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# TIPS

## ON CAMPUS LIFE

## FOR STUDENTS

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# 2025

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

- For a Safe and Comfortable Student Life

1. Problems in Student Life
2. Observing Laws and Regulations
3. Adhering to Campus Rules
4. Independent Adult Life and Money Troubles

- Comprehensive Student Support Network

- Student Disciplinary Regulations / Regulations on Disciplinary Action for Student Clubs

- Where to Get Advice (On/Off Campus)

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## For a Safe and Comfortable Student Life

This booklet presents a variety of cases encountered by university students in the past, compiled here with a view to making you aware of situations to avoid and providing you with essential knowledge for your time as a university student. Please use this as a reference as you pursue a fulfilling life at university.

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. This is also a period of preparation for independent living in wider society, so there is a basic expectation that you will make your own choices, judgments, and actions in variety of situations, and take responsibility for them.

On April 1, 2022, the age of majority in Japan was lowered from 20 to 18. You are now an adult from the day you turn 18. As an adult, you're able to enter into a variety of contracts by your own free will, without obtaining parental consent. These include signing up to a smartphone plan, renting an apartment, getting a credit card, and taking out a loan to purchase high-cost items. Because you are no longer under the authority of your parents or guardians, you are also free to make your own decisions about your place of residence, education, career path, and the like. This means that you're recognized as a fully-fledged member of society, and expected to play a role in society as an adult from the age of 18. In our society, however, there are some malicious individuals and organizations that target young adults and seek to extract money, labor, time, and other things from them. Please refer to the concrete examples provided in this booklet and take the utmost care to avoid such situations. You should also note that there is no change to the current rule that you must be 20 years of age in order to consume alcohol, smoke, bet on horse or cycle races, and the like.

University students are adults and also members of civil society. They are 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 things 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 legal provisions and university regulations. Please be conscious that your individual words, actions, and communications 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.

	2022 Overall		2023 Overall
No.1	Part-time work wages and work environment	No.1	Power harassment, sexual harassment, and moral harassment
No.2	Harassment in relationships outside the university	No.2	Part-time work wages and work environment
No.3	Interaction on social media	No.3	Doorstop sales contracts
No.4	Doorstop sales contracts	No.4	Interaction on social media
No.5	Multi-level sales schemes	No.5	Multi-level sales schemes

	2023 Living at Home		2023 Living Away from Home
No.1	Power harassment, sexual harassment, and moral harassment	No.1	Power harassment, sexual harassment, and moral harassment
No.2	Part-time work wages and work environment	No.2	Doorstop sales contracts
No.3	Interaction on social media	No.3	Part-time work wages and work environment
No.4	Doorstop sales contracts	No.4	Trouble with neighbors
No.5	Multi-level sales schemes	No.5	Interaction on social media

	2023 Males		2023 Females
No.1	Doorstop sales contracts	No.1	Power harassment, sexual harassment, and moral harassment
No.2	Part-time work wages and work environment	No.2	Part-time work wages and work environment
No.3	Bicycle traffic accidents	No. 3	Doorstop sales contracts
No.4	Interaction on social media	No. 4	Interaction on social media
No.5	Multi-level sales schemes	No.5	Stalking

Source: Extracted from 59th (2023) Student Life Survey: Ritsumeikan University Data (Ritsumeikan Co-Op)

## “Attitudes” and “Behaviors” for Avoiding Hazards

### 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. Both online and offline, 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 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.



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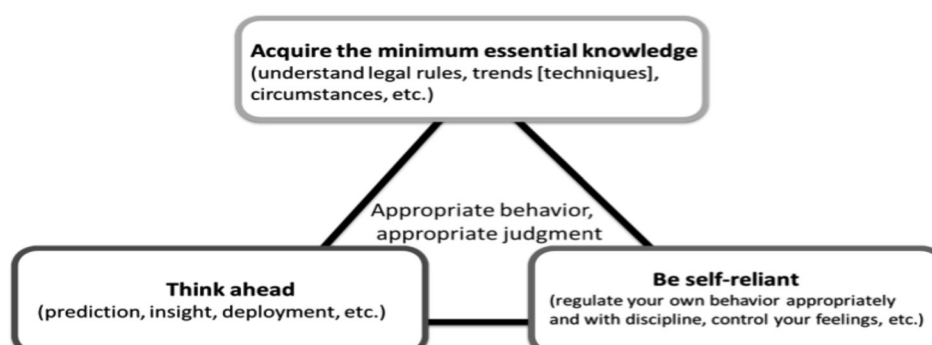
**Easily deceived, easily entangled in trouble, easily enticed**

