

# APU Policies at Student Life

## Importance of Multicultural Coexistence and Respect of Human Rights at APU

APU has established the following basic principles to guide it as a university: “freedom, peace and humanity,” “international mutual understanding,” and “the future shape of the Asia Pacific region.”

At APU, students whose nationalities, races, religions, and cultural backgrounds differ from each other from over 100 countries and regions empathize with its foundational philosophy. They are cooperating so as to become people who will shoulder the future to be realized by such philosophy on their own, and they are undertaking education and research while making social contributions.

All members at APU undertake learning and activities based on ethics that prioritize the cherishing of human dignity and rights. They are demanded to extensively disseminate such activities to society as a whole. Specifically, the concepts underpinning such ethics are “to recognize mutual existence,” “to deeply understand that humans are equal and act based on such concept,” and “to refuse to engage in mutual hate or to become perpetrators or victims of such hate.”

## To Live as a Member of Beppu City, Oita Prefecture

APU is situated in Beppu City, a city of 120,000 people located in Oita Prefecture in the eastern region of Kyushu. APU opened in April of 2000 with the cooperation of Oita Prefecture and Beppu City, in the form of land grants and approximately 20 billion yen in grants to help us build our school.

Scholarships provided to domestic and international students by Oita Prefecture, Beppu City, other governments, the Ritsumeikan Trust, individuals, and various companies and organizations show the goodwill and hope that everyone has for the advancement of APU and the development of our students. One of the goals set for APU has been to create an environment conducive for students as members of Oita Prefecture • Beppu City to contribute to the local community’s development. APU students, regardless of their country or region of birth, are a part of the local community. As a student you should make every effort to learn its history and conduct yourself in an appropriate manner befitting of an APU student in your daily life alongside Oita Prefecture • Beppu residents.

## Religion

Students of different religious faiths and diverse cultural values from all over the world gather at APU. Religion can influence the culture, customs, ideology, lifestyle, and even the philosophies on life of the people who practice it. Moreover, different individuals adhere to their religious beliefs to different degrees.

At APU, students possess a divergent range of viewpoints towards religion. Therefore, in order to treat all students in a fair and equitable manner, the following three fundamental principles have been established in regards to religion:

1. APU will ensure an individual's religious freedom.
2. In principle, APU will not give assistance to religious undertakings.
3. The following religious activities are prohibited within common areas of APU:
  - Proselytizing for any specific religion, or carrying out activities that may support or promote that religion, and receiving assistance from the same religious group.
  - Activities that could constitute oppression, interference, insulting of other religions, etc., antisocial activities, or activities that would make it difficult to lead student's life

### Alcohol

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1. People under 20 years of age are legally prohibited by Japanese law from consuming any alcohol such as beer, Japanese sake, wine, or whisky. APU also prohibits students possessing such alcoholic beverages.
2. Precautions when drinking alcohol:
  - Do not "chug" alcohol; do not coerce others to do so. It is dangerous and can be fatal.
  - Do not coerce those who cannot or do not want to drink alcohol into doing so.
  - Do not drink alcohol when you do not feel well or when taking medicine (including cold medicine or painkillers).
  - Drink slowly when eating.
  - Even those who can hold their liquor should stop drinking once they begin to feel intoxicated.

### Drugs

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Japanese law prohibits possession, consumption, and distribution of illicit drugs (e.g. marijuana) and stimulants. Students who violate the law will be severely punished. These kinds of antisocial acts run counter to APU principles—an institution of learning and study—and students caught engaging in this type of behavior will be harshly reprimanded.

Moreover, you will not only be forced to abandon your studies (international students may be deported from Japan under the immigration law, which will have ramifications for your college visas) but you risk damaging your health, which may negatively affect your life. Do not get involved with cannabis, etc.

If you have obtained information related to cannabis, etc., promptly report it to the police. The university will accept related consultation as well ([consult@apu.ac.jp](mailto:consult@apu.ac.jp)).

### Tobacco

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The Ritsumeikan Trust formulated "The Ritsumeikan Trust Guidelines for Smoke Free Campuses" in 2008. Since then, it has been advancing smoke-free initiatives in line with these guidelines. APU is also committed to reducing the number of smokers and preventing second hand smoking on campus. With this commitment, the University will continue to carry out such initiatives based on these guidelines.

The University has three designated smoking areas and prohibits smoking in all other areas of campus. Please note that Japanese law prohibits smoking by persons under the age of 20. We appreciate your understanding and cooperation.

