules of essay-writing and avoid infringing copyright by making sure that you state your source clearly whenever you use someone else's words.

### | Paying the price for flare-ups on Twitter, etc.

It is common to see reports of cases where articles, images, or footage of pranks posted on Twitter or other SNS platforms end up creating a storm of public outrage.

In this kind of case proliferation breeds more proliferation, and not only can controversy flare up in a very short space of time, but it can also lead to serious incidents and accidents. Moreover, in some cases, those involved can face legal penalties, both civil and criminal. Students should therefore take the utmost care not to post anything inappropriate online.

### Example:

"A" was a fourth-year student who had a part-time job at a convenience store. Once, as a prank, he got inside the ice-cream cabinet at the store, and another part-time employee, "B," filmed him doing so. "B" posted this on SNS for fun, but it was shared widely, and blew up into a major incident. "A" had their offer of graduate employment cancelled, and was also punished by the university. Moreover, the store where "A" worked was forced to close (due to the reputational fallout from the incident), and "A" and "B" were sued by the store owner for large sums in damages. (It is also possible that they may be held liable for criminal damage or forcible obstruction of business.)

### | Revenge Porn

There have been more than a few incidents where people in their 10s and 20s have posted photos or videos of their ex-girlfriends or boyfriends, unclothed, with the aim of exacting revenge on them.

People posting such content are subject to heavy penalties under the Revenge Porn Prevention Act, but as photos and videos cannot easily be deleted once they have proliferated online, and the subjects of such videos can suffer deep psychological wounds long into the future.

It's important to be aware that that you may become part of such a situation yourself. Don't unthinkingly allow yourself to be photographed or filmed unclothed when you're in a relationship.



Also check out the RAINBOW IT Support information on crime prevention, traffic safety, and information security:

<http://www.ritsumei.ac.jp/rainbow>



**Underage drinking, chugging, forcing others to drink, driving while intoxicated: this is all “criminal activity”**

It is illegal for minors to consume alcohol and for anyone to drive a vehicle while intoxicated. These acts can put lives in danger, as can things such as forcing people to “chug” their drinks (*ikki-nomi*).

In recent years, the following five types of conduct, all of which violate human rights, have become known as “alcohol harassment.” Most of them involved unequal power relationships and group mentality. Simple acts can be harmful or even fatal. Occasions where alcohol is consumed should be enjoyable: they should never cause others to feel uncomfortable.

**| Alcohol harassment is never OK!**

**1. Coercion:** Psychological pressure based on unequal power relations (such as between senior students and freshmen), in the name of a student club tradition, or in support of a certain group, which creates a situation in which people have no choice but to consume alcohol.

**2. Chugging (*ikki-nomi*):** Forcing people to consume their drinks in one gulp in speed-drinking competitions, playing penalty games on the pretext of livening up the occasion.

**3. Heavy intoxication:** Planning a drinking occasion with props such as bags and buckets for vomiting, with the intention of making people heavily intoxicated. Such conduct is a form of assault under criminal law.

**4. Lack of consideration for non-drinkers:** Encouraging people to consume alcohol regardless of their physical condition or individual will, failing to provide non-alcoholic beverages at drinking parties, ridiculing people for inability to drink alcohol, etc.

**5. Antisocial intoxication:** Verbal or physical violence, disorderly conduct, sexual harassment, etc. when intoxicated.

**| Don't assume that you'll be fine!**

The basic principle for a drinking party is not to have anyone become heavily intoxicated. A reckless approach to drinking or making others drink is strictly prohibited. If somebody does happen to become seriously intoxicated, be sure to look after them until they recover, and call an ambulance if any of the following apply.

**Call an ambulance immediately if the person:**

- Is snoring loudly.
- Doesn't respond if you shake or call to them.
- Feels cold (low body temperature)
- Has collapsed and is frothing at the mouth
- Has unusually rapid or shallow breathing, or only breathes at unusually infrequent intervals.
- Has vomited a large quantity of blood.

**Looking after somebody who is severely intoxicated:**

- Never leave them alone.
- Loosen their clothing and put them in a comfortable position.
- Keep them warm by covering them with a blanket or the like (to prevent low body temperature)
- Don't lift them up; lie them on their side (to prevent suffocation on vomited matter).

If you feel something is wrong, don't hesitate to call an ambulance on 119!!

Reference: Council for the Prevention of Ikki-Nomi <http://www.ask.or.jp/ikkialhara.html> (in Japanese only)



## Drinking and Driving: Totally Out of the Question!

**| If you've consumed alcohol, you must not drive a car or ride either a motorcycle or a bicycle.**

In August 2006, three young children lost their lives there was a major traffic accident in Fukuoka prefecture. This was followed by a succession of fatal accidents from drunk driving, which became a major public issue. Consuming alcohol impairs capacities essential for safe driving, such as information processing, awareness of risks, and judgment. More concretely, it causes people to become overconfident and engage in risky driving practices like speeding, misjudge distances between vehicles, and take longer to apply the vehicle's brakes when they perceive a hazard. There is a high risk of drunk driving leading to accidents. Even small concentrations of alcohol can affect your driving, regardless of your level of "resistance" to alcohol.

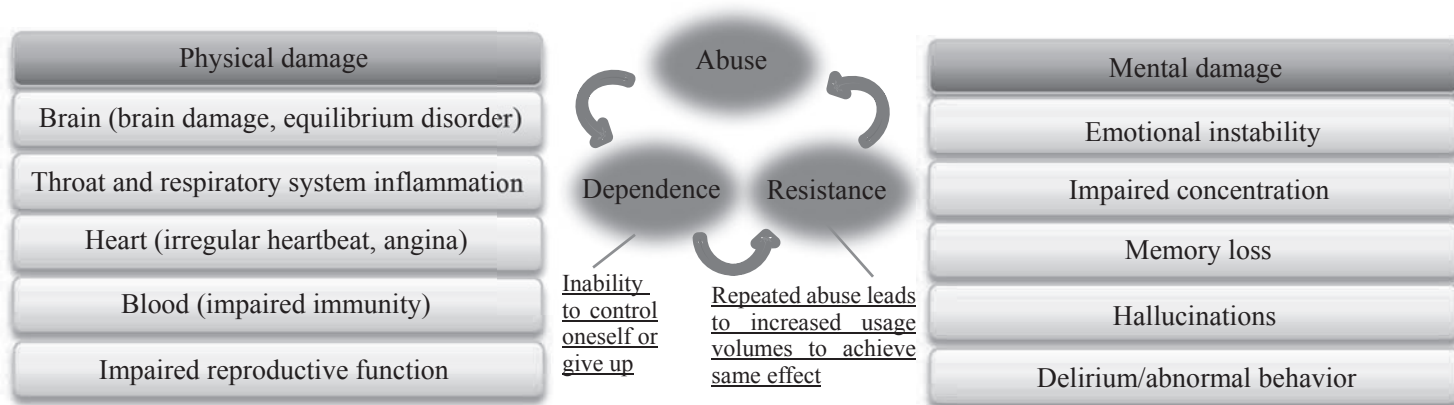
Intoxicated drivers are 8.7 times more likely to be involved in a fatal accident than those who have consumed no alcohol.

## Drugs? No Way! Never!

“Get rid of your tiredness,” “clear your head,” “lose weight easily” . . . catch-cries for illegal drugs are all false. All illegal drug use leads to criminal conduct, and immeasurable physical and mental damage across the course of your life. From the moment you lay your hands on illegal drugs, you face strict social sanctions, and are gambling with your own life. Keep away from them at all costs.

### Drugs Ruin Your Life

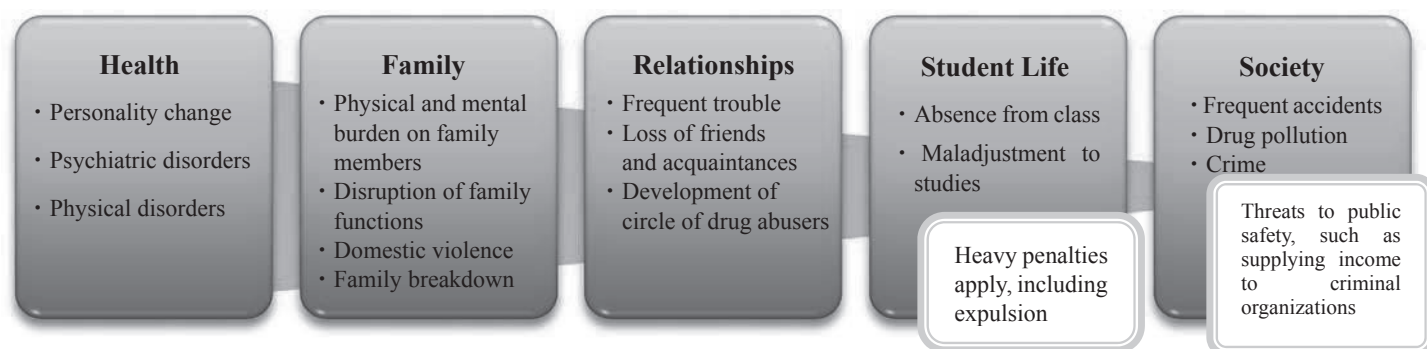
Cannabis and other illicit drugs are frightening substances that devastate you both physically and mentally



The cycle of dependence and resistance means that even people who start with the intention of just trying a drug out can increase their volumes and frequency of use, and become incapable of quitting of their own accord.

### Drugs Destroy Society

Drug abuse is not only your problem. It also harms your family and the community.



Sources: National Crime Prevention Association, Nikkoso Research Foundation for Safe Society, National Police Agency website, Ministry of Education, Culture, Sports, Science and Technology website; Ministry of Health, Labour and Welfare website

### Casual Attitude leads to Heavy Punishments

Criminal penalties and social censure will ruin your life!

**| Criminal penalties apply**

<b>Drug</b>	<b>Applicable Law</b>	<b>Penalties</b>
Cannabis Common names: Marijuana, joint, pot, weed	Cannabis Control Act	Possession, delivery, receipt, use (non-commercial): Imprisonment of up to 5 years Cultivation, import, export (non-commercial): Imprisonment of up to 7 years
Stimulants Common names: Speed, Shabu, S, Ice, Crystal, etc.	Stimulants Control Act	Possession, delivery, receipt, use (non-commercial): Imprisonment of up to 10 years Manufacture, import, export (non-commercial): Imprisonment of 1 year and over.
Substances designated as illegal drugs MDMA, cocaine, LSD, magic mushrooms, heroin	Narcotics and Psychotropics Control Act	Possession, use (administering), delivery, receipt (non- commercial): Imprisonment of up to 10 years *Stricter penalties apply for heroin.
Dangerous drugs	Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices	Possession, purchase, delivery receipt, use: Imprisonment of up to 3 years or fine of up to 3 million yen

**| Disciplinary action by the university**

The university also imposes strict punishments.

Possession/use of stimulants: Expulsion

Possession/receipt/use of cannabis: Expulsion, indefinite suspension, etc.

Even if you are from a country where it's legal to use cannabis, it is illegal to use it in Japan.

Avoid it at all costs!

## Take Care when Studying Abroad, Travelling Overseas, and Importing Products Personally

In some countries, crimes related to cannabis, stimulants and other illegal drugs attract harsh punishments including the death penalty. Naturally, these penalties apply to foreign nationals as well as locals. Keep away from any mysterious substances. Some drugs that are legal in study abroad destinations and the home countries of international students may be prohibited by Japanese law from import, possession, or use in Japan. Refrain from recklessly bringing into Japan any drugs that you have purchased or received overseas. Moreover, there are some online services that allow personal import of drugs, but you should take extreme care when using these services.