#### | 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 Product/Service Issues (April-October 2023; contractees aged 18-19)

2023	
Rank	Product/Service
1	Hair removal salons
2	Dating websites/apps
3	Products - general
4	Side jobs - other
5	Rental apartments

Reference: Same period 2022	
Rank	Product/Service
1	Hair removal salons
2	Dating websites/apps
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5	Rental apartments

Source: National Consumer Affairs Center of Japan,

#### **Case 1: Taken to a separate room after a free trial beauty treatment session, and aggressively persuaded to sign up for an expensive course of treatment (female, teens)**

The student was stopped on the street and invited to have a free trial hair removal treatment. After the treatment she was taken to a separate room, despite having indicated she did not wish to go, and was encouraged to sign up for a paid course of treatment. Feeling unable to refuse, she signed a contract for a full hair removal course priced at around 200,000 yen. On a later date when she turned up for the first round of treatment, she was asked to pay 70,000 yen as an initial deposit. When she said she didn't have the money, the treatment provider used her smartphone to arrange a 70,000 yen loan to be repaid in installments, with the loan funds transferred to the provider. She was also asked how much cash she had with her, which was 2,000 yen, and she was required to pay that as well. After returning home she became concerned about repaying the loan. When she asked the provider if she could pull out, she was told she'd need to pay 60,000 yen more to cover the initial round of treatment. She wants to cancel the contract.

#### **Case 2: Encouraged to purchase online commerce information from a social media acquaintance; made the purchase but didn't get any business (male, 20s)**

The student was contacted via social media messaging by a stranger asking if he was interested in online business. He said yes, and they chatted about it using the call function on a free messaging app. The student was told he could find out more details about it if they met in person, so they arranged to get together at a café. There he was suddenly encouraged to purchase some commercial information that would earn him money. Unable to refuse, he contracted to purchase the information for 100,000 yen, and made the payment using two different credit cards. The student was underage at the time so needed his parent's consent to enter into the contract, but he was told that it was possible just to fill out the consent section of the contract himself if he didn't want his parents to know about it, so he did so. He used the commercial information for a while but made no financial gain. His contract didn't include any provisions concerning a cooling off period, and he's wondering if he can make use of the cooling off process without documentation.

#### **Case 3: Invited to do an internship helping people to upgrade their cellphones – told the internship would improve sales skills and enhance graduate job prospects / received social media messages aggressively encouraging cellphone upgrades (male, 20s)**

The victim came across information on social media about an internship that would give him an advantage in the graduate job hunt and provide sales experience and skills that would differentiate him from other students. He went to an information session, where he was pressured to start using his friendship networks and social media connections to encourage people to upgrade their cellphone contracts to get cheaper call rates. Thinking this strange, he asked to pull out, but his requests were ignored and he was simply asked to attend another meeting. / A person the victim connected with on social media invited him out of the blue to upgrade to a new phone contract to get cheaper call rates. The invitation was aggressive and not accompanied by any objective explanations or materials.

\*The above summaries are from actual cases that have occurred at Ritsumeikan University.

**Source:** National Consumer Affairs Center of Japan, *Nerawareru!? 18sai/19sai “kane” to “bi” no shōhisha toraburu ni ki o tsukete!* [Are you being targeted? 18/19 year olds should watch out for “money” and “beauty” consumer frauds] (published April 8, 2021)

## 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.10 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.); USBs and other products containing investment materials.
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.
Mobile Planners (Friendship Schemes)	The victim is invited to undertake an internship to improve their sales skills and enhance their job prospects, then required to leverage their interpersonal relationships—especially social media connections—to encourage people to change their smartphone contracts. Often the victim is led to believe that not only will they gain skills, but they’ll also bring benefits to those around them. Because this scheme involves exploiting friendships and trust for the profit of a specific organization, there is a high chance of the victim losing the trust of others and destroying their relationships.

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. There have also been reports of cases where people met through dating sites repeatedly demand purchase of shopping credit points and the like.



## | 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).

National Police Agency SOS47 Specified Fraud Taskforce web page (in Japanese only): <https://www.npa.go.jp/bureau/safetylife/sos47/>

## 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).

<https://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.**

## Hazards Online

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 inappropriate use of social media (Twitter, Instagram, etc.)