## Illegal or Improper Conduct

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Many students have a sufficient understanding of the philosophy and background of APU, diligently undertake learning and research activities, proactively participate in extracurricular activities and exchanges with the neighboring community, and lead fulfilling lives as students. Unfortunately, however, it is a fact that there are some students who are involved in nuisance and criminal behavior in the local community.

Nuisances and/or criminal acts committed by APU students (such as disposal of waste, disturbances caused by drinking, and violation of traffic laws) not only are issues affecting for the students who are directly responsible for these problems -- they also undermine the reputation of all APU students and the university as a whole and damage the trust and good intentions that society has demonstrated to date. Your student life would not be possible without the trust of the local residents of Beppu City in Oita.

## Sexual and gender diversity

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APU respects sexual and gender diversity as part of its commitment to human rights. APU maintains an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected and that they will be treated fairly, and that they not need to suffer any discomfort or pain as a consequence of their sexual orientation or gender identity. Please view the Student Office's homepage for details. There is an LGBT+ liaison officer available in the Student Office (Contact information: [apulgbt@apu.ac.jp](mailto:apulgbt@apu.ac.jp)).

### Policies and Resources Regarding Sexual and Gender Diversity

- URL: <https://en.apu.ac.jp/home/life/content57/>
- QR Code:



## Disciplinary Actions

While learning and leading student lives, some students may undertake acts in breach of rules regulated by the university, acts that infringe rights for learning and leading student lives of other students, or acts that violate rules, etc. regulated by the government of Japan or municipalities. If such acts have been undertaken, APU will strictly urge such students to reflect on their acts and provide them with rehabilitation guidance.

Students' disciplinary actions constitute educational activities that necessitate the students involved in such acts to deeply reflect on them, and to avoid repeating them.

At a student life at APU, some students may confront difficult situations that are difficult for them to overcome.

When such difficulties occur, students must be strongly conscious of the fact that they are the members of an incomparable multicultural environment at APU, which also presents them with excellent opportunities for intellectual growth. Moreover, they must discipline themselves diligently and must appropriately criticize each other based on generous and persevering attitudes and dialogues rooted in love for humanity to be shown to one's neighbors. Based on these concepts, students must behave properly.

APU imposes strict dispositions, such as expulsion, etc., on students in cases of serious law violations, use of drugs, and the like.

### Acts Targeted by Disciplinary Actions

Act
Cheating on tests or examinations
Academic misconduct in submitted work such as reports, seminar class submissions, graduation thesis, etc. (plagiarism, etc.)
Conduct that violates information ethics and the proper handling of personal information
Conduct that interferes with a student's studies or research, or with the teaching, research, or other activities of a staff or faculty member.
Harassment
Conduct not befitting a student of this University
Criminal or anti-social acts

### Standards for Student Disciplinary Actions

If students have undertaken acts targeted by disciplinary actions, the Student Affairs Committee will examine and determine disciplinary actions for such students based on precedents.

The severity of punishments may vary depending on the conduct involved, such as in cases involving multiple incidents or offenses. Disciplinary action will be taken in all cases of conduct that is unlawful, causes a nuisance, or is contrary to the principles of student life, even if the conduct is not listed under the listed Standards for Student Disciplinary Action. Moreover, if students have been subject to disciplinary actions, in accordance with various regulations, APU may suspend and/or cancel tuition reductions and/or scholarships.

Act	Disciplinary Action
Shoplifting <sup>1</sup>	Warning • Suspension • Expulsion
Theft	Warning • Suspension • Expulsion
Unauthorized use of another person's ID or password, or unauthorized course registration	Warning • Suspension • Expulsion
Unauthorized parking near APU	Warning • Suspension • Expulsion
Driving without a valid license	Warning • Suspension • Expulsion
Driving under the influence	Suspension • Expulsion
Misuse of a bus pass <sup>2</sup>	Warning • Suspension
Possessing or using illegal drugs	Expulsion
Cheating on tests, theses, reports <sup>3</sup>	Warning • Suspension • Expulsion
Acts of violence	Warning • Suspension • Expulsion
Sexual assault or sexual relations without clear consent (cases where one person is under physical or emotional distress)	Warning • Suspension • Expulsion
Harassment	Warning • Suspension • Expulsion
Smoking or consumption of alcohol by minors	Warning • Suspension • Expulsion

**Notes:**

- Returning or attempting to pay for the item does not forgive any attempted shoplifting, and any disciplinary actions will be issued in the same manner.
- Misuse of a bus pass includes the following:
  - Using a pass outside its valid area.
  - Using an expired pass.
  - Use of a pass by someone other than the registered owner. This is considered misuse of a pass even if the individual in question owns a valid pass.
- For disciplinary actions applying to misconduct during an examination or plagiarism in an essay or report, please refer to the Academic Office website.