### | You can be arrested by customs or the police in Japan for personal import of illegal drugs.

Example: Purchasing and arranging for delivery of a substance said to aid dieting from a website based overseas (personal import)

### | You can be arrested at the airport or seaport as a drug courier/receiver/smuggler.

Example: Bringing baggage with unknown contents from someone you met overseas back to Japan for their friend.

Example: Receiving and transporting baggage from overseas as a part-time job.

If the baggage contains illegal drugs, you will be arrested as a smuggler when you enter Japan.

### | Punishments under the law of other countries

Residents of Japan involved in smuggling cannabis, stimulants and other illegal drugs overseas will be arrested and may be subject to heavy penalties, including the death sentence.

## Stop and Think How to Keep Yourself Safe from Drug Abuse

### ●Maintain a strong will, unchanged by those around you, and say no to drugs! →RIGHT

Most cases of drug abuse begin with enticement by friends. You may just be curious, or not want to damage relationships with your friends, but if you really value these relationships, you will have the courage to say no to drugs and the strength of will to persuade your friends to do the same.

- Take the “broken record” approach to refusal – say the same things over and over: “I don’t need them! Never,” or “I’ve already decided: I won’t use them.”

### ●Cannabis and other dangerous drugs are not effective for things like “recovery from fatigue” and “dieting” →RIGHT

Promises of “quick recovery from fatigue,” “ability to go without sleep,” and “effective dieting” often provide the starting point for drug abuse. Using drugs can temporarily give you an emotional high, allow you to space out, relieve anxiety, allow you to go without sleep for as long as you like, and lose your appetite. This is simply because the drug is tricking your body into an artificial sense of wellbeing. This kind of loss of appetite is unhealthy and simply wears you down.

●**Just try it once and you won't get caught, and it won't harm you. →WRONG**

Drugs with the chemical composition altered so that they don't infringe the law are known as "dangerous drugs." However, the rules have been tightened by recent statutory amendments, and some dangerous drugs on sale may contain banned substances. There are also cases where the composition is unknown and may be highly toxic.

●**It's OK to take drugs whenever you like, as long as you stick to an appropriate amount. →WRONG**

Using medical drugs for purposes other than treating the illnesses they are designed for, and illicitly using drugs not approved for medical use – even just once – amounts to drug abuse. Drugs create dependency, and you may not be able to stop using them of your own will once you've started. It's wishful thinking to assume that "I'll be OK, even if others aren't," or that "I'll be able to quit when I want to."

●**It's a matter of individual freedom: what drugs you use is up to you. →WRONG**

Using drugs in the name of individual freedom causes you to hallucinate and do damage not only to your own health, but also to those around you. Moreover, it is difficult to give up drugs on your own: you need to get assistance from those around you and use treatment facilities, causing more trouble for everyone.

## Dangerous Enticements by Cult Organizations

Cult organizations operate both on and off campus, concealing their true nature, posing as genuine student club/volunteer activities, seminars and the like, skillfully eliciting students' contact details and other personal information, and then inviting them to join. Students who give vague responses to these invitations may find themselves involved in the cult's activities, and before they know it, unable to escape.

**Stop and Think** If you found yourself in this situation, what would you do?

You are walking alone on campus when a person approaches you and asks if you're interested in volunteer activities. You do have some interest, so you decide to hear what the person has to say. The conversation is enjoyable, ranging from the topic of volunteering to current events and trends. Toward the end the person asks what kind of religion you're interested in, but you only give a vague response of "well, I'm not sure . . ."

The person invites you to lunch the next day, saying that some senior members of the volunteer group will be there too. You're a little hesitant, but the person seems nice, so you say yes and exchange e-mail addresses and telephone numbers before parting.

The next day when you go to the arranged meeting place, you find several people who seem to be senior students. They start out by talking about volunteering, but soon switch to the topic of religion. You gradually realize that these people are followers of a certain cult, one that has been attracting media attention for its antisocial activities. Naturally, you don't want to get involved in these activities yourself, but the people you're talking to are likeable as individuals. It's hard to refuse now that you've got to know them a little. You wonder how to deal with the situation . . .

**What do you think?**

- "There's no harm in just talking a little"
- "I can always change my contact details later on"
- "I'm not interested in religion, but I enjoyed the conversation anyway, so maybe it's OK to stay in touch"
- "If I decide something's wrong later on, I can always quit"
- "It's hard to say no after we've got to know each other"

**Don't be vague or hesitant. If there's something that doesn't feel right, you need to refuse clearly.**

**Step 1: Think about what the problems are**

**(1) You had a long conversation with someone you didn't know, with no sense of wariness**

These kinds of organizations conceal their true identity when they approach you. They may come up to you on campus asking if you're interested in a certain club or study group, start out by talking about your hobbies and student life in general to draw you in to the conversation, and make an appointment to meet you again later. Next they introduce you to executives of the

organization, saying they are friends or senior students, and gradually cultivating a closer personal relationship with you. The aim is to use the relationship to make it hard for you to quit the organization later on.

## **(2) You carelessly disclosed your personal information**

Regardless of whether you've been enticed by such an organization or not, it's extremely dangerous to reveal your telephone number, e-mail address, or other personal information to anyone you don't know. Such information can be used to find out your address and other details, and even lead to persistent soliciting and even stalking in some cases.

## **(3) You went along the next day, even though you were unsure**

These kinds of organizations are very skillful in making their initial approaches, as outlined in (1) above. They start out with pleasant conversation, but gradually shift the emphasis to discussion of the organization and its beliefs, and demanding that you join in. Ultimately you may find that you're forced to miss classes, purchase items under the name of group activities and evangelical work, and get involved in recruiting others, as well as being threatened with "punishment" because it is against the organization's religious teachings to quit. All these things can be a huge burden in terms of time and money, as well as taking their toll on you physically and mentally. If you have any doubts, it's crucial that you have the courage to say no decisively, as soon as possible.

### **Step 2: Think about how to keep yourself safe**

- ☐ Don't disclose any personal information (name, telephone number, e-mail address, residential address, etc.) to people or organizations you don't know.
- ☐ Don't respond unthinkingly to surveys or skillful requests for personal information.
- ☐ Say NO decisively to unwelcome suggestions and invitations (don't be vague).
- ☐ If the name of the organization, its representatives, or its activities are unclear, if a conversation turns to the topic of religion unexpectedly, or if you feel anything else is suspicious, don't respond on the spot: consult with your parents, your college administrative office, Manabi Station, or the Office of Student Affairs.
- ☐ If you know the organization's name, consult with the Office of Student Affairs or search it up online and find out more about it.

Freedom of religion is guaranteed under the Constitution of Japan (paragraph 1, Article 20). This is a precious freedom which must never be violated. Unfortunately, however, there are some religious organizations in society which themselves violate freedom of life and person and rights to property. If you become involved in the activities of such an organization, you risk being unable to lead your normal student life, harming relationships with your family and friends, and destroying yourself a person. Recently, there has been an increase in cases of students being approached off campus, or drawn in by interest groups or consultation services on SNS. Please remain fully vigilant to protect yourself from such organizations.

As part of its efforts to create a study and living environment in which all students can pursue their education and research with a sense of security, Ritsumeikan University has established a Basic Policy on Initiatives to Protect Students from Cult Organizations.



## **Basic Policy on Initiatives to Protect Students from Cult Organizations**

In order to protect the study and living environment in which all students can pursue their education and research with a sense of security, Ritsumeikan University shall pursue initiatives in line with the following policy in order to stop cult organizations from infiltrating its campuses and to prevent harm in advance.

1. The university respects the ideas and beliefs of each individual student.

However, it shall also take proactive measures to protect students from cult organizations with the potential to violate various human rights, such as those that recruit members while concealing their true identity. The university shall provide students with information on the characteristics and techniques used by such organizations and its preventative actions as appropriate.

2. In the event that the university ascertains that a student is involved in a cult organization, it shall in principle share this information with the student's guardians, in accordance with its duty of care.
3. In the event that the university is consulted by a student who has fallen victim to a cult organization's recruitment activities, or by such a student's guardian, about such matters as withdrawing from a cult organization and resuming normal student life, the university shall furnish whatever support possible to resolve the problem.

April 2017

Division of Student Affairs, Ritsumeikan University

Smoking has been prohibited on all campuses of Ritsumeikan University since April 1, 2013.

### **To Prevent Passive Smoking, Do Not Smoke Anywhere on Campus**

“Second-hand tobacco smoke” is the smoke released from the tip of a lighted cigarette.

Because it burns at low temperature and is not filtered, it is several times more toxic than the smoke inhaled through the cigarette filter itself. This second-hand smoke is inhaled not only by the smoker but also by people in the same household, friends, and others close by. This is known as “passive smoking”. Second-hand smoke contains

formalin, nicotine, carbon monoxide, and many cancer-causing substances, and harms the health of all those who inhale it. Moreover, small quantities of this smoke, or even just the smell, can make some people unwell or have allergic reactions.



#### **| Smoking rates among Ritsumeikan University students are already lower than the national average**

According to the *White Paper on Private University Student Life* (The Japan Association of Private Universities and Colleges), the average rate of smoking among private university students in the 2015 academic year was 8.9% (14.1% for males and 3.3% for females), but the rate at Ritsumeikan University was just 3.9% in the 2019 academic year. Significant problems remain, however, in that smoking is often observed among first and second year students, most of whom are under the age of 20, and that the rate of smoking rises by year level for male and female students alike.

### **Smoking: All to Lose and Nothing to Gain**

Tobacco smoke is said to contain more than 4,000 different chemical compounds, 200 of which are toxic. These include nicotine, an addictive substance which makes it difficult to give up smoking once you start. There are also close to 100 cancer-causing and cancer-promoting substances. A wide variety of health problems are caused by smoking.

#### **| Smoking is the number one life-shortening risk factor in Japan**

Smoking shortens your life, causing lung cancer and other forms of cancer throughout the body, heart infarction, chronic bronchitis, emphysema, brain infarction, and other illnesses. Lung cancer is responsible for more deaths in Japan than any other cancer, with smokers six times more likely to die from it than non-smokers.

#### **| Under-age smokers have even more to fear! Smoking is illegal for minors**

Starting to smoke before adulthood increases the risk of contracting cancer of the lungs, esophagus, stomach, and other organs. The same goes for conditions such as heart and brain infarction. The earlier you start smoking, the greater your risk of other diseases too, such as emphysema, chronic bronchitis, and arteriosclerosis. The chance of dying of lung cancer is four times higher for those who start smoking in their teens than for those who start after the age of 20. The risk of becoming addicted to nicotine is also said to be higher for those who start at a younger age.

Support to quit smoking: Recommended if you just can't give it up

Helping you say goodbye to cigarettes

The Ritsumeikan University Medical Service Center offers quit-smoking consultations with public health nurses and registered nurses, as well as sessions with doctors (by appointment) free of charge. Get helpful advice on how to quit. If you have any interest at all in quitting, please come and see us.

Medical Service Center: <http://www.ritsumei.ac.jp/mng/gl/hoken/>



See ⑩, ②② and ③③ on p.62 for contact details

## Rules for Commuting to Ritsumeikan University

In order for students to lead a safe and secure campus life, Ritsumeikan University has established the following rules on commuting to campus. If you cause a traffic accident on a bicycle or motorbike, you will not be let off just because you are a student. Be aware that you are a full member of society, and avoid becoming either a victim or a perpetrator of accidents.

### | Registration is Compulsory for Commuting by Bicycle

—Anti-theft registration and enrolment in liability insurance are compulsory—

Around 50% of traffic accidents involve bicycles, and there has been a rapid increase in the number of cases in which cyclists cause major accidents and are forced to pay large sums of compensation. A bicycle is classified as a “vehicle” just like a car or motorbike. For this reason, cyclists are subject to very strict traffic rules. When riding a bicycle, be sure to stick to the rules and ride safely.

