

ALL CAMPUSES

IV. To Conduct Advanced Activities in a
Safe Manner

1. Guidance, Seminars, and Other Training Opportunities

1.1. Extracurricular Activity Guidance

Every year around December, the Office of Student Affairs holds extracurricular activity guidance for the incoming leadership officers of student groups. It focuses on the university's various programs, how to apply for grants, and what the groups' leaders need to know. All of this information is important, so please be sure to attend. Information about the guidance will be shared via manaba+R, the Student Union website, and the division headquarters mailing lists.

1.2. Student Life Seminars

Students face various issues that may threaten the safety and security of their student life. These include problems at part-time jobs, pyramid schemes, information ethics issues (appropriate use of social networking services), cult groups, harassment (including stalking and molestation), and inappropriate drinking. Since some outside organizations take advantage of the group characteristics of university student groups, seminars are held on student life as a routine risk management measure. Information about these seminars will be sent to the representatives of each group via manaba+R, etc. as needed, so please participate.

Planned Seminars

Planned Topics:

- (1) Bad business practices (e.g. pyramid schemes), (2) Measures against cult groups, (3) How to manage money properly and appropriate use of SNS (and other topics related to the change in age of adulthood), (4) Drug abuse prevention (5) How to drink responsibly (7) "Black" exploitative part time jobs, (8) Crime prevention classes for women and more.

*Experts and others from outside the university will be invited as lecturers.

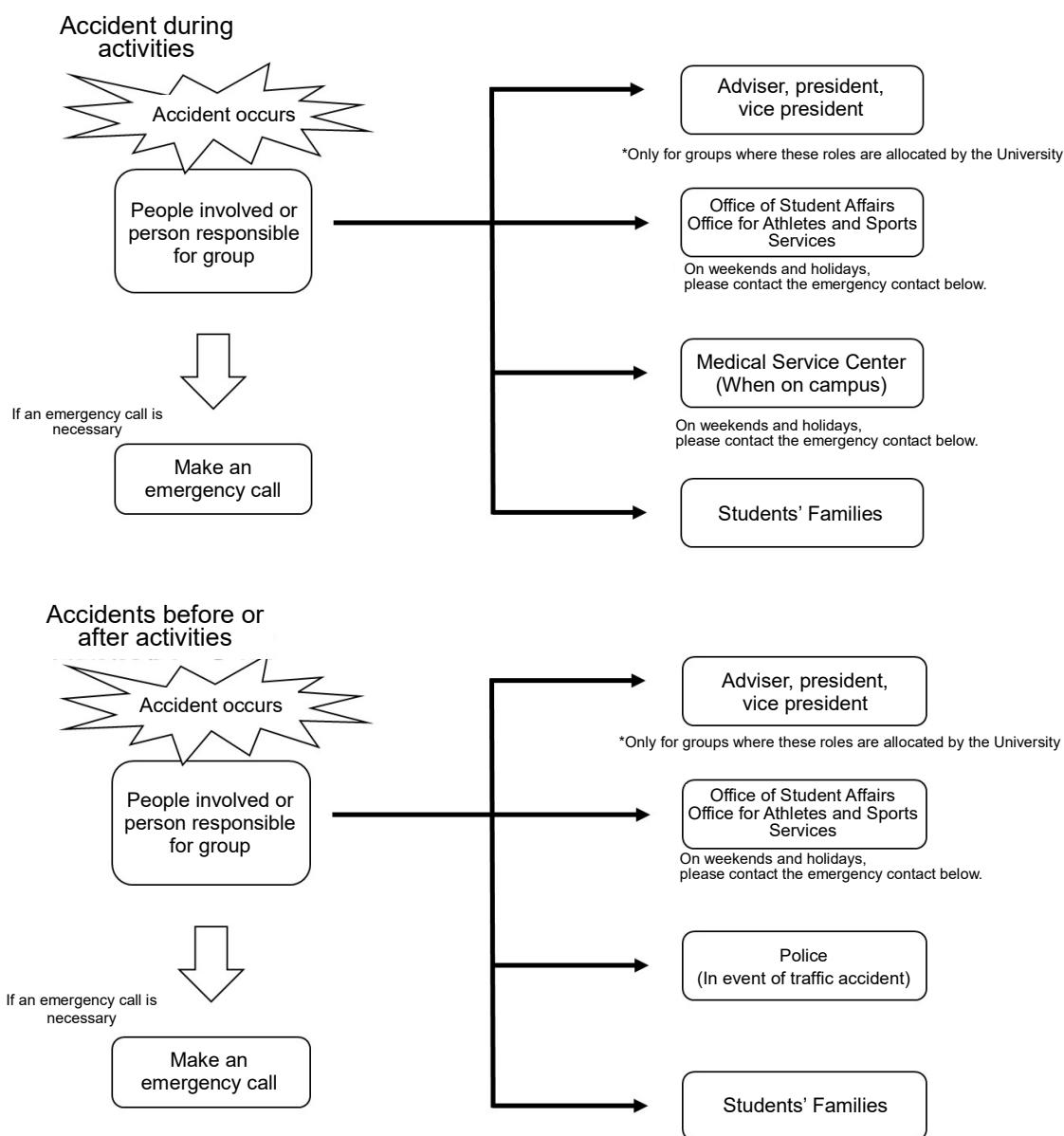
*Length of each seminar: About 50 to 90 minutes (maximum)