Social media tools are familiar and convenient, but if used incorrectly, they can cause significant damage and social backlash.

Sometimes they can even result in penalties being imposed under criminal or civil law. Please take the utmost care to use social media tools appropriately and avoid risks associated with them.

#### Example:

- ☐ Risks of trusting information found on social media alone
  - Perpetrators now have techniques whereby they use social media hashtags (such as #GoingToRitsumeikan) to pose as student peers or well-intentioned senior students, gain victims' trust, then obtain their personal information or entice them into multi-level sales schemes, cults, and the like. Recently, there have even been reports of information related to the "SDGs" being used as a front for enticing victims.
  - ▶ Check the credibility of the source of any information you encounter, and evaluate it carefully.
- ☐ Risks of posting content on social media without the permission of the individual involved / copyright holder
  - While on holiday, you might take a photo with somebody you don't know in the background, but decide to post it on social media anyway because it's a nice picture.
  - While making your own video, you might find a song online that fits well with your content, use it in your video (without checking the rights associated with the song), and post the video on social media.
  - ▶ In order to avoid trouble related to image rights, copyrights, and the like, please be sure to obtain the permission of all individuals involved and copyright holders before posting anything to social media.

### | 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:

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

### Crafty 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, 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

## Part-Time Work Hazards

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 (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.”

→It's the employer's responsibility to find a replacement for a worker who quits.

### | Example (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 trouble

- 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 something is wrong?

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 ⑥、⑪ and ③⑩ on p.44 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. There are also cases of students being charged exorbitant fees for plumbing repairs in their apartment. If repairs are needed, contact the property management firm or the landlord.
4. 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.
5. 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**

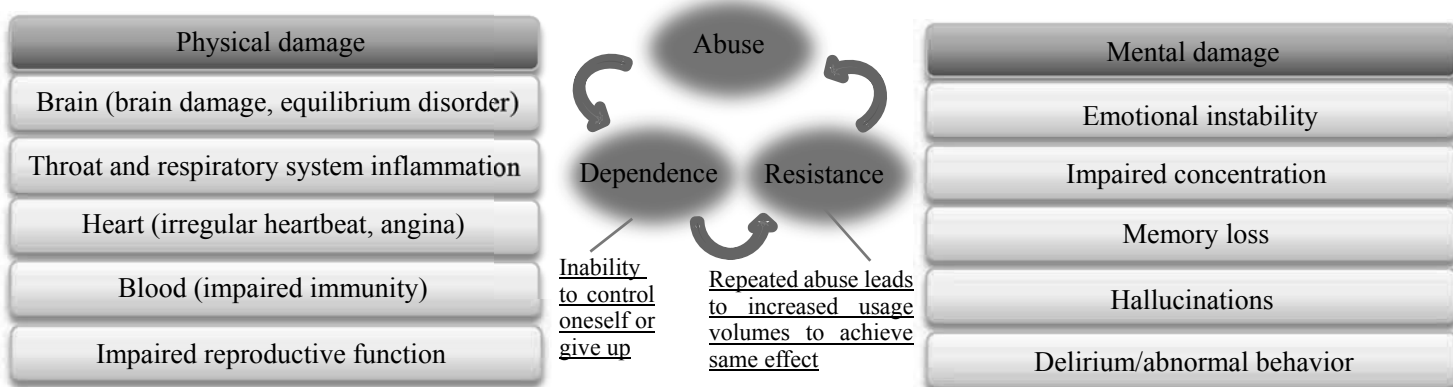
Reports of incidents targeting female students (pranks and harassment, stalking, sexual assault, nuisance phone calls, etc.) are on the rise. Don't assume you'll be OK: remain alert at all times. In the unlikely event that you are involved in an incident, be brave enough to seek help. The Office of Student 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.

## Stay away from illegal drugs

“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!

### Beware of personal import of illegal drugs

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.

Ritsumeikan University conducts a drug awareness survey for new students to ascertain their attitudes to illegal drugs and raise awareness.

The survey is conducted in collaboration with Kansai University, Kwansei Gakuin University, and Doshisha University. Please access the URL below to take the survey.

<https://forms.office.com/r/DK0NYCXfe8>

### **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.**

Fatal accidents from drunk driving have become 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.