Ritsumeikan University has introduced obligatory registration for bicycles, and permits students to use them to commute to campus on the condition that they complete **anti-theft registration** and **enrolment in liability insurance**. Bicycles that enter the campus must be registered in advance and display a registration sticker.

Fit your bicycle with a front light, take anti-theft precautions (double-key locks) and be sure to attend new student orientation sessions and Bicycle Safety Classes.

### | Commuting by car is prohibited

The basic principle is that students should walk, cycle, or catch public transport to campus.

### | The principle for commuting by motorbike is self-restraint

Students are basically expected to refrain from commuting by motorbike. If it is essential in unavoidable circumstances, students need to complete a motorbike registration and other designated procedures at the Office of Administration for their campus. Attendance at a Motorbike Rider Safety Class is obligatory for registration.

\*Detailed information on bicycle registration, motorbike registration, and other procedures will be provided at orientations for new students and Motorbike Rider Safety Classes.

### | General precautions when commuting to campus

- 1) Park bicycles and motorbikes in the designated parking areas. Abandoned bicycles and motorbikes will be disposed of.
- 2) In order to ensure you do not create a hazard or nuisance for local residents, avoid parking or leaving your bike on the street, or riding along community roads or in residential areas.
- 3) Double-lock your bicycle. (Theft within bicycle parking areas is common.)
- 4) The use of abandoned bicycles is a crime. Don't do it under any circumstances. It is also punished strictly by the university.

## Traffic Accidents: Don't Cause One, Don't Be Involved in One —Observing Traffic Rules—

Recently there has been a rise in traffic accidents around the campus involving students. The increase has been especially marked in accidents caused by speeding, inattentive turning, and reckless overtaking on motorbikes and bicycles. Regardless

of whether students are victims or perpetrators, such accidents lead to injuries and compensation claims that prevent students from continuing their studies, and in the worst cases, cause deaths. As local residents, students are members of the community, and responsible for helping to create a safe and secure community environment. Traffic rules and manners should be obeyed so that students and other local residents alike can live comfortably.

**| How to avoid being an accident victim**

- It's dangerous to move forward suddenly. Stop and check that it's safe!
- Make yourself visible at night by wearing bright clothing and reflective gear.

**| How to avoid causing accidents yourself—don't be a perpetrator—**

- Drive/ride safely at all times.
- Never drive/ride recklessly. This includes drinking and driving, excessive speed, and ignoring traffic signals.
- When your hands are on the wheel or handlebars, concentrate on driving/riding! (Being inattentive and distracted can have unforeseen risks.)
- Be sure to attend new student orientation sessions and Rider/Driver Safety Workshops.

**| Bicycles are vehicles too . . . obey traffic rules strictly!**

**—Bicycle collisions can even be fatal for pedestrians—**

- The basic rule is to ride your bicycle on the road, and on sidewalks only in exceptional cases. Give pedestrians the right of way on the sidewalk, and ride on the side closest to road traffic.
- Stick to one person per bicycle, and don't ride two abreast.
- At intersections, obey traffic signals, stop and check that it's safe before proceeding.
- Never use a cellphone, earphones, or headphones while riding.
- Use lights at dusk and at night (so others can see you as early as possible)
- Avoid excessive speed (especially downhill)

\*Cyclists too are subject to strict penalties under the Road Traffic Act

**If you happen to cause or be involved in a traffic accident, be sure to report it to the police and contact a parent (guardian) and your insurance provider.**

### **Unauthorized Boarding and Improper Use of Student Discount Cards on Trains, Buses and Other Forms of Public Transport are Criminal Offences**

There are reported cases of students being caught for offences such as improper boarding (fare evasion) on trains, buses and other forms of public transport, and improper use of student public transport discount cards. Such cases constitute criminal conduct (fraud, etc.) contrary to the transport laws, and may result not only in being charged a penalty fare on top of the regular fare in accordance with the transport provider's rules, but also being arrested and charged with a criminal offence, being given a criminal penalty, or required to pay compensation.

Such conduct is also an abuse of the social support (student discounts, including commuter passes) essential for students to pursue their studies and campus life, and significantly diminishes public confidence in students and universities as a whole.

Ritsumeikan University takes disciplinary action such as suspension against students engaged in such conduct. As a Ritsumeikan student, you should observe all laws, regulations, and social rules, and act with responsibility and self-awareness.

### **Distracted Walking and Driving are Dangerous Using Smartphones, Cellphones, and Earphones**

When you use your smartphone while walking and or drive/ride while distracted, your eyes and ears are focused on the smartphone or other distraction. You are in a vulnerable state because you cannot pay attention to your surrounds. Conduct such as using your smartphone, listening to music, and having other distractions in a vehicle is subject to penalties under the Road Traffic Act. You can hit obstacles while walking, driving, or riding in this state, or cause injury or even death to other pedestrians. Moreover, when you are inattentive to your surroundings you are less likely to notice potential hazards such as theft and assault.



### **Voluntary Insurance for Motorbikes and Other Vehicles**

Huge compensation sums have been awarded in traffic accident cases in recent years. In more and more cases the personal injury liability insurance that is compulsory under law is not sufficient to cover compensation costs – and this insurance does not cover damage to property anyway. By taking out voluntary insurance, you can avoid considerable trouble after an accident, as the insurance company will provide expert advice and negotiation services, regardless of whether you are the victim or the perpetrator. As well as taking all precautions possible to avoid accidents, please be sure to take out a voluntary insurance policy to protect yourself against unforeseen events. To qualify for voluntary insurance, you will need to be enrolled in compulsory liability insurance as well. Please do not forget to enroll in and renew your compulsory liability insurance.

## What is Exploitative Part-Time Work?

Exploitative part-time work is work that does not respect the fact that you're a student. It appeared together with the growth in casual labor and increasing reliance on a non-regular workforce. Despite the low wages, workers are often given quotas and responsibilities equivalent to regular workers and required to take on heavy duties that can get in the way of their lives as students.

Source: *Burakku baito no taishohō* [Dealing with exploitative part-time work] (by Chuo University Professor Hirokazu Ouchi and others)

### | Example of an exploitative job (1)

A student works part-time as an instructor at a tutoring academy, but is given grueling work shifts and not allowed time off for university exams, so has failed many subjects. When the student says they want to resign, they are told things like: “the academy will lost business if you quit, and you’ll be held responsible (forced to pay compensation)” and “if you really need to quit, find a replacement first.”

→A typical exploitative job is one that interferes with your life as a student. It’s the employer’s responsibility to find a replacement for a worker who quits.

### | Example of an exploitative job (2)

A student has a part-time job at a restaurant. On their first day, the manager says that they will be paid wages when they’re working in the kitchen or serving customers, but no wages will be paid during any unoccupied time at work. When the student says that this is not right, the manager yells at them in front of other workers.

→Wages need to be paid for all the time you spend at the direction of your employer (except breaks). Yelling at workers in front of people is a form of harassment. Make sure you get a notification of employment conditions in advance, and check the wage payment conditions, working hours, and other details. Currently, around 60% of workers don’t receive a notification of employment conditions in advance.\*

\*Source: Ministry of Health, Labor and Welfare, 2015 Survey of University Students' Perceptions of Part-time Work

## How to avoid being exploited at work

- Be sure to get a notification of employment conditions, and read through it to confirm that there are no problems.
- Confirm the minimum wage applying to your workplace (wages should be paid for all the time you spend at the direction of your employer, apart from break times).
- Ask your employer to give you shifts that don’t impede your studies or other parts of your life as a student.

### Think your employer might be exploiting you?

Talk to the Office of Student Affairs on your campus, Labor Office of the Ministry of Health, Welfare and Labor, or Labor Standards Bureau.

See (7) , (19) and (30) on page 62 for contact details





## Protect Yourself against Theft and Grab-and-Run Offences!

The most commonly-reported kind trouble that students get into is falling victim to theft of wallets, cellphones, bags, bicycles, and motorbikes. National crime statistics also high rates of reporting of theft, grab-and-run and similar offences, and 30% of the victims are high school, college and university students. Don't assume that you'll be OK: take steps to protect yourself and your possessions.

Meanwhile, there are also cases where students unthinkingly engage in behavior that is socially unacceptable, such as "borrowing" (stealing) a bicycle they find in the parking lot, with the intention of returning it soon after. Stealing is a crime, and students found doing it either on or off campus will be subject to harsh punishments under the university's disciplinary regulations (see the Regulations on Student Discipline Regulations at the end of this volume).

### | Five ways to avoid theft and grab-and-run offences

#### 1. Keep your valuables with you

In places such as libraries, classrooms, dining halls, lavatories, and outdoor benches, there are numerous cases of students having wallets stolen from out of their bags within a few short seconds. Wherever you are, keep your eyes on your possessions at all times, and get in the habit of keeping wallets and other valuables on your person.

#### 2. Don't leave possessions on the desk

Avoid leaving any items behind on the desk or table in the library, classroom, or dining hall when you leave your seat, even for a moment.

#### 3. Lock your locker properly

When using the change rooms in gyms and other facilities for classes or sporting activities, be sure to use a locker to store your possessions, and lock it properly.

#### 4. Double locks are essential

Double-lock your bicycle or motorbike to protect your valuable property from being stolen. Unlocked bicycles and motorbikes are often stolen from parking areas.

#### 5. Avoid grab-and-run

There has been a rise in grab-and-run theft, where the offender brushes past you on a bicycle or on foot and grabs your bag. On a bicycle you can help prevent this by fitting your baggage holder with a cover. Take care when using earphones, as you may not sense the offender's presence (Ritsumeikan University prohibits the use of earphones and headphones when riding bicycles, etc.)

### | If you are a victim of theft or grab-and-run

- ☐ Report it immediately to your financial institution, credit card company, cellphone provider, and other organizations to ensure your property is not used fraudulently.

- ☐ Lodge a report at your nearest police box or police station, and if you are still concerned, talk to the Office of Student Affairs.

### **Reducing the Stress of Dealing with a Theft**

- Be aware of what ATM cards and credit cards you have in your wallet.
- Minimize the number of cards you carry with you.
- Keep a note (on paper and/or smartphone) of contact details for reporting loss or theft to credit card providers (financial institutions).

### **Crime Prevention Buzzers Now Available for Loan**

Ritsumeikan University lends portable crime prevention buzzers to students. Feel free to request one if you feel unsafe walking at night, whether you're male or female.

Loan Counters:

Kinugasa: Office of Student Affairs / Campus Information

BKC: Office of Student Affairs / Campus Information / Main Gate Reception

OIC: Office of Student Affairs

Suzaku: Administrative Office, Inter-Faculty Graduate Schools

## Advice for Students Living Alone

In the past you were under the protection of your parents (guardians) and schoolteachers, but as a university student, you need to manage your time and environment on your own. Be pro-active in gathering the information you need to protect yourself from hazards, check on the location of nearby police stations, police boxes, hospitals, and the like, and know what to do if you get in trouble.

Even though you're a student, you're also a citizen of your local community and society. Try to be conscious of others living in your neighborhood, responsible for your own conduct – this includes making noise and putting out trash – and careful not to cause a nuisance for others.

### | To avoid being a victim

1. Before going out or going to bed, check that both the doors and the windows are locked. Make it a habit to lock up, even if you live on the second or third floor.
2. Don't open the door to strangers. Use the security peephole or other method to check who it is first.
  - Sign for deliveries with the security chain still attached to the door, and have the deliveries left outside the door.
  - When maintenance checks are needed within your property, avoid being home alone. Have a family member or friend with you.
3. Take care with your personal information
  - Check your letter box every day, and take steps such as fitting it with a lock. If you're suspicious that someone might be taking your mail, consult the building management company.
  - Check that you don't include any documents or items containing personal information in your trash or disused article collection.
  - Don't respond to prank calls or suspicious calls on the telephone. Don't divulge your personal information.
  - Dry your clothes (underwear) somewhere that can't be seen from the outside, so people cannot guess your identity attributes.
4. Precautions when returning home
  - When unlocking your door, look around you first, enter quickly, and lock the door after you.
  - Don't switch on the lights immediately after entering. (This makes it more difficult to identify which property is yours.)