*Topics are subject to change with consideration for social conditions and other factors.

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2. Safety Management for Activities and Emergency Response

In extracurricular activities, it is important to always keep in mind emergency response and safety management. In the event that an incident/accident occurs in your group, please take prompt action by following the flowchart below.



Emergency Contacts (24 hours a day, 7 days a week)

Kinugasa	Office of Campus Information	075-465-8144
BKC	Office of Campus Management and Security	077-561-2621
OIC	Campus Information Center	072-665-2020

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Handling of Extracurricular Activities in the Event of Typhoon or Other Disaster:

If a typhoon is expected, please decide in advance whether to conduct the activity, or to shorten its time.

The cancellation of classes and other university functions is determined based on the Ritsumeikan University Regulations on Curricular Classes.

2.1. When Classes Are in Session

When curricular classes are canceled (based on the issuance of storm warnings/special warnings, suspension of public transportation, typhoon forecast, etc.), extracurricular activities will also be suspended at that time. Stop immediately and return home while it is safe to do so.

Campus facilities (classrooms, Student Center, gymnasiums, sports fields, seminar houses, etc.) will not be available until the warning is lifted.

2.2. When Classes Are Not in Session (Including Summer, Winter, and Spring Breaks;

Saturdays and Sundays When There Is No Class or Make-up Class)

Campus facilities cannot be entered or used with the issuance of special/storm warnings, evacuation orders/instructions/recommendations based on warnings, or the suspension of public transportation.

A notification will be posted on manaba+R that campus entry is prohibited.

Until the storm warning is lifted, please refrain from extracurricular activities.

If a typhoon is clearly approaching the area where you plan to engage in activities, it is recommended that you take early action and cancel your extracurricular activities in advance for safety reasons.

2.3. During Trips and Overnight Activities

If a typhoon is predicted to approach or pass through the area before a trip/overnight activity, please cancel your plans. In the event that a storm warning, etc., is issued during a trip/overnight activity, please cancel the activities and seek advice from your group adviser, president, or vice president, or university offices such as the Office of Student Affairs.

If after entering campus your current area of residence is under a storm warning or designated as a disaster area, and you are unable to return home, you may wait and stay overnight at a facility on campus. In this case, please consult with the Office of Student Affairs or the Office of Regional Collaboration.

(Weather reports)

<https://www.jma.go.jp/jp/warn/>



3. Insurance for Extracurricular Activities

3. 1. Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

Students are not covered
during their commute to
and from the university.

(1) Gakkensai

Every regular student at Ritsumeikan University is enrolled in the Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai). If you are injured in an extracurricular activity and meet the relevant conditions of the insurance, you can receive compensation. For more information, please go to the Office of Student Affairs.

(2) Eligibility for Insurance Benefits

- 1) During curricular classes or university events → Injury requiring **1 day or more** of treatment
- 2) During extracurricular activities (university-recognized student groups) → Injury requiring **14 days or more** of treatment
- 3) In school facilities (excluding during extracurricular activities) → Injury requiring **4 days or more** of treatment

(3) Procedures

There is a three-year statute of limitations on insurance claims. Please file your Gakkensai insurance claims as soon as possible.

Procedures are subject to change. Changes will be announced on manaba +R.

Step 1: Inquiry

- (1) Pick up a flyer at the Office of Student Affairs counter on your campus. This explains how to download the SkettBook app to your smartphone and use it. You can also download the instructions from the web (using the QR code below).
- (2) If you want to confirm the details of Gakkensai coverage before submitting a claim, please read the flyer (namely, the section describing medical insurance benefits and additional hospitalization fees).
- (3) If you have more detailed questions or inquiries, please contact the Tokio Marine & Nichido Fire Insurance School Insurance Hotline.