**Suspension**

All subjects registered in the quarter or semester of suspension will be cancelled. The suspended student will not be allowed to take classes or earn credits, and this may impact the student's scholarship eligibility, ability to renew their visa, ability to work, or even their ability to graduate. In the case of suspension of a semester, graduation will be postponed.

# Harassment

## Guidelines for harassment prevention

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Ritsumeikan Asia Pacific University (the University) holds "freedom, peace, and humanity," "international mutual understanding," and "the future shape of the Asia Pacific region" as its basic ideals. On July 21, 2006 the Ritsumeikan Charter was established to present the guiding principles in founding an academy of multiculturalism through international mutual understanding and to strive for developing human resources playing active roles as global citizens that uphold justice and ethics.

In order for humankind to attain freedom in the true sense, there is a need for attaining and maintaining a situation free of conflict. Freedom can bloom only when the spirit of humanity seeking for dignity and mutual understanding prevails.

Faculty, staff and students of diverse positions interact with each other at the University. They come together to the University from diverse countries and regions, which are diverse in national, religious and cultural backgrounds, to engage in various activities including education and research. In such an environment mutual understanding of diverse views and values is critically important.

From the viewpoints of protecting the University's autonomy and academic freedom of its members, we hereby declare that we shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language, nationality and religion.

The University is determined to prevent harassment with emphasis on the following principles.

1. The guidelines shall be founded upon the basic ideals of the University.
2. The guidelines shall aim to ensure students' rights to study and an environment where they can study and grow (while all University members must be aware that students are on an equal footing as human beings and in the process of their growth). The guidelines shall also contribute to creating a working environment that does not evoke an incident of harassment.
3. Harassment prevention shall be positioned as part of daily duties at the University for protecting and developing freedom, peace and humanity.
4. The guidelines shall defend the interests of all University members from a neutral and fair position and must have efficacy for bringing about a responsible resolution for harassment in light of the University's autonomy.

The University urges all of its members to strive for preventing harassment based on the basic ideals and the above principles of the guidelines.

## Harassment prevention

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Based upon the basic ideals and the principles, the University will formulate Guidelines for Harassment Prevention with the following purposes:

1. The University shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language and nationality. The University shall promote activities to educate its members and raise their awareness to prevent harassment.
2. The University is purposed that it shall prevent its members from harassing anyone since maintaining a harassment-free environment is of utmost importance.
3. Should harassing conduct (or conduct suspected of being harassing) occur, the University shall provide the parties to this incident with assistance for deepening mutual understanding and improving the aggrieved situation.
4. The University shall seek for a solution in light of its basic ideals and the aforementioned principles, if the parties are unable to resolve the problems by themselves.

The University shall establish the Harassment Prevention Committee (the "Prevention Committee") and other organizations necessary for attaining the above purposes.

## Definitions of Terms on Harassment

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### 1. Harassment

There is no appropriate translation of the term "harassment" in Japanese. In Japanese society and universities, harassment-related terms such as sexual harassment, academic harassment, campus harassment or power harassment, are being used without clear definitions. At APU, harassment is defined as discrimination, prejudice, or vexation based on, but not limited to gender, race, language, nationality, social background, religion, thought, creeds, occupation, or disability status. The term is also applicable to conduct or comment which has an adverse influence on individuals or which causes them emotional distress, when faculty members, staff members, students or relative individuals direct it at other faculty and staff, or students and relative individuals, or when students and relative individuals direct it at other faculty members, staff members, students or relative individuals.

### 2. Sexual Harassment

Sexual harassment is comment or conduct directed at individuals that is of a sexual nature, violates human rights and creates discomfort to them. This type of harassment includes, but is not necessarily limited to:

- 1) Comment or conduct of a sexual nature (in a broad meaning), which causes a sense of humiliation, emotional distress or discomfort to individuals;
- 2) Comment or conduct of a sexual nature, such as display of sexually explicit posters and other propositions of a sexual nature, which interferes with individuals' education and research, or a working environment (referred as sexual harassment of an abusive environment); and
- 3) Making an unwelcome request for sexual favors; and when it is rejected, implying retaliatory actions, such as unfair treatment in employment or grade, or taking these actions in a working or learning environment (referred as sexual harassment based on a quid pro quo).