## Dangers in Commuting to/from Campus and Going Out at Night

Some roads even close to campus are dark and dangerous at night. Sometimes you will have to return home late due to classes, research, and other activities, so find out where on your route between the campus and home you can ask for help or seek refuge when necessary (police box, fire department, convenience store, etc.).

### | To avoid being a victim

1. Don't respond if approached by a stranger on the street, even if they seem friendly.
2. Don't walk while using earphones, smartphone or cellphone. These distractions make you less alert to dangers.
3. Avoid going out alone at night. If you have to be alone, stick to high-traffic areas and stay alert to your surrounds.

### **A Message for Female Students**

Reports of incidents targeting female students (pranks and harassment, stalking, sexual assault, nuisance phone calls, etc.) are on the rise. Don't assume you'll be OK: remain alert at all times. In the unlikely event that you are involved in an incident, be brave enough to seek help. The Office of Student Affairs has a Student Support Room and other facilities to make consultation easy and simple. The police also have services such as Ladies' Consultation Desks staffed by female police officers.

## Comprehensive Student Support Network

Your time as a university student is an important opportunity to engage in a wide variety of pursuits, including curricular studies and extracurricular activities, and accumulate valuable experience. However, it is not uncommon for university students to confront problems and difficulties and to be confused and concerned now and then.

It's important for students to work on their own to resolve these challenges, but equally important is for students to provide and seek support from one another as they learn together. It's also essential to talk things over with faculty, administrative staff and specialist advisors, building the capacity to utilize support on your own initiative.

Ritsumeikan University has systems to support students across many different facets of life, from studies to everyday living, extracurricular activities, career development, and more. Make good use of this comprehensive student support network and you will lead a more fulfilling student life.

### Student Support Coordinators in the Office of Student Affairs

#### Consultation is the first step toward resolution

I've got a problem,  
but I don't know  
where to get help



Student Support Coordinators  
in the Office of Student  
Affairs can listen to your  
concerns and guide you to the  
best support available within  
and outside the university.



<http://www.ritsumeai.ac.jp/drc/sougou/en/detail/>



## Student Support Room —Helping You Make the Most of Campus Life—

As a university student, you have the freedom and potential to challenge yourself in all sorts of ways. Now is an important time to expand your horizons through classes, extracurricular activities, part-time work, and new interpersonal relationships, and grow as a person.

Precisely because of these features of campus life, you will also find yourself confronting all kinds of barriers, having doubts and concerns about your future, and generally thinking about yourself much more. Thinking is important as it gives you time to recharge in preparation for the next step, but if you do it all on your own, at times you'll find it impossible to come up with an answer, and just thinking will become a burden.

When you feel you just need someone to talk to or seek advice from, come to the Student Support Room. And when you're not sure who to consult about something related to campus life, the Student Support Room can help you too.

### At times like these:

- You can't find a purpose to your life at university.
- You seem to be getting left behind by those around you
- You can't get interested in your studies.
- You're uncertain/can't decide about your future.
- You just can't seem to get motivated.
- You find it hard to make friends or have trouble with your friends.
- You're having problems in family life.
- You can't find a solution to your troubles.

**The Student Support Room offers counselling, and many other services to help you make the most of campus life.**

Counselling services in the Student Support Room are provided by qualified, experienced counsellors. All consultations are strictly confidential. Times when you can use the Student Support Room's counselling services include:

- You want to get your feelings in order.
- You want to re-assess yourself.
- You want to think more deeply about your campus life and future plans.
- You want to learn how to deal with stress and manage time in a way that suits you.

Waiting area of the Student Support Room also has books full of useful hints when you want to look at yourself a bit more closely. There is also space where you can relax whenever you feel a little tired on campus Please feel free to pay a visit.

### | Using the Student Support Room

#### Requesting a consultation

Counselling services are available by appointment only. Please contact the Office of Student Affairs to make an appointment.

## Inquiries about the Student Support Room

Kinugasa/Suzaku 2<sup>nd</sup> Floor, Kenshinkan

BKC 1<sup>st</sup> Floor, Central Arc

OIC 1<sup>st</sup> Floor, Building A (AS Office)

Website <http://www.ritsumei.ac.jp/ssr/english.html/>



\*Search for “Student Support Room” from the university home page.

\*You can also refer to the booklet, *Student Support Room Services Guide*.

See ⑧, ⑳ and ㉑ on p.62 for contact details

## Student Success Program

Support is available for each individual student to gain autonomy as a learner and achieve maximum growth through all aspects of their student life, both curricular and extra-curricular.

### | Have you ever thought about things like this in your life at university?

For example . . .

- I want to do more in both my classes and club activities! How can I balance the two effectively?
- I don't know the best way to study at university or haven't mastered it yet.
- I want to know more about my own characteristics and tendencies!
- I want to do things more efficiently.
- I'm looking for ways to manage my schedule and tasks.



Student Success Program

The SSP might have the answers you're looking for.

Use the assistance and resources best suited to your needs, and find your own way to enjoy campus life!

Support Programs in the SSP			
Group	SSP Seminar	Seminars to develop study and living skills, offered all year round	<ul style="list-style-type: none"> <li>• Time management</li> <li>• How to make a to-do list</li> <li>• Getting over a slump</li> <li>• Preparing for final exams etc.</li> </ul>
Small Group	Consultation Hour with Student Supporters	SSP Peer Supporters are available for consultation on study methods and other aspects of student life	<ul style="list-style-type: none"> <li>• Consultation on study methods</li> <li>• Seminar follow-up</li> </ul>
Individual	Individual Support	SSP Coordinators analyze each issue and offer support through individual consultations	<ul style="list-style-type: none"> <li>• Self-check sheet</li> <li>• Ongoing support</li> </ul>
	Study Habits Assessment	Assessment sheet analysis of your current position. Find out more about your strengths and weaknesses and use them when planning your studies.	<ul style="list-style-type: none"> <li>• Analysis of study style</li> <li>• Understanding your challenges</li> </ul>

Get an understanding of your strengths and weaknesses, and develop the skills you need





Targeted	Leadership Training	Seminars on leadership, management, and other topics relevant to extracurricular activities in clubs and circles	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Organizational management</li> <li>• Career development etc.</li> </ul>
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| If you want to know more, contact the Student Support Coordinators in the Office of Student Affairs

#### Consultation Process

- (1) Book a consultation with a Student Support Coordinator in the Office of Student Affairs. You can do this by phone, e-mail, or by coming to the office in person.
- (2) A Coordinator on your campus will listen carefully to your needs.
- (3) In discussion with the Coordinator, you will identify your strong and weak points, and discover support and strategies to help.

#### Student Success Program (SSP), Office of Student Affairs

Open Mon-Fri 09:30-17:00 \*Same as opening hours for Office of Student Affairs

Kinugasa/Suzaku 2<sup>nd</sup> Floor, Kenshinkan

BKC 1<sup>st</sup> Floor, Central Arc

OIC 1<sup>st</sup> Floor, Building A (AS Office)

See ⑦, ⑱ and ⑳ on p.62 for contact details

Email: [ssp1@st.ritsumei.ac.jp](mailto:ssp1@st.ritsumei.ac.jp)

URL: <http://www.ritsumei.ac.jp/ssp/>



## Medical Service Center

The Medical Service Center supports the health of all students, and also has a clinic that provides medical consultations mainly in internal medicine, and first aid for injuries.

- **Treatments covered by health insurance:** Medical treatment and first aid if you are injured or unwell.
- **Health advice:** Advice and treatment for mental illness and concerns related to physical health, provided by practitioners in internal medicine and psychiatry.
- **Health check-ups:** Annual student health check-ups, and issuance of health certificates for use in job applications and other activities.
- **Emergency training:** Training on the use of on-campus AEDs, etc.
- Influenza vaccinations, study abroad health advice, quit smoking advice, women's health consultations, etc.

\*For details, see the Health Handbook or the website below.

URL : <http://www.ritsumei.ac.jp/mng/gl/hoken/>



Location		Telephone
Kinugasa	Shigakukan 1F	075-465-8232
BKC	West Wing 1F	077-561-2635
OIC	Building A 1F (South)	072-665-2110

## Disability Resource Center

Students with disabilities are offered support in accordance with the Ritsumeikan University Policy on Support for Students with Disabilities, with the aim of “creating an inclusive university that supports students with disabilities.”

### | Eligibility for support

Support is offered to students experiencing significant limitations in their studies at the university owing to physical disabilities such as impairments to vision, hearing, or mobility, or mental disabilities (including developmental disabilities), who request support and are deemed in need thereof. Eligibility is extended to students with temporary disabilities owing to illness or injury.

### | Scope of support

- (1) Support that is essential in order to undertake curricular classes.
- (2) Other support where requested by the student, based on the student's need and pursuant to individual consultation.

The Disability Resource Center also holds various events and recruits (on an ongoing basis) student staff to support students with disabilities. If you would like to get involved, please contact the Disability Resource Center.

## Disability Resource Center Hours and Locations

### Opening Hours

During semester: 9:30-17:00 (closed Saturdays, Sundays, and national holidays)

Outside semester: 13:00-17:00 (closed Saturdays, Sundays, and national holidays)

See ⑨, ⑳ and ㉓ on p.62 for contact details

URL: <http://www.ritsumei.ac.jp/drc/en/>



## **Inquiries**

<b>Disability Category</b>	<b>Location</b>
Consultation for students with physical disabilities	Kinugasa Campus: 1 <sup>st</sup> Floor, Kenshinkan
Consultation for students with mental/developmental disabilities or the possibility thereof (within the Office of Student Affairs)	Kinugasa Campus: 1 <sup>st</sup> Floor, Kenshinkan * Suzaku Campus
	BKC: 1 <sup>st</sup> Floor, Central Arc
	OIC: 1 <sup>st</sup> Floor, Building A (AS Office)

\*You can consult with the Center even if you do not have an official diagnosis.

\*Students of graduate schools located on the Suzaku Campus should contact the Office of Student Affairs at Kinugasa Campus.

### **Harassment is Not Tolerated at Ritsumeikan University**

#### **We Will Protect You from Harassment**

At Ritsumeikan University, we believe that it is crucial, both for the purpose of student learning and growth and for the university to discharge its responsibilities to society, to create a community in which all students and faculty/staff members are respected as individuals, and are able to engage fully in learning, education and research and pursue their activities in safety and comfort.

The university has established Harassment Prevention Regulations and Harassment Prevention Guidelines, which clarify the university's pre-existing stance on respect for human rights and guide initiatives based on zero tolerance for any form of harassment.

#### **| What is harassment?**

At Ritsumeikan University, harassment is defined as speech or behavior perpetrated by faculty/staff members that inflicts disadvantage or discomfort on other faculty/staff members, students, or other associated parties, thereby violating their human rights; and speech or behavior by students or other associated parties that inflicts disadvantage or discomfort on students or faculty/staff members, thereby violating their human rights.

#### **Sexual Harassment**

Sexual speech or behavior that inflicts disadvantage or discomfort on others, thereby violating their human rights.

#### **Academic Harassment**

Speech or behavior that, through the abuse of an advantageous position of power or through a hierarchical relationship in a situation of education and research, harms the advantages or rights relating to the education, research, and study of others. It does not necessarily involve sexual speech or behavior.