Toll free: 0120-868-066

* Staff at the Office of Student Affairs counter are prohibited by the Insurance Business Act from explaining the details of insurance products.

Step 2: Apply on the app and prepare and Accident Certificate

- (1) Download the SkettBook app.* **All students must download the app!**

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- (2) Log in to the app, click "Insurance Claims" on the lower right-hand side, then "Gakkensai Claim Application", then "Person who was Injured." Enter the necessary information including the details of the injury.* See the back side of the flyer for instructions. If you do not know how to work the app, please ask the Office of Student Affairs at OIC for assistance.
- (3) After clicking "Finish," you will receive an email entitled "[SkettBook] Notice of Receipt of Accident Information Registration (Do Not Reply)," so be sure to save this email.
- (4) Roughly one or two weeks later, you will receive a direct message from the university via manaba +R with instructions on how to prepare an Accident Certificate. **Create your Accident Certificate***¹ based on the instructions in this email.
- (5) Use the online form indicated in the email notice to **submit your Accident Certificate***².

*1: The insurance company will ask the university to certify the accident for which you have submitted a claim. The university will certify the accident based on the Accident Certificate you submitted.

*2: You will not receive a reminder from the university if you have not completed the online application. Make sure you complete your application promptly.

Step 3: Report medical treatment (submit an insurance claim)

- (1) Log in to the app, click "Insurance Claims" on the lower right-hand side, then "Gakkensai Claim Application", then "Injured Person who Received Medical Treatment" to report on the treatment you received.
- (2) After clicking "Confirm Information and Submit Claim," you will receive an email entitled "[SkettBook] Notice of Receipt of Medical Treatment Status Report (Do Not Reply)."
- * The insurance company may contact you if they have questions. The insurance company may also contact the medical institution to confirm information including the progress and details of your treatment, the severity of your symptoms, and the situation at the time of injury.
- (3) The insurance payout will be transferred to your account in accordance with the terms of the contract. The insurance company will notify you of the payment amount by postcard or other means.

You will also be notified if there will be no insurance payout.

* **The university cannot answer any questions about the timing of insurance payouts.**

(4) Points to Note

Because some injury types and wound locations may not be covered by Gakkensai, we strongly recommend that group members that are at risk of injury (e.g., members of Athletic Association and other sports-oriented groups) purchase the Sports Safety Insurance. For details, please refer to "3.3. Sports Safety Insurance".

3.2. About Event Insurance

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We recommend that groups purchase insurance for events that may result in injury or similar incidents. Without this insurance, groups may be faced with large medical bills if an accident occurs that requires a hospital visit or hospitalization. Particularly in events with participants from outside the university, the organizer is often held responsible for injuries sustained by participants. To prepare for such eventualities, the university provides information on recreation insurance (accident insurance) and event organizer liability insurance. Both are handled by Creohuman. The type of insurance depends on the type of event, the number of participants, and other factors. Below are some typical plans that are often used by extracurricular activity groups at the university.

Recreation Insurance (Accident Insurance)

Insurance amounts: examples			Rate	Insurance premium (approximate) Per person/per day
Death/residual disability	Hospitalization insurance daily amount	Outpatient insurance daily amount		
¥1,000,000	¥1,500	¥1,000	A	¥9
			B	¥48
			C	¥97
¥3,000,000	¥3,000	¥2,000	A	¥23
			B	¥113
			C	¥225
¥5,000,000	¥5,000	¥3,000	A	¥37
			B	¥184
			C	¥368

(Insurance amounts and premiums are current as of October 2024)

Contract Conditions

- The number of insured persons must be twenty or more per day, or forty-five or more for the entire event if the event is held on multiple dates.
- Events that involve overnight stays are not covered by recreation insurance. They are covered by domestic travel insurance or other types of accident insurance. Such insurance is also offered by Creohuman.
- Group discounts may be available depending on the number of insured persons.
- Insurance premiums vary depending on the type of recreation.
Examples of types of recreation to which the A rate applies: volleyball, hiking, dodgeball, softball
Examples of types of recreation to which the B rate applies: field days, cycling, athletics, rubber baseball
Examples of types of recreation to which the C rate applies: basketball, soccer, baseball
(There are some types of recreation that are not covered by recreational insurance.)
- The premium per policy is calculated by multiplying the per person/per day premium by the number of insured persons.
- The minimum premium (the minimum premium per policy) is ¥1,000.