In many cases the mass media features incidents of sexual harassment only in the context highlighting indecent behaviors, entangled relationships and criminal offenses. Consequently, it is not rare that the definitions of the terms are misunderstood or understood in a significantly narrow sense. However, not only vicious behavior of a sexual nature, but also behavior previously perceived as unproblematic can be viewed as harassing. Thus, it is important to accurately recognize which comment or conduct is sexually harassing in light of the following points:

- 1) Respect another individual's personality with each other.
- 2) Be aware and conscious that other individuals are also important people.
- 3) Never look at another individual only as an object of sexual interest.
- 4) Never consider individuals of the opposite sex as inferior.

Given such points, sexual harassment between the same sex and discriminatory conduct and comment based on gender stereotypes are also seen as violation of these guidelines.

### 3. Academic Harassment

Academic harassment (harassing conduct in an academic setting) refers to conduct or comment that is not necessarily of a sexual nature, but creates discomfort to individuals, interferes with their academic or work performance, or infringe on their rights in research, education or employment, when persons improperly exercise their higher position in an academic hierarchy or dominant position in an academic setting. Typical harassing conduct in an academic setting is presented below.

- 1) Academic harassment in an educational setting is defined to include, but not limited to:
  - To refuse to provide required educational instruction to students, or leave them without offering such instruction;
  - To force excessive assignments on students;
  - To treat students unfairly such as making an unreasonable academic decision on degree conferral or a course grade; and
  - To disturb students in making a free choice of an academic or career path, or threaten them to make it.
- 2) Academic harassment in a research setting is defined to include, but not limited to:
  - To deprive students or subordinates of a research theme, keep them from using a research equipment or a facility, or unreasonably limit opportunities to present research findings (referred as academic harassment of research interference ); and
  - To misuse their research findings/analyses and research ideas (referred as academic harassment of exploitation).

### 4. Power Harassment

Power harassment is defined as improper conduct or comment made by faculty or staff against other faculty or staff through abusing their position or authority in a working environment.



This type of harassment includes, but is not necessarily limited to:

- 1) Causing such an offensive working environment that it keeps individuals from concentrating on their duties; and
- 2) Unfair treatment in appointment decisions such as promotions or transfers, or in compensation decisions such as wages or pay raises. Power harassment can include not only staff and faculty but also students as well.

## **Applicability and Scope of the Guidelines**

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The University's Guidelines for Harassment Prevention apply to all members of the University. These members include tenured and non-tenured faculty and staff (including permanent and contracted staff, part-timers, dispatched workers and employees of commissioned businesses) ("faculty, staff and other personnel"), and graduate and undergraduate students (including exchange students, research fellows, part-time students and other students studying at the University) ("all students"). The guidelines are also applicable to TA, RA and other individuals who engage in support duties in education and research activities at the University.

With regard to comment or conduct that has significantly adverse influence on academic performance, education, research, or a working environment of an individual, these guidelines will apply to or be used with modifications as necessary to address all incidents regardless of when and where an incident of harassment including during a curriculum course, in working hours, or on campus.

Furthermore, if faculty members, staff members or students harass another member of the University or are harassed by another member while he/she is working or studying at the University, these guidelines will continue to be applied to the offenders or victims even after they leave the University due to retirement, graduation, withdrawal, or dismissal. Moreover, if a member of the University is either the offender or victim, these guidelines will also apply or be used with modifications as necessary.

## **Basic Attitude toward Harassment Prevention**

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The principle of preventing harassment is to respect basic human rights.

Each individual has different perception about conduct or comment that can be harassing. The perception is also different, depending on their position. This is why people tend to believe that it is not easy to determine whether someone's conduct or comment is harassing. When it is difficult, you can imagine how you would feel if your conduct or comment were directed at your family members or loved ones. If it creates discomfort, it is highly likely that the conduct or comment is harassing.

As for an incident of academic harassment or power harassment, you can switch your position to another person's and imagine how you would feel if certain conduct or comment was directed at you. If you feel that it is unfair or if it dampens your motivation, there is a high possibility that it is harassing.

Given these, the following points should be fully aware of.