## When Consuming Alcohol: Don't be a Perpetrator, Don't Let Anyone be a Victim!

### Underage drinking, chugging, forcing others to drink, driving while intoxicated: this is all “Unlawful 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 <https://www.ask.or.jp/ikkialhara.html> (in Japanese only)

## Obey Transport Laws and be a Responsible Member of the Community

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

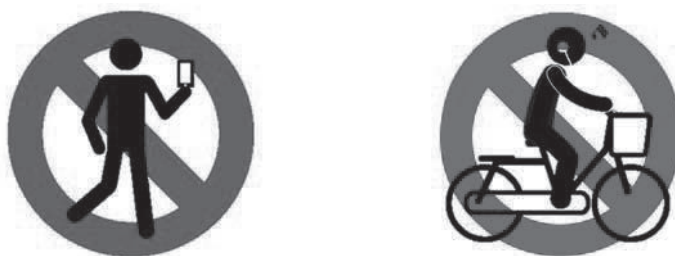
There are reported cases of students being caught for offences such as improper boarding (fare evasion) on trains, buses and other forms of public transport, and improper use of student public transport discount cards. Such cases constitute criminal conduct (fraud, etc.) contrary to the transport laws, 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, Bicycles, 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.

**Ritsumeikan University Campuses are 100% Smoke-Free (The specific outdoor Smoking place is excluded)**

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: 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: <https://www.ritsumei.ac.jp/health/>

See ⑨, ⑳ and ㉓ on p.44 for contact details

## Observe Campus Commuting Rules and Lead a Safe and Secure Campus Life!

### 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.

\*Detailed information on motorbike registration, traffic rules, and other matters can be found in the commuting and traffic manual.

#### | 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, report it to the police and, if necessary, contact the Office of Student Affairs on your campus as well as your insurance provider and parents/guardians.**

Commuting and traffic manuals and videos for each campus: <https://www.ritsumeit.ac.jp/infostudents/bike/>

## 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 was lowered to 18 years in 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 (Don't sign or stamp any document without thinking carefully first.).
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
- (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.

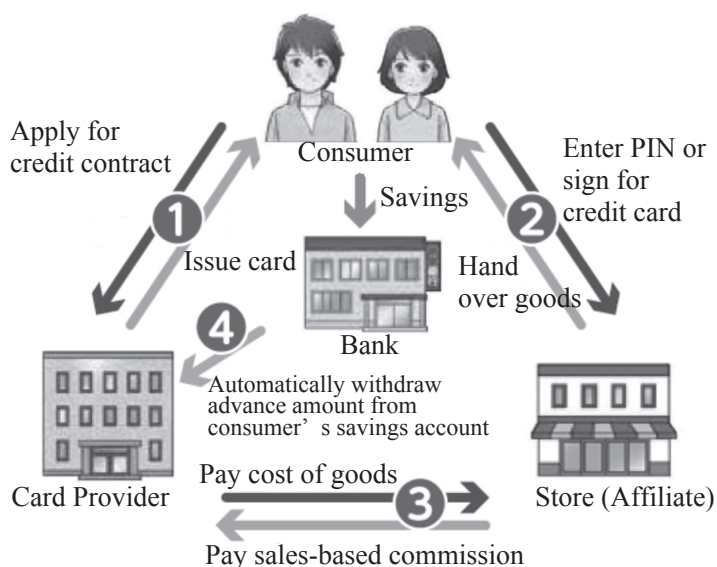
**National Consumer Affairs Center of Japan**

[https://www.kokusen.go.jp/ncac\\_index\\_e.html](https://www.kokusen.go.jp/ncac_index_e.html)

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

<https://www.meti.go.jp/english/index.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]