Liability Insurance for Event Organizers:

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Please contact Creohuman for details.

Insurance Inquiries:

Creohuman Co., Ltd. (Insurance agency)

<https://www.creohuman.co.jp/business/insurance/>

E-mail: creohuman@creotech.co.jp



3.3. Sports Safety Insurance

(1) Sports Safety Insurance

This insurance is available to amateur groups of four or more people engaged in sports activities, cultural activities, recreational activities, volunteer activities, community activities, and so on. Extracurricular activity groups, such as athletic association affiliated groups, can also join if they meet the requirements.

The coverage includes accident insurance and liability insurance. Although there is some overlap in coverage with the Personal Accident Insurance for Student Pursuing Education and Research (Gakkensai) ([3.1] above), it is recommended to join as a safety net for your activities.

(It is a basic requirement that Athletic Association groups in particular apply for coverage.)

For more information on insurance rates and how to join, please check the following website of the Sports Safety Association (<https://www.sportsanzen.org/hoken/>).

4. Harassment Prevention

~ To avoid being either a victim or a perpetrator of harassment ~

Ritsumeikan University believes that creating a community where all students, faculty and staff members are respected as individuals, where they can learn and live actively, and that they can work safely and comfortably is important for their learning and growth, and for the University to fulfill its social mission.

The most important thing in creating an environment free of harassment is to understand that each person is different and to act with the awareness that both you and the other person are important individuals.

4.1 What is Harassment?

Harassment is defined as any conduct that goes beyond what is necessary and appropriate, to treat someone else unfavorably or harm the environment that they undertake activities in. There are various types of harassment including sexual harassment,

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power harassment, academic harassment and other harassment (alcohol harassment, racial harassment, etc. For more information, please refer to the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website.

4.2 If You Think You Are Being Harassed

- Since the other party is often unaware that you felt uncomfortable, calmly and accurately tell them what they said or did that made you uncomfortable. This links directly to protecting you and the other party.
- It is important to consult with someone you can trust and have them listen to you. Don't keep it to yourself. Also, if your friend seems a bit different than usual, talk to them and lend them some advice.
- If you are unable to communicate directly with your instructors or senior students, you should consult with the administrative office for issues related to class or research guidance, or with the head student, advisor, or the Office of Student Affairs for extracurricular activities.
- If there is a possibility of stalking or other physical danger, seek help from someone close to you or the administrative office of your college, and in cases where it is required, contact the police immediately.
- If you find it difficult to solve the problem by yourself, please consult with a harassment advisor. For harassment consultations and procedures, please refer to the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website.

Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment
Prevention Committee

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



5. For a Safe and Comfortable Student Life

In addition to what has been explained so far, there are other points, such as traffic safety, problems on the internet, and the Student Support Room, to keep in mind to ensure that extracurricular activities go smoothly. These points will be reviewed below.

5.1. Traffic Safety

There has been an increase in the number of traffic accidents involving students near campus. This is particularly true regarding motorcycles and bicycles. These accidents appear to be caused by excessive speeding, aggressive right and left turns, unreasonable overtaking, wearing earphones while riding, and not using lights.

When riding a motorcycle or bicycle to or during an extracurricular activity, please obey traffic rules and ride safely. In the event of an accident, please keep the following points in mind.

In the Event of an Accident:

- (1) Report to the police and contact your parents/guarantor.
- (2) If you have insurance, contact your insurance company.
- (3) Contact the Office of Student Affairs.

5.2. Drugs

In recent years, marijuana and methamphetamine use by university students and celebrities has been reported frequently in newspapers and on television. In particular, marijuana use is on the rise, with the largest number of arrests among those in their 20s and younger. Drugs are no longer something completely from a different world, as dangerous drugs known as “legal drugs” and “designer drugs” are being sold on the internet. Illegal drugs are highly addictive and can cause lifelong mental and physical harm. In addition, illegal drugs are subject to severe social sanctions once they are in someone’s possession. Please do not ever get involved with drugs.

5.3. Student Support General Guide

The Division of Student Affairs has the following four contact points where students can consult about problems and issues related to student life.