#### **Power Harassment**

Speech or behavior that harms the advantages, rights, character, or dignity of others in a work situation or elsewhere, or speech or behavior that deteriorates the environment of a workplace or other situations. It is an abuse of authority in a working position or advantageous position in human relations or other areas that oversteps the bounds of appropriate guidance or admonition, thereby inflicting psychological or physical pain on others in subordinate positions.

Conduct in abuse of position or advantage in contexts such as student extracurricular activities can also be considered power harassment.

**| If you feel you have been harassed . . .**

Ritsumeikan University has appointed harassment counsellors on each campus to provide advice about harassment. If you're not sure what to do, or cannot resolve a situation on your own, please consult with a harassment counsellor. They will work closely with you and assist in resolving the matter.

For more information, refer to the Harassment Prevention Handbook distributed to new students and available at various university service counters, or visit the Ritsumeikan University Harassment Prevention Committee website.

**From the Ritsumeikan University home page, go to “Current Students” → “Study Support Site” → “Harassment Prevention Committee”**

**URL: <http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/>**



## **Student Disciplinary Regulations / Regulations on Disciplinary Action for Student Clubs**

Students are the principal actors of learning and members of the university community. As well as being guaranteed freedom in education and research at university, students are expected to comply with the university's various rules designed to protect the human rights and entitlements of all members of the university community alike, and devote themselves to their primary tasks of learning and research. As citizens of wider society, students must also uphold the social order, including laws and local regulations.

In the event that an individual student or extracurricular activities group at Ritsumeikan University contravenes the University Regulations or any other regulations enacted by the university, or engages in criminal conduct or the like, disciplinary action and penalties shall be imposed in accordance with the School Education Act and its enforcement regulations, Article 57 of the University Regulations, Article 91 of the Graduate School Regulations, the Student Disciplinary Regulations, and the Regulations on Disciplinary Action for Student Clubs.

Disciplinary action is taken based on educational necessity, but there is also a need to be fair, equitable, transparent, and socially accountable. This handbook therefore includes the text of the Student Disciplinary Regulations, the Regulations on Disciplinary Action for Student Clubs, and other information on student discipline.

Regulations are current as of February 1, 2019.

Please refer to the official Ritsumeikan homepage for the latest information.

<http://www.ritsumei.ac.jp/pathways-future/eng/regulations/>



#### Article 1. Purpose

These regulations state student disciplinary issues under Article 57.4 of the Ritsumeikan University Regulations and Article 91.4 of the Ritsumeikan University Graduate School Regulations.

#### Article 2. Scope

1. These regulations shall apply to undergraduate and graduate students (“Students”).
2. Auditors, special auditors, non-degree students, special students, doctoral research students, post-master’s research students, special research students and international doctoral research students shall be subject to respective regulations pertaining to them.

#### Article 3. Disciplinary Policies

1. Disciplinary action shall be taken with due consideration from an educational viewpoint in accordance with relevant provisions in the School Education Act and the Ordinance for Enforcement of the School Education Act to ensure that Students fulfill their obligations.
2. Disciplinary action shall be taken after comprehensively considering aspects of misconduct subject to disciplinary action, the impact of the results of such misconduct on third parties, and special circumstances behind such misconduct.
3. Disadvantages imposed on Students in relation to disciplinary action shall be levied only to the extent necessary to accomplish disciplinary purposes.

#### Article 4. Period Subject to Disciplinary Action

Disciplinary action shall be taken for misconduct committed during the period the Student is enrolled at Ritsumeikan University.

#### Article 5. Misconduct Subject to Disciplinary Action

Misconduct subject to disciplinary action shall include:

- (1) Breach of penal or other laws and regulations
- (2) Harassment
- (3) Behavior against information ethics
- (4) Behavior against academic ethics
- (5) Obstruction of academic and research activities by Students or faculty members, or operations of the university
- (6) Cheating during examinations
- (7) Breach of any of the matters that Students shall comply with under Ritsumeikan University’s regulations and standards

based on these regulations, and

(8) Behavior contrary to Students' obligations

#### Article 6. Types of Disciplinary Action

1. Disciplinary sanctions as stated in Article 57.2 of the Ritsumeikan University Regulations and Article 91.2 of the Ritsumeikan University Graduate School Regulations shall be withdrawal, suspension, and admonition.
2. Withdrawal denotes deprivation of the student status
3. Suspension denotes deferment of participation in curricular and extracurricular activities for a certain period of time
4. Admonition is intended to ascertain whether the Student is responsible for his/her misconduct and caution his/her future behavior in writing.

#### Article 7. Period of Suspension

Students may be suspended from the university for an indefinite period or for a definite period of not less than one (1) month or more than six (6) months.

#### Article 8. Reprimands

1. Even if a Student's behavior does not deserve disciplinary action, the relevant dean of Ritsumeikan University or its Graduate School ("Dean") may reprimand the Student if approved at a meeting of the Faculty Council or the Department Committee ("Faculty Council").
2. A reprimand shall be given to make the Student aware of the gravity of his/her behavior and urge him/her to rectify such behavior.

#### Article 9-1. Factual Investigations

1. The Dean shall undertake an investigation to clarify facts by interview or otherwise against a Student ("Student Concerned") who has engaged in or is suspected of having engaged in misconduct subject to disciplinary action ("Misconduct") and any persons who are believed to have been involved in the Misconduct ("Persons Concerned").
2. The Dean may request the Student Concerned and Persons Concerned to submit documents (including electromagnetic records) and items certifying relevant facts, if deemed necessary, or inspect the scene of the Misconduct.
3. The Dean may record the statements of the Student Concerned and Persons Concerned during their interviews to conduct a factual investigation in an appropriate and objective manner.

#### Article 9-2. Adoption of Facts Ascertained by the Dean of Student Affairs

1. If relevant facts relating to Misconduct have been clarified by the Dean of Student Affairs while solving incidental and accidental problems, or if a factual investigation by the Dean of Student Affairs is underway, the Dean may adopt the facts

ascertained by the Dean of Student Affairs as evidence on which disciplinary procedures shall be based.

2. The provision of the preceding paragraph shall not preclude the Dean from investigating facts as stated in the preceding article.

#### Article 9-3. Adoption of Facts Ascertained by the Harassment Prevention Committee

If relevant facts relating to Misconduct have been clarified during an investigation by the Ritsumeikan University Harassment Prevention Committee, the Dean may adopt these facts ascertained by the committee as evidence on which disciplinary procedures shall be based.

#### Article 9-4. Educational Guidance

If the Student Concerned admits to having engaged in the Misconduct during or after an interview, or if verbal evidence by Persons Concerned or other objective evidence proves that the Student Concerned engaged in the Misconduct, the Dean shall provide educational guidance to urge the Student Concerned to rectify his/her behavior and insist that he/her submit an essay on penitence.

#### Article 9-5. Emergency Measures

If it is deemed that there is an obvious, specific, and imminent risk of a Student Concerned damaging the life, body, property, or other rights or interests of a third party, the Dean may order the Student Concerned not to attend class, come to the university, or contact specific persons or entities for a certain period.

#### Article 10. Draft of Disciplinary Action

If disciplinary action is deemed appropriate, the Dean shall prepare a draft of disciplinary action (“Draft”) describing:

- (1) The type of the proposed disciplinary sanction and the provision(s) of regulations supporting such disciplinary sanction
- (2) Facts leading to disciplinary action
- (3) How much the Student Concerned regrets his/her behavior and the likelihood of behavioral improvement, and
- (4) Other matters deemed necessary for disciplinary procedures

#### Article 10-2. Student Affairs Conference

1. The Dean shall present a Draft of disciplinary action together with the following documents to the Student Affairs Conference and shall seek its opinion on such Draft:

- (1) Reports by investigators
- (2) Records of interviews, and
- (3) An essay on penitence (if submitted).

2. If the proposed disciplinary sanction is admonition or suspension from the university for a period of not more than two (2)



months, and if the Student Concerned admits to having engaged in the Misconduct, the documents listed in Items (1) through (3) of the preceding paragraph need not necessarily be attached to the Draft; particularly if the Dean of Student Affairs considers it would not obstruct deliberations at the Student Affairs Conference.

3. In determining whether the deliberations shall be obstructed or not as provided in the preceding paragraph, the Dean of Student Affairs shall consider the nature and details of the Misconduct as well as the existence of any precedent.

#### Article 10-3. Opportunity for Explanation

1. The Dean shall present a Draft of disciplinary action to the Student Concerned and provide an opportunity to explain his/her behavior within a reasonable period of time unless the Student Concerned waives such opportunity or fails to submit a letter of explanation without just cause within the specified period.

2. The explanation stated in the preceding paragraph shall be provided by submitting a letter describing his/her explanation ("Letter of Explanation"). The Letter of Explanation may be submitted together with documentary evidence.

3. If such explanation is deemed reasonable and the Dean needs to modify all or part of the Draft or cancel the Draft, the Dean shall prepare another Draft revising all or part of the Draft ("Revised Draft") or a proposal on cancellation of the Draft, and shall submit such Revised Draft or proposal to the Student Affairs Conference together with the Letter of Explanation and seek the conference's opinion.

#### Article 10-4. Decision on Disciplinary Action

1. The Dean shall submit a Draft or Revised Draft, the Student Affairs Conference's opinion, and the documents listed in Article 10-2.1 to the Faculty Council for its deliberations.

2. The Dean shall prepare a draft of disciplinary action reflecting the Student Affairs Conference's opinion and the conclusions of the Faculty Council's deliberations and shall request the President to decide on the appropriate disciplinary action.

3. Upon such request, the President shall make a decision on the disciplinary action.

#### Article 11. Execution of Disciplinary Action

Disciplinary action shall be taken by issuing a written notice describing the following matters with the President's title and name written thereon ("Disciplinary Action Notice") to the Student Concerned. The disciplinary action shall be effective upon issuance of such notice.

(1) The type of disciplinary action and the provision(s) of regulations supporting such disciplinary action

(2) The commencement date and termination date of the period of disciplinary action, if any

(3) Facts leading to the disciplinary action, and

(4) A period for appeal and to whom the appeal shall be filed

2. If the Student Concerned refuses to accept the Disciplinary Action Notice issued, or if the issuance of a Disciplinary Action Notice is difficult under certain circumstances, a Disciplinary Action Notice may be delivered to such address as the Student

Concerned may have notified Ritsumeikan University or his/her current temporary residence to ensure execution of the disciplinary action.

3. In the preceding paragraph, the disciplinary action shall be effective from the day on which such Disciplinary Action Notice is delivered.

#### Article 12. Notice to Parental Authority and Guarantor

1. The Dean shall deliver a copy of the Disciplinary Action Notice addressed to the Student Concerned to whom such Disciplinary Action Notice was issued or delivered or notified as provided in Paragraph 3 of the preceding article (“Student Subject to Disciplinary Action”), to the guarantor of the Student Subject to Disciplinary Action for the purpose of notification. If the Student Subject to Disciplinary Action is a minor, the same Disciplinary Action Notice shall also be sent to his/her parental authority or guardian.

2. The delivery of the Disciplinary Action Notice as provided in the preceding paragraph may be dispensed with by providing a copy of such notice to the guarantor, parental authority, or guardian who may be present at the time of issuance thereof as set forth in the preceding article.

#### Article 13. Public Notice

1. When disciplinary action has been taken, the Dean shall post a public notice immediately with the President’s title and name written thereon.

2. Information required in such public notice shall be the faculty, division (major), and course/year of the Student Subject to Disciplinary Action, the type of disciplinary action, provision(s) of regulations supporting such disciplinary action, and the period of the disciplinary action.

3. The public notice shall be posted for a period of one (1) month.

4. The Dean may elect not to publicly notify all or part of the above information if it is deemed that public notice of disciplinary action may harm the interests of any third party, or that such public notice shall not conform with the disciplinary policies stated in Article 3.