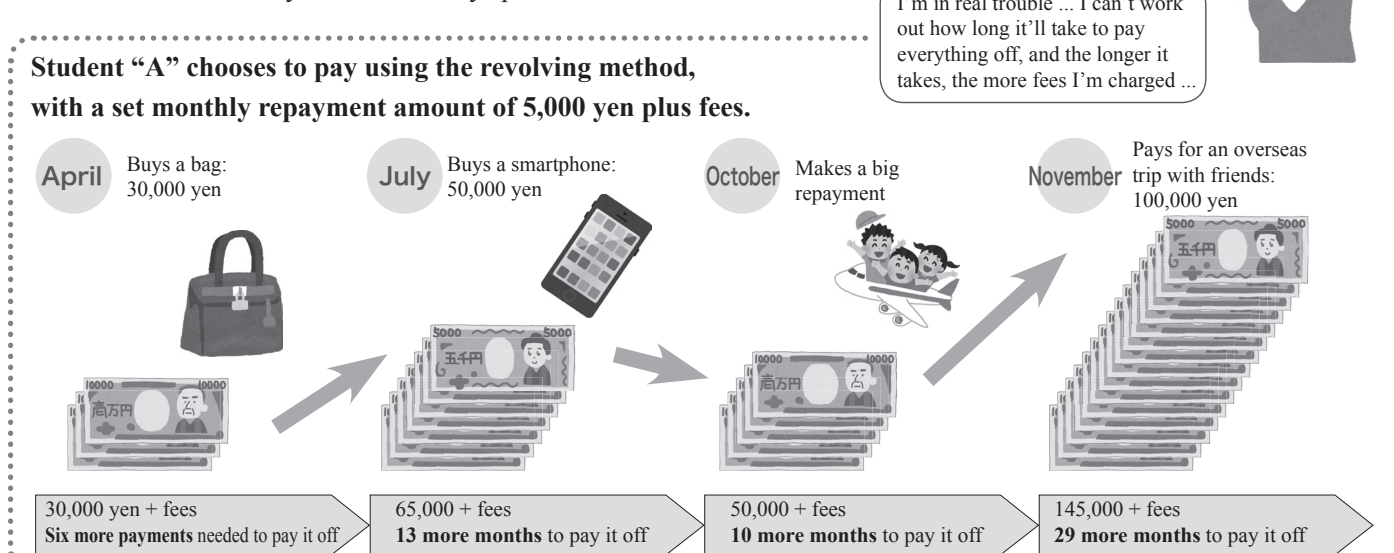


## | Credit Card Payment Methods and Points to Note

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

	Pay in advance	Pay on the spot	Pay later (loan)
Payment Method	E-money	Debit Cards	Credit Cards
Tool	Prepaid cards (ex. book voucher card, Quo Card), IC cards (ex. ICOCA, Edy), etc.	Bank ATM cards, all-in-one cards, etc.	Magnetic strip cards, IC cards (ex. iD, QUICPay), etc.
	Smartphone Payment Tools (PayPay, LINE pay, etc.)		
Features	Cards that you purchase for a set value in advance; cards that you can add money to and re-use.	Cards for real-time transactions. Can be used by anybody with a bank account, with no screening required.	Cards where a credit company pays for the purchase up-front, and the card holder pays back the credit company 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]

## 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.

<https://www.ritsumeik.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 <https://www.ritsumeai.ac.jp/ssr/en/>

See ⑦、⑱ and ㉓ on p.44 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.



**SSP**

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

Student Success Program

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	Access videos on the SSP website	<ul style="list-style-type: none"> <li>• Gathering and organizing information</li> <li>• How to make a to-do list</li> <li>• Time management</li> <li>• Note taking</li> <li>• Report writing etc.</li> </ul>
Small Group	Consultation hours and events with Peer Supporters	<ul style="list-style-type: none"> <li>• Activities for students to learn with and from one another, both face-to-face and online</li> </ul>
Individual	Individual consultations with SSP Coordinators	<ul style="list-style-type: none"> <li>• SSP Coordinators provide assessments of study habits and advice on self-realization</li> </ul>

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



| If you want to know more, contact the SSP 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, online appointment form, or by coming to the office in person.
- (2) In discussion with the Coordinator, you will identify your strong and weak points, and discover support and strategies to help.
- (3) The Coordinator will provide the support necessary to address your problems and/or introduce you to other resources within the university.

### 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 ⑥, ⑰ and ⑳ on p.44 for contact details

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

URL: <http://www.ritsumeai.ac.jp/ssp/english/>



## Medical Service Center

### | Health Support

**Health advice:** Advice on where to go for medical treatment, introductions to local medical providers, advice on physical and mental health, advice on quitting smoking

**Medical treatment:** Practitioners available in internal medicine (fever clinic, travel clinic) and psychiatry (reservations required)

**Health check-ups:** Annual student health check-ups, follow-up tests and detailed tests

**Opening hours:** 9:00 – 17:00 (closed Saturdays, Sundays, and national holidays)

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

URL : <https://www.ritsumei.ac.jp/health/>

## 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, developmental disabilities, mental disabilities, intractable illnesses and the like 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.