1. Perception of comment or conduct of a sexual nature is different between individuals, sexes and social positions. The perception depends primarily on how another person feels about a particular incident. (Even if you intend to express friendliness, your comment or conduct can evoke discomfort

to another person, irrespective of your intention; never make a selfish conjecture that comment or conduct to certain extent can be tolerable to another person; never be convinced that you are developing a good relationship with that person).

2. If you become aware that another person rejects or dislikes your comment or conduct, don't repeat it.
3. Be mindful that another person doesn't always show how they feel about your behavior. (In many cases, those persons who have been harassed consider a personal relationship with the offender such as a faculty member, teacher or supervisor, and thus, are unable to reject them. Therefore, even if they don't express rejection, don't take it as an agreement or consent).
4. It is not enough to pay attention to harassment only during the office hours and in the work place. (For instance, it is also important to be attentive to harassment prevention at events, small parties and banquets where personal relationships at the work place or in the classroom are maintained).

### **If you are the victim of harassment**

It is not your fault if you are the victim of harassment. Don't blame yourself, and have courage to take action and resolve the problem before the situation worsens.

#### 1. Harassment cases you can solve by yourself

In some cases, the person may not be aware that their words or actions are harassing. If the relationship between you and the other person is not hostile, you should tell them either verbally or in writing that their behavior is harassing and creating discomfort.

#### 2. Harassment cases that are difficult to solve by yourself

The University assigns harassment counselors at each office under the Prevention Committee in order to address consultation about harassment. Please consult with a harassment counselor as soon as possible after harassment occurs. The counselors' phone numbers are notified separately. A consultation appointment can be made via telephone or e-mail. A private, in-person counseling service is also available. Because harassment counselors and all personnel involved in harassment prevention and the resolution procedure are obliged to maintain confidentiality, information of the consultation will not be released to third parties without your consent. You can contact any counselor who is the most accessible.

In some incidents of harassment it can be hard for anybody except the involved parties to understand what actually happened. When you have been harassed, or when you believe you have been harassed, make sure to take accurate records of who has harassed you in which way and other necessary information. Such information will be helpful for examining an incident of harassment objectively, and thereby, will contribute to resolving the problem. All persons who have been consulted about harassment should seek advice from a harassment counselor immediately.

#### 3. Urgent Cases

Urgent cases refer to a condition where an incident of harassment can inflict physical harm to the individual who has been harassed. In such a case, the person being harassed should call to people or offices nearby for help, or depending on the seriousness, contact police immediately.

#### 4. Resolving the Problem

If harassment continues to occur for a long period of time and consultation cannot solve the problem, it is possible to ask the University to take a responsible resolution procedure. If you wish to initiate this procedure, please inform a harassment counselor. The Prevention Committee, when necessary, will urge the Harassment Investigation Committee to undertake investigation immediately after receiving the complainant.

The Investigation Committee will hold a hearing with relative bodies or persons, or take other necessary measures.

If the Prevention Committee Chairperson reaches a conclusion that the alleged harassing conduct was intentional or malicious based on a report by the Investigation Committee, the Prevention Committee will deal with an alleged harassment case for resolution, while consulting with relative bodies as the need arises.

## Procedure for Harassment Complaint Resolution

A counselee may file a complaint for initiating problem resolution measures. This is called a “procedure for harassment complaint resolution”.

The procedure for harassment complaint resolution has the following types and phases with an aim to bring about a resolution suitable to a university conducting education and research.

Procedure Type	Summary of the Procedure	Responsible Committee	Examples of Remedial Measures
Mediation	Mediate between the parties from a fair stance to resolve the problem.	The Prevention Committee	Restore a good learning or working environment. Resolve the problem. Retrieve the disadvantages incurred to persons having been harassed and relieve them. Recommend for launching discussion on a disciplinary action.
Investigation	Take rigorous measures based on fair factual investigation.		
Notification	The individual engaging in harassment will be notified that a harassment complaint has been made. The complainant will remain anonymous, and measures will be taken to resolve the problem.		

Filing a harassment complaint shall be done through reporting the incident to a harassment counselor. The complaint report must be submitted in writing in the standard form in order for a harassment counselor to accurately understand content of the complaint. Immediately after the complaint is filed, the Prevention Committee will be notified. In response, the Committee will undertake a mediation procedure while respecting the complainant’s intent. When necessary, it will establish the Harassment Investigation Committee promptly to hold a hearing to all persons involved in the incident. If necessity arises, an off-campus expert, such a lawyer, can be appointed as an expert Committee member.

If the complaint doesn’t wish to make a report to his/her division or the director of the division, or if the complaint wishes for anonymity, the director will be informed only of the facts and the remedial result.