#### Article 14. Deleted

#### Article 15. Records Regarding Disciplinary Action

The Dean shall record the facts of the disciplinary action in the university register.

#### Article 16. Appeals

1. A Student on whom disciplinary action is imposed may appeal against the disciplinary action within thirty (30) days from the date such disciplinary action is effective. However, if an appeal cannot be filed within the specified period for any

justifiable reason, the Student may file an appeal within thirty (30) days from the date on which such a reason ceases to exist.

2. A Student who intends to file an appeal shall submit an appeal form to the President.

#### Article 17. Appeals Screening Committee

1. The President shall convene an Appeals Screening Committee (“Committee”) based on the appeal stated in the preceding paragraph.

2. The Committee shall comprise five (5) persons including (i) a Vice President and (ii) deans or associate deans of faculties or deans or associate deans of graduate schools to which the Student who filed the appeal does not belong.

3. The Committee may request for attendance of experts including attorneys if it is deemed necessary.

4. The Committee shall conduct an examination based on the appeal filed by the Student.

5. The Student who has filed the appeal may state his/her case in writing and present relevant material.

6. If the Committee concludes that the details of the disciplinary action are appropriate, the Committee shall recommend that the President dismiss the appeal.

7. If the Committee concludes that the details of the disciplinary action are inappropriate, the Committee shall recommend that the President rescind or modify the disciplinary action.

8. Upon receipt of either recommendation in the preceding two paragraphs, the President shall notify the Student who filed the appeal of the result.

#### Article 18. Re-deliberations

1. Upon receipt of any recommendation as stated in Paragraph 7 of the preceding article, the President shall request the relevant Dean to conduct re-deliberations.

2. In the case of the preceding paragraph, the Dean shall conduct re-deliberations at the Faculty Council.

#### Article 19. Limitation of Withdrawal

The Dean shall not accept any request for withdrawal from the Student Concerned during disciplinary action procedures.

#### Article 20. Guidance during Suspension Period

1. When a suspension from the university is imposed, the Dean shall provide educational guidance to the Student Subject to Disciplinary Action during the suspension period.

2. The Dean may permit the Student Subject to Disciplinary Action to use facilities and participate in regular classes when such activities are deemed necessary in terms of educational guidance.

#### Article 20-2. Lifting of Indefinite Suspension

1. An indefinite suspension may be lifted at least six (6) months after the day on which it began if the Student Subject to

Disciplinary Action is deemed likely to make behavioral improvements.

2. An indefinite suspension shall be lifted by the President after seeking the Student Affairs Conference's opinion and holding deliberations at the meeting of the Faculty Council or the Departmental Committee.

3. An indefinite suspension shall be lifted by sending a written notice to the Student Subject to Disciplinary Action. If such a written notice cannot be sent, the provisions from Paragraphs 2 through 4 of Article 11 shall apply *mutatis mutandis*.

4. Notice to the guarantor, parental authority, or guardian shall be subject to the provisions of Article 12 *mutatis mutandis*.

#### Article 21. Enforcement Procedures

All matters necessary to enforce these regulations shall be stated in enforcement procedures by the Dean of Student Affairs.

#### Article 22. Revision or Abolishment

Decisions regarding revision or abolishment of these regulations shall be made by the University Senate after deliberations at the meeting of the Faculty Council and the Departmental Committee.

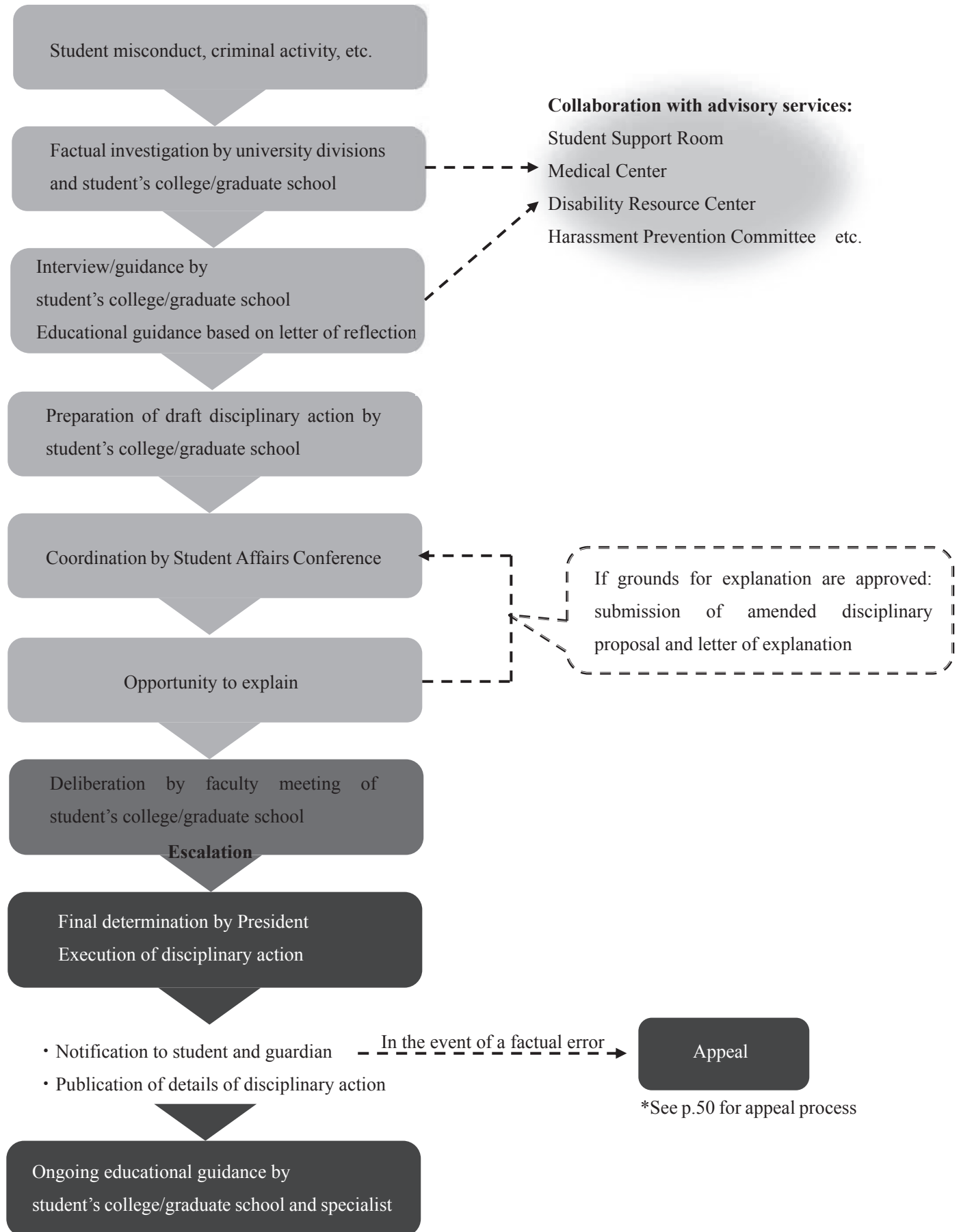
#### Supplementary Provision

These regulations shall come into effect on April 1, 2010.

#### Supplementary Provision (March 24, 2017: Partial revision for clarification of disciplinary procedures)

These regulations shall come into effect on April 1, 2017 and shall be applicable to cases that may arise on or after April 1, 2017.

## Disciplinary Action Flowchart



## Important Notes

### **| Harassment**

In cases of harassment, the investigating authority will check if the complainant has also made a report/consultation with the Harassment Prevention Committee, Medical Service Center, or Student Support Room. In the event that such consultation is proceeding concurrently, the authority will, with the complainants consent, cooperate with the organs involved and respond in accordance with their decisions.

### **| Violence**

In accordance with the Declaration Renouncing All Forms of Violence and Advancing Self-Government by All Constituents of the University adopted by the Plenary Council of the University on March 18, 1999, the university deals resolutely with all conduct that damages university autonomy and academic freedom and violates basic human rights. At Ritsumeikan University, “violence” refers not only to physical violence, but all forms of conduct that threaten security, safety, and autonomy at Ritsumeikan, including destruction of university facilities and equipment.

### **| Intentional damage and removal of library resources**

Library resources housed in campus libraries and storage facilities are the common property of all members of the Ritsumeikan community. Removal of labels, extraction of content, removal of CD-ROM media and other acts that intentionally damage resources or deny other users access to them are subject to disciplinary action.

### **| Unauthorized automobile access to campus and parking infringements around campus**

Driving automobiles on campus is prohibited in principle. If you need access to campus by automobile, please consult in advance with your college/graduate school administrative office or the Office of Student Affairs (for extracurricular activities). There are harsh punishments for unauthorized automobile access to the campus. The parking of automobiles, motorcycles, and bicycles on roads around the campus will also be dealt with strictly, as it is illegal and causes a nuisance to local residents.

### **| Student status in cases of suspension in excess of 3 months**

Periods of disciplinary suspension in excess of 3 months are not counted toward the minimum period required for degree completion, and the date of graduation/completion will therefore be delayed.

### **| Handling of scholarships in cases of disciplinary action**

Pursuant to the provisions of the scholarship regulations of Ritsumeikan University and the Japan Student Services Organization, current and future scholarship payments to students subject to disciplinary action may be suspended or cancelled.

### **| Records of disciplinary action**

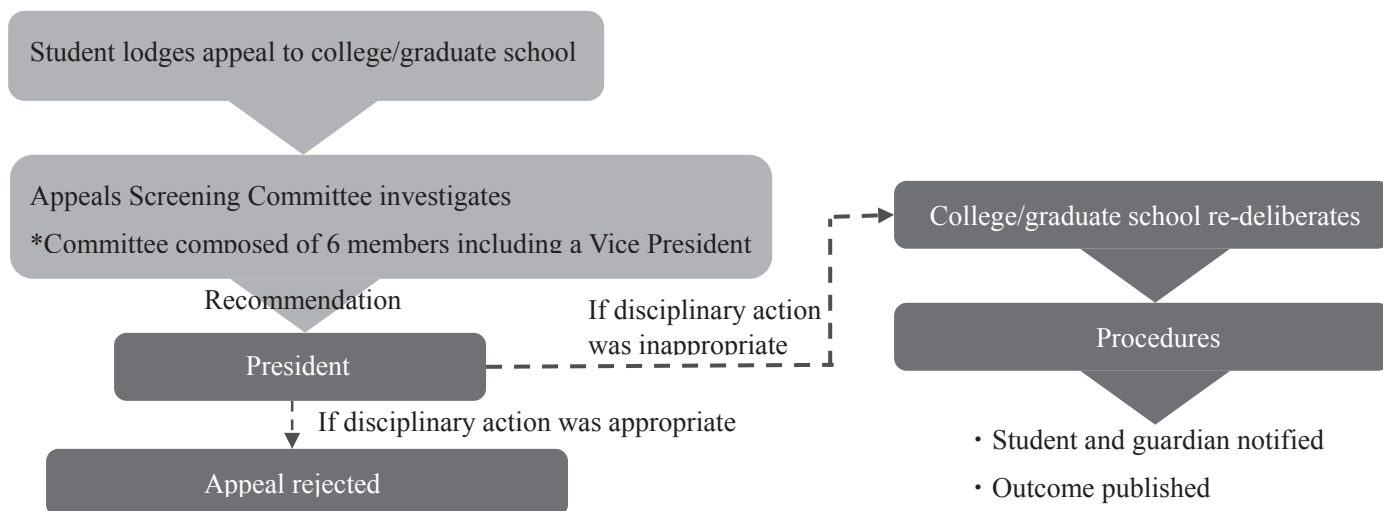
Disciplinary action is recorded in the student register (retained indefinitely). It does not appear on academic transcripts, enrolment certificates, and other certifications.