You can seek advice at the Center even if you don't have a diagnosis.

## 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 ⑧、⑰ and ㉓ on p.44 for contact details

URL: <https://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.

## **Office of Diversity & Inclusion Promotion**

At Ritsumeikan University, we value the idea of Diversity & Inclusion (D&I) as a way of enabling all students to be who they want to be, and to be glad from day to day that they came to Ritsumeikan and that they are studying here.

People are diverse, and each person is “special” in their own way. Acknowledging the diversity of other people and respecting one another’s ways of thinking and living is a very important part of ensuring everybody can enjoy campus life with a sense of security. The activities of the Office of D&I Promotion are designed with the aim of making our campuses places where everybody can be true to themselves, express themselves freely, make their own choices, and realize their aspirations.

Ritsumeikan has established principles and policies relating to D&I promotion. You can access them via the URLs below.

The Office of D&I Promotion also functions as a consultation point you can use if you have any questions or feedback about the systems or approaches to D&I within the university, or if you aren’t sure where to seek advice.

### **| Office of D&I Promotion**

Consultations: Please contact by email initially. E-mail address: [dcontact@st.ritsumei.ac.jp](mailto:dcontact@st.ritsumei.ac.jp)

Office hours: 9:00 a.m. to 5:00 p.m.

Monday to Friday (excluding public holidays)

The office is also closed at certain times of year including summer vacation, winter vacation, Golden Week.

### **| Chancellor’s Statement Toward the Promotion of Diversity & Inclusion**

URL <https://www.ritsumeikan-trust.jp/diversity/about/president.html/>

### **| Basic Vision and Basic Policy on the Promotion of Diversity & Inclusion**

URL <https://www.ritsumeikan-trust.jp/diversity/about/policy.html/>

### **| Basic Approach to Sexual Diversity**

URL [https://www.ritsumeikan-trust.jp/diversity/sogie\\_guideline/sogie\\_guideline01.html/](https://www.ritsumeikan-trust.jp/diversity/sogie_guideline/sogie_guideline01.html/)

### **| Guidelines on Support for Students regarding Sexual Diversity at Ritsumeikan University**

URL [https://www.ritsumeikan-trust.jp/diversity/sogie\\_guideline/sogie\\_guideline02.html/](https://www.ritsumeikan-trust.jp/diversity/sogie_guideline/sogie_guideline02.html/)



## Harassment Prevention: How to Avoid Being a Victim or a Perpetrator of 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 their learning and pursue their activities in safety and comfort. The most important factor in creating an environment free from harassment is to behave with an understanding that each and every person is different and an awareness that both you and people you interact with are important individuals.

### | What is harassment?

**Harassment is conduct that exceeds what is necessary and appropriate and causes disadvantage to others or harms the environment in which others operate.**

Types include sexual harassment, power harassment, academic harassment, and other forms of harassment (alcohol harassment, racial harassment, etc.). For more details access the website below.

### | If you feel you're being harassed

- Often the other person is unaware that you feel uncomfortable, so you should tell them, quietly and simply, that their conduct is making you uncomfortable. Doing so will help protect both you and them.
- It's important to consult with someone you trust and have them listen to your experience. Don't keep it to yourself. In the same way, if you notice a friend who appears troubled, ask them about it and listen to what they have to say.
- In some cases you may be unable to communicate directly with the teacher, senior student or the like. If so, and it's a matter related to classes or research supervision, consult with the administrative office. If it's related to extracurricular activities, consult with the club president or faculty advisor, or with the Office of Student Affairs.
- If there's a risk of physical harm, such as in cases of stalking, seek help from people around you or a university administrative office. In some cases you may need to contact the police immediately.
- If you're struggling to resolve the problem on your own, consult with a harassment counsellor. Refer to the website below for more information on harassment consultations and procedures.