## **Measures by the Prevention Committee**

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When the Prevention Committee sees a need for urgent measures, depending on the content of an alleged harassment case, it may urge relative bodies to take necessary measures. An example is change of seminar or class as an educational measure. Another example is that use of the respondent's e-mail account may be temporarily stopped.

If the Investigation Committee determined that the alleged harassment case was intentional or malicious after examining the investigation result, the Prevention Committee will make proposal for resolution based on the investigation report. The Prevention Committee will also call for stringent punishment to be taken while consulting with relative bodies as need arises.

If a faculty or staff member conducts sexually harassing behaviors or other types of harassing behaviors at the workplace and other settings, they will be subject to disciplinary measures based on the working regulations. Likewise, students who conduct any types of harassing behavior will be subject to disciplinary measures in accordance with the Ritsumeikan Asia Pacific University Regulations for Awards and Disciplinary Measures for Students. The Prevention Committee will make a proposal for a disciplinary measure. Even after the harassment-related problem was solved during the process of mediation and investigation, the Prevention Committee will make a proposal for such a measure if it was confirmed that harassing behavior occurred. The final decision on a disciplinary measure is not made by the Prevention Committee. Instead, it shall be made in accordance with the Disciplinary Measure Procedure for Faculty and Staff (or the Awards and Disciplinary Measures for Students when the respondents are students). It should be noted that the decision about any disciplinary measures and relative actions must be made fairly. Therefore, before a decision is made, the respondents will be given an opportunity for defense in order to secure fairness during the procedure.

## **Harassment Consultation and Complaint, and Prohibition of Adverse Influence**

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It is prohibited for the respondents to retaliate against individuals who have sought for advice to a harassment counselor or filed a complaint to him/her, to annoy them, or to treat them unfairly. If a retaliatory action is taken, the University will respond to it strictly, including a disciplinary measure.

## **Privacy Protection and Announcement of Disciplinary Measures**

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Harassment counselors, the Prevention Committee Members, the Investigation Committee Members and any other individuals who have been involved in harassment consultation, complaint initiation, or resolution procedure shall be obliged to maintain confidentiality in order to protect privacy of the persons who consulted with a harassment counselor or who filed a complaint. With regard to disciplinary measures, in principle, these measures will be announced while respecting the intention of those who have been harassed as much as possible.

## **Activities for Awareness Development**

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The University, with the Prevention Committee serving as the core body, is determined to collect and offer information on preventing various forms of harassment; to improve instruction and support to harassment counselors; to implement education and awareness development activities for harassment

prevention to all University members; and to take other necessary measures.

The University will continue efforts to develop an environment free of any type of harassment.

## **Harassment Counselors**

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The counselors' contact information can be found on the Student Office homepage.

## Personal Relationships and Dating Trouble

With different and diverse cultural backgrounds and personal ideas, naturally, there will be different ways of thinking about personal relationships and dating. Even if you think that you have good personal relationships and are undertaking dating in an appropriate manner, the other party might not feel the same way.

When you have a romantic relationship with someone, you will be deeply involved with such person, which is a moving experience. At the same time, you may experience difficulties that are also parts of human relationships.

Each of you has a different view about the meaning of “romance.” What the distance with which you feel comfortable about the relationship with the other person? It is natural to experience certain emotions (e.g., “I would like to know more about the person” or “I would like to spend more time together”) when you have romantic feelings. However, if you push your requests too assertively, narrow friendly relationships, or put up with a situation that is uncomfortable for you, it cannot be said that such a relationship is good. If you confront a situation in which you feel uncomfortable, you must say “No” with courage. If the other party does not say “Yes,” which constitutes clear consent and an agreeable attitude, you must consider that consent has not been given. In particular, sexual activity may give rise to a number of troubles and even become traumatic later.

It is important for each student to cherish him or herself and to respect and recognize each other’s different opinions and ideas.

### Respect Yourself and the Other Party

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- You must avoid a situation in which you think it is acceptable to stay with a person with whom you are not dating alone in a room because he or she is a friend. It may lead to sexual activity without consent.
- Sexual activity without express consent after drinking may constitute a criminal case.

### Stalking

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People will feel uncomfortable if you follow them around, ambush them, tell them you’re watching them, demand a meeting or relationship with them, make silent phone calls to them, or repeatedly send them e-mails or messages on social media after being rejected. Engaging in such conduct repeatedly in relation to the same person may be considered “stalking” and subject to penalties.