### **| Participation in classes/extracurricular activities and use of facilities during disciplinary periods**

A student subject to disciplinary action is not permitted to attend classes, participate in extracurricular activities, or use university facilities for the period to which the disciplinary action pertains. The student’s college/graduate school will provide educational guidance during this period, including directions on study-related matters and requirements for study such as class attendance arrangements and access to library resources.

## Appeal System

In the event that a fact on which a disciplinary action was based proves to be untrue, or new facts are discovered, a student may lodge an appeal with their college/graduate school in accordance with the Student Disciplinary Regulations



**Regulations Related to Article 5 of Student Disciplinary Regulations and Cases of Disciplinary Action at  
Ritsumeikan University**

	<b>Provision</b>	<b>Related Internal Regulations</b>	<b>Past Cases</b>
1	Breach of penal or other laws and regulations		1) Involvement in fraudulent business practices 2) Home invasion / destruction of property 3) Theft 4) Shoplifting 5) Theft of mislaid property (unauthorized use of abandoned bicycles, etc.) 6) Illegal drug use 7) Assault, battery, intimidation 8) Armed robbery, rape and other heinous crimes, actual and attempted 9) Illegal use of public transportation services (improper use of commuter passes, etc.) 10) Unlicensed driving / driving while intoxicated 11) Accident causing injury or death resulting from reckless or dangerous driving
2	Harassment	Harassment Prevention Regulations	1) Stalking 2) Sexual harassment, domestic violence, etc.
3	Behavior against information ethics	Personal Information Protection Regulations Academy Information Protection Regulations Information Systems Usage Regulations Detailed Regulations on Management and Operation of Internal Domains Database Handling Regulations Detailed Regulations on the Operation of External Network Servers	1) Use of another person's ID/password, unauthorized access, etc. 2) Production/sale of pirated software, etc. 3) Plagiarism of reports and essays from online sources, etc. 4) Conduct infringing human rights on SNS (Social Networking Services) and other online forums
4	Behavior against academic ethics	Academic Degree Regulations Research Ethics Guidelines Ritsumeikan University Human Research Ethics Guidelines Ritsumeikan University Research	1) Essay plagiarism



		Misconduct Prevention Regulations	
5	Obstruction of academic and research activities by students or faculty members, or operations of the university	<p>Ritsumeikan Charter</p> <p>University Regulations</p> <p>Graduate School Regulations</p> <p>Regulations on Student Status</p> <p>Student Identification Card Regulations</p> <p>Regulations for the Payment of Tuition and Fees</p> <p>TA/RA Regulations</p> <p>Various regulations on non-degree students</p> <p>Library Regulations</p> <p>Regulations on Posting of Student Notices on Campus</p> <p>Various scholarship regulations</p> <p>Regulations on the Use of Seminar House</p> <p>Regulations on the Use of Study Retreat Facilities</p> <p>Regulations on the Management and Operation of Athletic Facilities</p> <p>Regulations on the Use of Broadcasting Facilities and Equipment</p>	<p>1) Actions obstructing education (classes), research activities, administration and management</p> <p>2) Violence, intimidation, detainment, confinement, etc. committed against members of the university community (students, faculty, staff, others)</p> <p>3) Destruction, defacement, and unauthorized remodeling of buildings or property managed by the university</p> <p>4) Unauthorized entry/illegal occupation of buildings managed by the university</p> <p>5) Intentional damage to and unauthorized removal of library resources</p>
6	Cheating during examinations	<p>Cautions on examinations and preparation of assignments and essays (academic handbooks in each college)</p> <p>Ritsumeikan University Final Examination Regulations</p>	<p>1) Substitution of exam takers</p> <p>2) Use of unauthorized materials</p> <p>3) Exchanging or sharing answer sheets with others</p> <p>4) Conduct obstructing proper execution of examinations, such as sitting examinations in unregistered subjects</p> <p>5) Plagiarism of reports/essays produced by friends or others</p> <p>6) Copying and pasting text from online sources for use in reports/essays</p>
7	Breach of any of the matters that students shall comply		<p>1) Illegal parking of motorcycles and bicycles on or around campus</p>

	with under Ritsumeikan University's regulations and standards based on these regulations		
8	Behavior contrary to students' obligations		1) Enticement to pyramid selling schemes and the like 2) Other disruptive conduct

\*The cases listed here are ones in which the university has determined disciplinary action in the past. Details of disciplinary action are determined on a case-by-case basis in accordance with the findings of investigations and interviews.

## **Chapter 1. Scope of Disciplinary Action**

(Purpose)

Article 1. These Regulations prescribe educational guidance measures (hereafter “disciplinary action”) and procedures for student extracurricular activity organizations at Ritsumeikan University (hereafter “clubs”).

(Applicable clubs)

Article 2. The clubs to which these regulations apply are those falling under any of the following categories under the jurisdiction of the Dean of Student Affairs.

- (1) Student Union central executive committee and its component organizations
- (2) Student Union central committee and its component organizations
- (3) Student Union central activity groups
- (4) University and College Student Councils
- (5) Headquarters and groups of the Academic Division
- (6) Headquarters and groups of the Arts and Cultural Division
- (7) Headquarters and groups of the Athletic Association
- (8) Student Union central voluntary associations
- (9) Student Union registered clubs
- (10) Other groups whose activities are authorized by the Dean of Student Affairs or the head of a division or college stipulated in Article 6 of the Ritsumeikan Trust Regulations

(Conduct and accidents subject to disciplinary action)

Article 3. Disciplinary action shall be applied to a club if its students engage in any of the conduct set forth below or if the club is operated in a manner set forth below.

- (1) Conduct constituting a crime under law and in the absence of special excusing or justifying circumstances
  - (2) Collective/organized conduct in violation of human rights or constituting harassment
  - (3) Accident caused by dangerous conduct diverging manifestly from the regular activities of the club
  - (4) Obstruction of the university’s education and research activities
  - (5) Conduct manifestly contrary to social norms
  - (6) Concealment of any conduct or accident set forth in (1) to (5) above
  - (7) Conduct comparable to any conduct or accident set forth in (1) to (5) above
2. Even if a club has executed its own disciplinary action or is subject to a penalty imposed by a student self-governing representative body, the President may apply a club penalty pursuant to these Regulations, taking into account the disciplinary action already imposed by the club or student self-governing representative body.

(Types of disciplinary action)

Article 4. The types of disciplinary action imposed on clubs shall be as follows. Two or more disciplinary actions may be imposed depending on the situation.

- (1) Disbandment
- (2) Suspension of activities
- (3) Dismissal of university-appointed instructor
- (4) Recommendation for dismissal of club-appointed instructor
- (5) Admonition

(Disbandment)

Article 5. The President may order disbandment of a club if the cessation of its activities is judged educationally appropriate.

2. In the event of an order to disband, the club's activity permits shall be revoked, use of university facilities prohibited, and any instructors appointed by the university removed from office.
3. A club ordered to disband must return to the university any remaining club subsidies, training support funds, activity grants, and other funding provided by the university.
4. In the event of that a club is ordered to disband, the club's name, type of penalty, and grounds for the penalty shall be made public.

(Suspension of activities)

Article 6. The President may order suspension of a club's activities if such suspension is judged educationally appropriate.

2. Suspension of activities may be for a period of one month, two months, three months, six months, or indefinitely.
3. If the Dean of Student Affairs judges it appropriate to remove an indefinite suspension of activities, the suspension shall be removed by the President following discussion by the Student Affairs Conference. However, an indefinite suspension cannot be removed until at least six months have elapsed since the penalty commenced.
4. In the event that a suspension of activities is ordered, the President may institute any of the following measures during the period of suspension.
  - (1) Prohibition on training or activities by the club
  - (2) Prohibition on the use of the Student Center, Circle Box, training grounds, training retreat accommodation, Seminar House, and other university facilities
  - (3) Prohibition on appearing, participating in, or holding official matches, practice matches, events, and the like
  - (4) Suspension of appointment of instructors appointed by the university
  - (5) Suspension of disbursement of club subsidies, training support funds, activity grants, and other university funds.
5. Notwithstanding paragraph 1, the club may be allowed to engage in social service activities, if the Dean of Student Affairs judges it necessary from an educational standpoint.
6. In the event that a suspension of activities is ordered, the club's name, type of penalty, and grounds for the penalty shall be made public.

(Dismissal of an university-appointed instructor)

Article 7. The President may dismiss an advisor, head, deputy head, director, or coach appointed by the university ("university-appointed instructor") who engages in any of the following conduct.

- (1) Direct involvement in any conduct described in Article 3
  - (2) Failure to respond appropriately despite knowledge of the existence of conduct subject to disciplinary action, where such failure amounts to a serious omission
2. Clubs for which the university has suspended appointment of a university-appointed instructor must not allow such instructor to participate in its activities.

(Recommendation for dismissal of a club-appointed instructors)

Article 8. The President may recommend to a club that it dismisses a club-appointed instructor who engages in any of the conduct set forth in paragraph 1 of Article 7.

2. When a recommendation under paragraph 1 is made, the Dean of Student Affairs shall conduct a guidance interview with the club and/or its student members, and require a written report on the implementation of the matter recommended.
3. If the club does not comply with a recommendation, the Dean of Student Affairs may immediately order suspension of its activities or its disbandment.

#### (Admonition)

Article 9. An admonition shall be issued if the conduct is judged to be of a less serious nature and unsuited to a suspension of activities, and shall involve admonishing the club in written form, conducting a guidance interview with the club and/or its student members, and requiring the club to submit a written apology to the Dean of Student Affairs.

2. In the event that a club is reprimanded, disbursement of club subsidies, training support funds, activity grants, and other university funding to it may be suspended.
3. In the event that a club is reprimanded, the club's name, type of penalty, and grounds for the penalty shall be made public.

#### (Reprimand)

Article 10. The Dean of Student Affairs may issue a club with a reprimand in regard to an incident or conduct that does not incur club disciplinary action if the Student Affairs Conference considers it necessary to provide guidance to the club.

2. A reprimand shall make the club aware of the problems of its conduct and encourage reflection on it.

## **Chapter 2. Disciplinary Procedures**

#### (Report of occurrence)

Article 11. Clubs shall report to the Dean of Student Affairs without delay if any conduct occurs or is suspected to occur that may be subject to club disciplinary action.

#### (Factual investigation)

Article 12. Upon occurrence or suspected occurrence of conduct subject to club disciplinary action, the Dean of Student Affairs shall without delay conduct an investigation including interviews with the students and instructors affiliated with the club and ascertain the facts.

2. In cases under the preceding paragraph, an investigative committee may be established under the Student Affairs Conference if judged necessary by the Dean of Student Affairs.
3. If an investigative committee is established, the said committee shall determine its investigation policy and ascertain the facts.

#### (Investigative committee)

Article 13. Investigative committees shall be chaired by the Dean of Student Affairs and composed of the Dean of Student Affairs and five members appointed by the Dean of Student Affairs from among the Associate Director of the Institute of Science and Engineering (responsible for student affairs), Associate Deans (responsible for student affairs), and Assistant Deans.

2. Attorneys and other experts may be requested to attend an investigative committee if the Dean of Student Affairs considers it necessary.
3. The Division of Student Affairs shall serve as the investigative committee secretariat.

(Interim measures)

Article 14. If any of the following situations has arisen as a result of conduct or suspected conduct subject to disciplinary action, the Dean of Student Affairs may as an interim measure suspend the club's activities until disciplinary actions for the club are determined.