Ritsumeikan University / Ritsumeikan Affiliated Schools Harassment  
Prevention Committee Website:

<https://www.ritsumeik.ac.jp/mng/gl/jinji/harass-eng/>

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

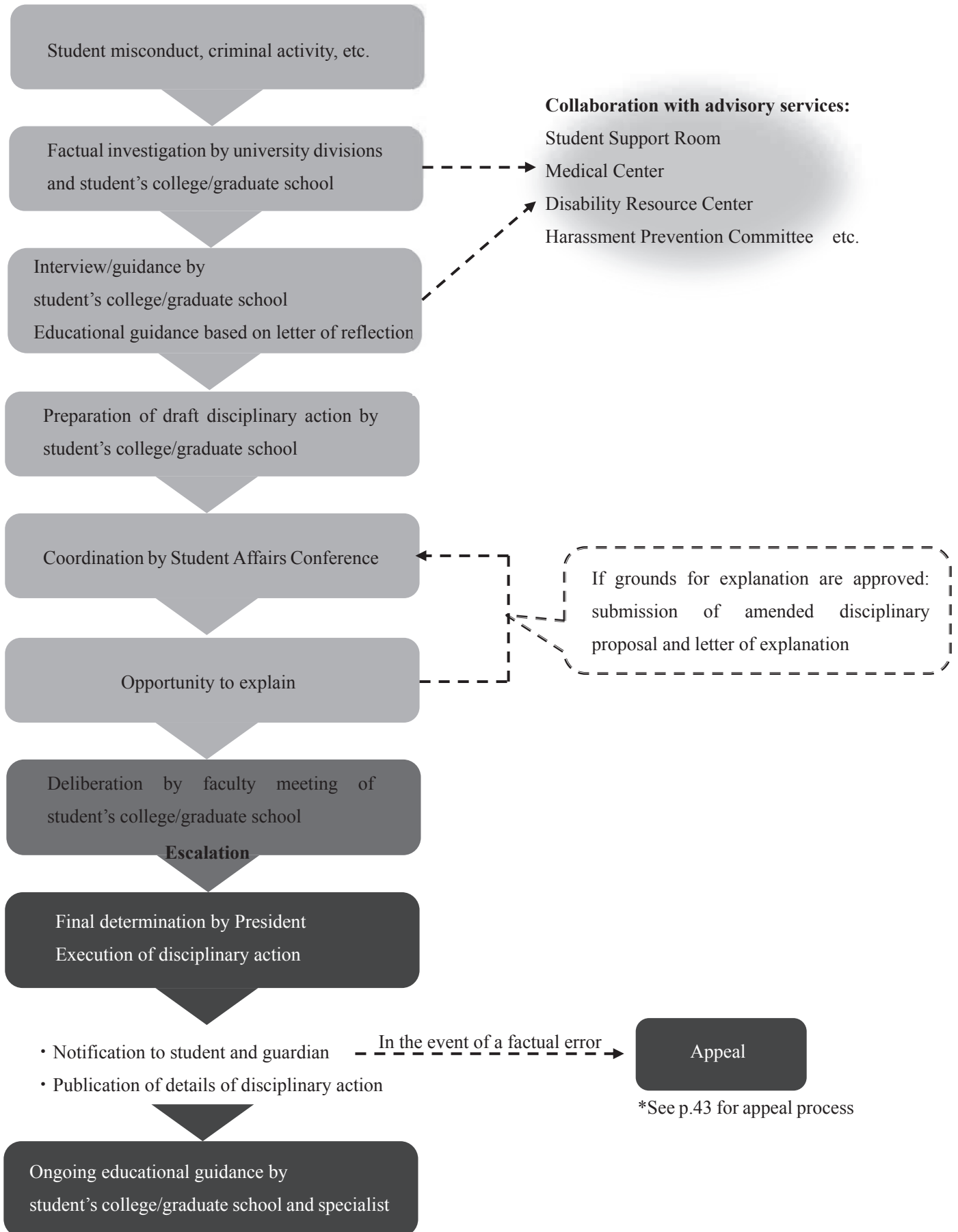
Students are the principal actors of learning and members of the university community. As well as being guaranteed freedom in education and research at university, students are expected to comply with the university's various rules designed to protect the human rights and entitlements of all members 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.