Ritsumeikan Medical Services Center website

[\(https://en.ritsumei.ac.jp/health/\)](https://en.ritsumei.ac.jp/health/)



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Student Support Room website

(<https://www.ritsumei.ac.jp/ssr/en/>)



Disability Resource Center website

(<https://www.ritsumei.ac.jp/drc/en/>)



Student Success Program website

(<https://www.ritsumei.ac.jp/ssp/english/>)



If you are not sure what to ask help for, where to ask for help, or whether or not to ask for help, the support coordinator of the Office of Student Affairs can advise you on how to use the various contact points and how to proceed with the consultation after listening to your situation. If you would like to consult with a support coordinator, please contact the Support coordinator of the Office of Student Affairs. Please have a look at the below website for details.

Student Support General Guide: <https://www.ritsumei.ac.jp/drc/sougou/en/>



6. Health and Safety Management

Students who engage in extracurricular activities are members of their group, and while they are Ritsumeikan University students, they are also members of society as a precondition. Each student and student group should be aware of this fact and act accordingly. For example, it is important to abide by the rules and regulations set forth by the national and local governments and by the facility managers at the activity site. As students of Ritsumeikan University, we ask that you conduct yourself and your activities with awareness and responsibility.

You must be mindful of health and safety management, including infectious disease countermeasures, when engaging in extracurricular activities. Initial responses to heat stroke and influenza can prevent the symptoms from worsening and infection from spreading. Please make sure to discuss and build a common understanding in your group regarding health and safety management.

6.1. Heat Stroke

Heat stroke can occur even when you are inside a building. Please make sure you are in good physical condition and acclimated to the heat to avoid heat stroke.

Prevention and Treatment of Heat Stroke:

- (1) If you are in a high-temperature, high-humidity place, take more breaks, reduce the amount of exercise, and drink enough water before you get thirsty (this includes during exercise).
- (2) Stop exercising under severe conditions (such as when the temperature exceeds 35° C).
- (3) If you experience any symptoms of heat stroke, stop your activities immediately and go to the nearest medical facility for treatment.

6.2. Drinking Alcohol

The amount of alcohol you can drink depends on your individual constitution and physical condition. Drinking under the age of 20 is against the law. Forcing someone to drink alcohol is not only harassment but also extremely dangerous and can lead to serious accidents.

You may have the opportunity to drink alcohol at group get-togethers, but do not under any circumstances chug or force others to drink alcohol.

- (1) Drinking under the age of 20 is against the law!
- (2) Don't chug alcohol, and don't make others chug alcohol. (This is not only the individual's responsibility, but also the group's management responsibility.)
- (3) If someone becomes inebriated, make sure to take care of them.

Alcohol Consumption on Campus

The university does not allow any alcoholic beverages to be consumed on campus, except at university-sponsored events. If students are found to be drinking alcohol on campus, other than at university-sponsored or university-approved events, they will be dealt with strictly in accordance with the Student Disciplinary Regulations and the Student Group

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Disciplinary Regulations.

6.3. Smoking

Smoking is a major problem. It is not only harmful to the health of smokers themselves, but also to the health of non-smokers due to second-hand smoke. It is necessary to understand smoking from a health and scientific point of view. It is not a hobby or fashion accessory. In addition to avoiding the habit of smoking for the sake of your own health, you should also think about proper smoking manners, such as ensuring separate smoking areas are maintained and not littering cigarettes, in order to avoid second hand smoking. It is also important to note that even if you have turned 18 and are now an adult, smoking under the age of 20 is still against the law.

In principle, Ritsumeikan University bans smoking on its campuses to promote health and to ensure a comfortable learning and working environment for all students, faculty, and staff.

However, smoking cessation support areas have been established to help smokers quit smoking without undue stress. Smoking cessation support areas refer to the designated outdoor smoking areas stipulated in the revised Health Promotion Act and are areas where smoking is permitted despite the campus-wide smoking ban.

The university has established these smoking cessation support areas for two main reasons. The first is to combat poor smoking etiquette around the campus and eliminate complaints from nearby residents. Smoking while walking or on private property has become a problem, and there are concerns about health hazards caused by cigarette butt litter and passive smoking. The second is to reduce the risk of fire on campus. Cigarette butts discarded in trash cans and hidden smoking are high fire risks in facilities that handle flammable chemicals.

Smoking on campus is strictly prohibited at Ritsumeikan University, except in the smoking cessation support areas. Never smoke outside of the smoking cessation support areas.

Note: In accordance with the revised Health Promotion Act, smoking is prohibited on the premises of Type I facilities, including universities [except in designated outdoor smoking areas].