### Revenge Pornography

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Publishing or threatening to publish sexual images of another person online, like pictures of a current or former partner, constitutes intimidation as soon as you communicate your intention to the other person, even if you never actually publish the images. It is a crime to use sexual images to exercise control over another person.

## Dating Violence

The term “dating violence” refers to violence occurring between unmarried couples. All of the following actions as well as physical abuse constitute dating violence.

Even if you are dating someone, violence is never acceptable. If you know someone who has trouble related to dating violence, you should listen to and introduce such person to the appropriate consultation institutes.

- Physical abuse: Punching, kicking, pushing, hitting, throwing things, restraining, pulling hair... and so on.
- Sexual assault: Forcing/demanding sex, having sexual relations without clear consent, refusing to use birth control... and so on.
- Emotional abuse: Screaming at your partner, demeaning your partner in front of others, breaking/discarding your partner's belongings, making threats like “I’m going to kill you” or “If we break up, I will kill myself”... and so on.
- Social abuse: Preventing your partner from seeing friends and family or monitoring their relationships, monitoring your partner’s e-mails and phone calls and/or demanding replies... and so on.
- Financial abuse: Using your partner's money without permission, failing to repay borrowed funds... and so on.

These kinds of behaviors must not be tolerated under any circumstances. Ask someone around you or a professional for help and advice.

### Oita consultation support center for children and women

〒870-0891 2-3-1 Enokuma, Oita-shi

Representative Tel: 097-543-5681 Fax: 097-546-1399

E-mail: a12403@pref.oita.lg.jp

### Oita Sexual Assault Support Center “Sumire”

<https://oita-sumire.jp/>

### Domestic Violence Hotline Plus

Hotline established by the Japanese government with consultation services available in 10 languages.

<https://soudanplus.jp/en/index.html>

TEL: 0120-279-889 (24 hours, in Japanese only)

E-mail: 24 hours, in Japanese only

Chat: 12:00-22:00 in Japanese, 24 hours in other 10 languages

※E-mail/Chat: Submission form available on the above website.

## Media and Information Literacy

Our lives have been made significantly easier thanks to Information and Communications Technology (ICT) advancements. The use of various apps, sites, and university networks is an integral part of student lives. Information networks, if used correctly, can help improve the quality of learning and everyday life. Conversely, they have the potential to severely disturb a student's academics and private life when used inappropriately. Properly understanding information networks and being able to use them accordingly are of fundamental importance. There are many laws and regulations concerning the management and protection of personal information both in Japan and within APU. Violating these laws and regulations have serious repercussions and may not only result in disciplinary action by the University, but may have legal consequences as well.

### Using Another Person's APU Account

Using another person's APU Net ID and password to access Campus Terminal, manaba, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password. Let the Student Office know if you know of anyone using another person's account information, or if you know someone who has had their account accessed by another person.

Don't let other people know your password, and don't use a password that is easy to guess (e.g. your birthday or student ID number). Change your password periodically.

Always protect your personal information.

### Use of Social Media

Social media such as Facebook, Twitter, LINE and Instagram are highly convenient, but because they make it possible to connect online with unknown people across the world, they also entail many risks.

#### Five things to remember when using social networking services

1. Information you see on SNS is not necessarily true or correct.
2. Even on SNS, observe manners and social norms.
3. Information posted on SNS can and will spread around the world.
4. Be responsible for what you say, even when posting anonymously.
5. Careless comments made on SNS can harm your family and friends.

#### Four Points to Note When Using Social Media

1. Do not unquestioningly accept information you find on social media or elsewhere online  
If you spread incorrect information, you may even become an offender yourself.

2. Do not post photos of other persons without their permission.

It is easy to identify an individual simply from a photograph posted on social media. Posting pictures and information of other people without their permission constitutes an infringement of privacy and



makes you an offender. Just because you think it's OK doesn't mean the other person will too. Please check not only before posting photographs but also before revealing information about anyone else's conduct.

### 3. Do not post personal information

Information that you post online is spread throughout the world. Even if you delete it yourself, removing it completely is almost impossible. Is the information really of the type that should be kept for a lifetime? Think very carefully before you post.

### 4. Do not denigrate others

When you are angry, it is very easy to write denigrating things about other people on social media. Such things may violate human rights and constitute unlawful conduct such as defamation or contempt. It may be possible to identify the individual in question even if you do not mention their name. Do not make insults or statements contrary to the common sense that you would exercise in the real world.