Various regulations:<https://www.ritsumei.ac.jp/infostudents/rule/>

## 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**

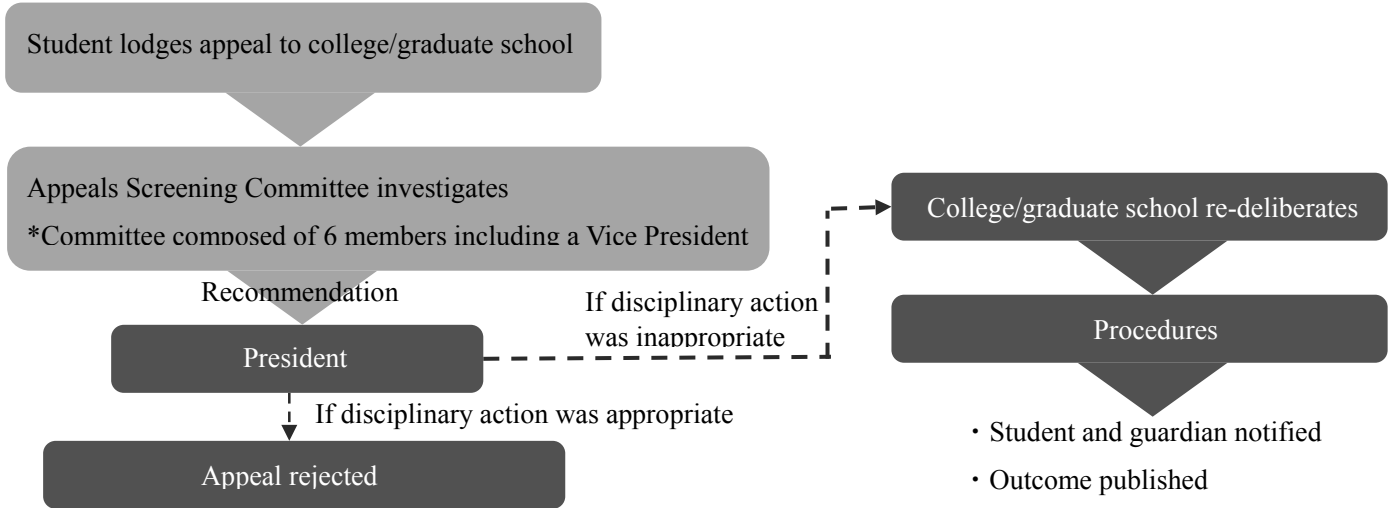
Disciplinary action is recorded in the student register (retained indefinitely). It does not appear on academic transcripts, enrolment certificates, and other certifications.

### | **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



## 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, Inter-Faculty Graduate Schools at Kinugasa (Language Education and Information Science • Core Ethics and Frontier Science)	Soshikan 1F	075-465-8375
	6	Office of Student Affairs at Kinugasa Campus	Kenshinkan 1F	075-465-8167
	7	Student Support Room		075-465-8174
	8	Disability Resource Center		075-465-8343
	9	Office of Medical Services(Kinugasa)	Shigakukan 1F	075-465-8231
	10	Campus information	Shitokukan 1F East	075-465-8144
BKC	11	Administrative Office, College of Economics	Ad-Seminario 1F	077-561-3940
	12	Administrative Office, College of Science and Engineering	Core Station 1F	077-561-2625
	13	Administrative Office, College of Life Sciences	Link Square 2F	077-561-5021
	14	Administrative Office, College of Pharmaceutical Sciences	Science Core 1F	077-561-2563
	15	Administrative Office, College of Sport and Health Science	Integration Core 2	077-561-3760
	16	Administrative Office, College of Gastronomy Management	Ad-Seminario 1F	077-561-4801
	17	Office of Student Affairs at Biwako-Kusatsu Campus	Central Arc 1F	077-561-3917
	18	Student Support Room		077-561-3952
	19	Disability Resource Center		077-561-3951
	20	Office of Medical Services(BKC)	West Wing 1F	077-561-2635
	21	Campus information	Core Station 1F	077-561-2621
OIC	22	Administrative Office, College of Business Administration	Building A 1F (AC office)	072-665-2090
	23	Administrative Office, College of Policy Science		072-665-2080
	24	Administrative Office, College of Image Arts and Sciences		072-665-2071
	25	Administrative Office, College of Comprehensive Psychology		072-665-2190
	26	Administrative Office, College of Global Liberal Arts		072-665-2492
	27	Administrative Office, College of Information Science and Engineering		072-665-2075
	28	Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus		072-665-2100
	29	Graduate School of Management		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	School of Law	Nakagawa Kaikan 1F	075-813-8272
	36		Graduate School of Professional Teacher Education		075-813-8269
	37	Campus Administrative Office			075-813-8315





# TIPS ON CAMPUS LIFE FOR STUDENTS 2024



TIPS ON CAMPUS LIFE FOR STUDENTS published in March,2025.

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