- (1) There has been a serious illegal act
- (2) Harm is being caused due to harassment
- (3) Continuation of the club's activities is expected to result in new problems or incidents

2. In the event that an interim measure is instituted under the preceding paragraph, the Dean of Student Affairs may prohibit associates of the club from contact with specific individuals, and/or institute measures in consideration of the safety of victims.
3. In the event that a club's activities have been suspended as an interim measure, the period of a suspension of activities may be shortened.

(Guidance interview)

Article 15. In the event that a disciplinary action is found appropriate pursuant to a factual investigation under Article 12, the Dean of Student Affairs shall conduct a guidance interview with the club and its student members.

(Draft of disciplinary action)

Article 16. Following the completion of a factual investigation under Article 12 and a guidance interview under the preceding Article, the Dean of Student Affairs shall produce a draft of disciplinary action.

(Opportunity to explain)

Article 17. Before producing a draft of disciplinary action, the Dean of Student Affairs shall provide the representative of the club concerned an opportunity to explain the club's conduct.

2. Notwithstanding the preceding paragraph, the draft of disciplinary action may be produced without providing an opportunity to explain in exceptional circumstances, such as if the conduct in question constitutes a serious crime and manifestly occurred.

(Explanation to student self-governing representative body)

Article 18. The Dean of Student Affairs shall explain the draft of disciplinary action to the student self-governing representative body prior to determining the action.

(Determination of disciplinary action)

Article 19. Disciplinary action shall be determined by the President pursuant to the draft of disciplinary action produced under Article 16 and following discussion by the Student Affairs Conference.

2. Notwithstanding the preceding paragraph, in the event of a disciplinary action of disbandment or where the Dean of Student Affairs judges it necessary, the disciplinary action must also be discussed by the Correctional Council prior to determination.

(Notification to club)

Article 20. The President shall provide written notification of disciplinary action to the representative of the club concerned.

(Publication)

Article 21. In the event that disciplinary action is taken, the President shall issue a public notice without delay.

2. The matters contained in the public notice shall be the name of the club, the type of disciplinary action, and the grounds therefor.
3. The public notice shall be displayed for a period of one month.
4. In exceptional circumstances the President may, following discussion by the Student Affairs Conference, withhold from publication part of all of a public notice.

(Appeal)

Article 22. The representative of a club subject to disciplinary action may lodge an appeal against that action within 30 days from its date of effect. However, if the 30<sup>th</sup> day does not fall on a university working day as prescribed in the academic calendar, the final day for lodging an appeal shall be the next working day thereafter.

2. An appeal is lodged by the representative of the club concerned by submitting a prescribed appeal form addressed to the President via the Dean of Student Affairs.

(Appeal screening committee)

Article 23. The President shall establish an appeal screening committee if an appeal is lodged under the preceding paragraph.

2. The appeal screening committee shall comprise one Vice President nominated by the President and five other members nominated by the President from among the college Deans and Associate Deans other than those responsible for student affairs.
3. Attorneys and other experts may be requested to attend an appeal screening committee if the President considers it necessary.
4. The appeals screening committee shall conduct an assessment based on the appeal form submitted by the club's representative.
5. The representative of the club lodging the appeal may state opinions in writing and submit documents.
6. In the event that the appeal screening committee judges the disciplinary action to be appropriate, the original determination shall be upheld.
7. In the event that the appeal screening committee judges the disciplinary action to be inappropriate, it shall recommend to the President that the disciplinary action be cancelled or altered.
8. The President shall notify the representative of the club lodging the appeal of the recommendation made under the preceding two paragraphs.
9. The Division of Student Affairs shall serve as the appeal assessment committee secretariat.

(Re-deliberations)

Article 24. Upon receipt of a recommendation under paragraph 7 of the preceding article, the President shall request the Dean of Student Affairs to conduct re-deliberations.

2. In the event of a request under the preceding paragraph, the Dean of Student Affairs shall conduct re-deliberations in the Student Affairs Conference.

3. Cancellation or alteration of disciplinary action shall be executed by the President following deliberation by the Student Affairs Conference.
4. In the event that a disciplinary action is cancelled or altered, a public notice to this effect shall be issued stating the grounds for cancellation or alteration.
5. In the event that the club concerned has suffered or may suffer disadvantage as a result of an alteration of disciplinary action, measures for restitution of disadvantage shall be deliberated by the Correctional Council and executed by the President following deliberation by the Student Affairs Conference.

(Additional provisions)

Article 25. Matters other than those set forth in these regulations that are necessary for enforcement thereof shall be prescribed by the Dean of Student Affairs.

(Revision or abolishment)

Article 26. Decisions regarding revision or abolishment of these regulations shall be made by the University Senate following discussion by the Student Affairs Conference.

Supplementary provision

These regulations shall come into effect on July 1, 2011.



**| Ritsumeikan University Regulations**

Section 6 Awards and punishments

(Punishments)

Article 57. The President shall, following deliberation by the Faculty Council, take disciplinary action against persons who have behaved in a manner contrary to their obligations as students.

2. The types of disciplinary action shall be withdrawal, suspension and reprimand.

3. Periods of suspension shall be counted as time enrolled at the university but not included in the standard completion term.

However, periods of suspension of three months or less may be included in the standard completion term.

4. Matters concerning disciplinary action shall be prescribed in the Ritsumeikan

University Student Discipline Regulations.

**| Ritsumeikan University Graduate School Regulations**

(Punishments)

Article 91. The President shall, following deliberation by the Graduate School Committee, take disciplinary action against persons who have behaved in a manner contrary to their obligations as students.

2. The types of disciplinary action shall be withdrawal, suspension, and reprimand.

3. Periods of suspension shall be counted as time enrolled at the university but not included in the standard completion term.

However, periods of suspension of three months or less may be included in the standard completion term.

4. Matters concerning disciplinary action shall be prescribed in the Ritsumeikan University Student Discipline Regulations.

**| Ritsumeikan University Regulations on Student Status**

Chapter 9. Dates of Graduation and Completion

(Dates of graduation and completion after suspension)

Article 22. If a person qualified for graduation or completion is subjected to a punishment of suspension for three months or less, and the date on which that suspension expires falls after the graduation or completion date prescribed in the preceding article, the graduation or completion date shall be the day following the date of expiry of the suspension.

2. If a date of graduation or completion prescribed in the preceding paragraph or a date of graduation or completion for a person subjected to suspension of more than three months falls during the course of first or fall semester, the President may, on application by the person affected and following deliberation by the Faculty Council or Graduate School Committee, order the graduation or completion date to conform to the date prescribed in the preceding article.

3. Tuition for the semester that includes the date of graduation or completion prescribed in the preceding two paragraphs shall be determined in accordance with Article 8 of the Ritsumeikan University Regulations for Payment of Tuition and Fees.

**| Ritsumeikan University Final Examination Regulations**

(Categories of improper conduct)

Article 15. Improper conduct in a final examination is conduct that falls into any of the following categories.

- (1) Revealing an answer to another examinee
- (2) Exchanging answers with another examinee
- (3) Possessing and/or using a cheat sheet
- (4) Using notes, reference materials, a dictionary or other material that is not permitted in the examination venue
- (5) Using a mobile telephone, personal computer, electronic dictionary, or other information and communications device
- (6) Writing on personal effects, a desk or the like in advance and/or using such writing
- (7) Talking or peeping
- (8) Using or acting as a stand-in examinee
- (9) Entering false information on an answer sheet, attendance list or other material, or deliberately failing to write one's name on an answer sheet
- (10) Failure to submit answer sheets by taking them out of the examination venue, destroying them or other
- (11) Failure to follow the directions of an invigilator in regard to the production of answers
- (12) Other conduct that is judged to obstruct the fair implementation of an examination

(Treatment of improper conduct)

Article 16. A student who has engaged in improper conduct in a final examination shall be subject to the Ritsumeikan University Student Disciplinary Regulations.

2. Student to whom the preceding paragraph applies shall have their final examinations invalidated for either the subject in question or for all their subjects in the semester in question, and shall receive the grade of F in that subject/subjects.

## Where to Get Advice On Campus

If you have any troubles or concerns seek help at any of the following offices.

		Administrative Divisions and Offices	location	Telephone
Kinugasa	1	Administrative Office, College of Law	Zonshinkan 1F	075-465-8175
	2	Administrative Office, College of Social Sciences	Igakukan 1F	075-465-8184
	3	Administrative Office, College of International Relations	Koshinkan 1F	075-465-1211
	4	Administrative Office, College of Letters	Seishinkan 1F	075-465-8187
	5	Administrative Office, College of Image Arts and Sciences	Jukokan 1F	075-465-1990
	6-1	Office of Graduate Studies(Kinugasa)	Shitokukan 4F	075-465-8195
	6-2	Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus	Soshikan 1F	075-465-8375
	7	Office of Student Affairs at Kinugasa Campus	Kenshinkan 2F	075-465-8167
	8	Student Support Room		075-465-8174
	9	Disability Resource Center	Kenshinkan 1F	075-465-8343
	10	Office of Medical Services(Kinugasa)	Shigakukan 1F	075-465-8232
	11	Campus information	Shitokukan 1F East	075-465-8144
BKC	12	Administrative Office, College of Economics	Ad-Seminario 1F	077-561-3940
	13	Administrative Office, College of Science and Engineering	Core Station 1F	077-561-2625
	14	Administrative Office, College of Information Science and Engineering	Creation Core 1F	077-561-5202
	15	Administrative Office, College of Life Sciences	Link Square 2F	077-561-5021
	16	Administrative Office, College of Pharmaceutical Sciences	Science Core 1F	077-561-2563
	17	Administrative Office, College of Sport and Health Science	Integration Core 2F	077-561-3760
	18	Administrative Office,College of Gastronomy Management	Ad-Seminario 1F	077-561-4801
	19	Office of Career Services at Biwako-Kusatsu Campus	Central Arc 1F	077-561-3917
	20	Student Support Room		077-561-3952
	21	Disability Resource Center		077-561-3951
	22	Office of Medical Services(BKC)	West Wing 1F	077-561-2635
	23	Campus information	Core Station 1F	077-561-2621
	OIC	24	Administrative Office, College of Business Administration	Building A 1F (AC office)
25		Administrative Office, College of Policy Science	072-665-2080	
26		Administrative Office, College of Comprehensive Psychology	072-665-2190	
27		Administrative Office, College of Global Liberal Arts	072-665-2492	
28		Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus	072-665-2100	
29			072-665-2101	
30		Office of Student Affairs at Osaka Ibaraki Campus	Building A 1F (AS office)	072-665-2130
31		Student Support Room		
32		Disability Resource Center		
33		Office of Medical Services(OIC)	Building A 1F (South)	072-665-2110

	34	Campus information	Building A 1F (North)	072-665-2020
Suzaku	35	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	Nakagawa Kaikan 1F	075-813-8272
	36			075-813-8274
	37			075-813-8269



# TIPS ON CAMPUS LIFE FOR STUDENTS 2020



TIPS ON CAMPUS LIFE FOR STUDENTS published in March,2020.

Kinugasa Office of Student Affairs

2<sup>nd</sup> Floor, Kenshinkan, Kinugasa Campus, Ritsumeikan University, 56-1 Tojiin-kitamachi, Kita-ku, Kyoto 603-8577  
Telephone 075-465-8168

BKC Office of Student Affairs

1<sup>st</sup> Floor, Central Arc, Biwako Kusatsu Campus, Ritsumeikan University, 1-1-1 Noji-higashi, Kusatsu, Shiga, 525-8577  
Telephone 077-561-3917

OIC Office of Student Affairs

1<sup>st</sup> Floor, Building A (AS Office), Osaka Ibaraki Campus, Ritsumeikan University, 2-150 Iwakuracho, Ibaraki, Osaka, 567-8570  
Telephone 072-665-2130