## Internet Scams

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There have been numerous cases of young people tempted by Internet scams who end up being burdened with large debts. Such Internet scams involve advertisements stating that: "If you take out a consumer loan with us, we will award you a gratuity! We will even repay the loan for you." Unlike other pernicious business practices, because there is no direct contact with the canvasser, Internet scams are unique in the way victims are lured into a false sense of security and end up signing contracts. In addition, there have been many incidents where victims, hoping to earn money through commissions, have used the Internet to lure others into the same trap or even tried to canvass their family and friends. Not only do these people fall heavier into debt, but they also lose the trust of family and friends.

These kinds of scams are not limited only to consumer loans. People have also fallen victim to scams involving cosmetics and expensive jewelry. People can be involved in a great deal of trouble if they are lured into these scams: people who were originally victims attempt to lure others into these scams and in turn become the victimizers.

## One-click Fraud

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There are a growing number of "one click fraud" cases: These are commonly websites that display "registration complete" without displaying a registration screen or taking the user through a registration process, that then demand payment. While these demands may display information such as the user's IP address or the name of their service provider, more personal information such as name, phone number, or address is not displayed. The appropriate way to deal with this is to block the phone number, email address, or contact information of the individual or service sending the email, and to disregard any contact. If you have concerns about this or if you are contacted in a non-electronic manner (letter, phone call, etc.), please consult with the Consumer Affairs Center. (See the next page list.)

## Problems You May Encounter in Student Life

Anyone can encounter problems in the course of their life as a university student. It is also possible that you may cause problems for others.

### If you find yourself in trouble

If you find yourself in trouble and feel unable to resolve matters, please contact one of the offices below for help as soon as possible. If your first response is wrong, it may only serve to cause more damage. Seek help before tackling matters recklessly.

Ritsumeikan Asia Pacific University

Student Office (Building A, 1F) TEL 0977-78-1104
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Other agencies (in general, support is only available in Japanese)

For consumer problems (such as online shopping)	
Contact the Japan Consumer Information Center or the nearest consumer affairs center	The consumer affairs hotline at 0570-064-370 can refer you to the nearest consumer affairs center.
For criminal matters	
Contact the cybercrime unit or the community safety division at the nearest police station. The Oita Prefectural Police Headquarters Cybercrime Unit	097-536-2131

### Beware of Unethical Business Practices

Do not fall for unethical door-to-door salespeople who aim to lure students into making easy money. There have been many instances where people who inadvertently got into a conversation with these people end up being billed for exorbitant amounts of money. Your purpose as a student is to study. If you are approached by a door-to-door salesman, firmly say "No" to any offer they make.

Be careful of the following:

- (1) Expensive seminars: "Why don't you make the best use of your ability?"
- (2) Door-to-door sales: "I'm from the fire department. A fire extinguisher is mandatory for your lodging."
- (3) Catch sales: On the street, "Excuse me, would you fill out a survey for a campaign?"
- (4) Appointment sales: "You've won a trip abroad. Come to XXX right now."
- (5) Unsolicited merchandise or services: An encyclopedia you did not order is delivered to your apartment.
- (6) Invitation to obtain a license: "This is your chance to obtain XXX license without taking a national examination. It can help you find a job."
- (7) Multilevel marketing: "I know a good way to make a fortune. Why don't you come to an introductory meeting?"

(8) Pyramid schemes: Emails that proclaim, "Easy money to be made."

### Points to remember in order to avoid these salespersons

- Be suspicious when people you don't know try to solicit something from you.
- Don't even listen to what such people say; give a flat refusal.
- Please be aware of phone calls soliciting products, if it seems suspicious simply hang up.
- Turn the door-to-door salesperson away at the door.
- Don't reveal to other people your telephone number, address, bank deposit number, or any other private information.
- Refuse invitations to visit business offices or attend gatherings of people or groups you don't know.

Even if you have already signed a contract, you are not bound by its conditions if you carry out the following procedures immediately. Read this information carefully.

#### The Cooling Off System:

If a consumer purchases goods from a door-to-door salesperson (including sales over the telephone), it is possible to cancel the contract by giving a written notice of cancellation within 8 days from the day the contract was received. You should send a written notice of cancellation by content-certified mail. If you are unable to do so, be sure to make a photocopy of the notice of cancellation.

This system, however, does not apply to the cases below.

- (1) Where consumable goods have been totally or partially used.
- (2) When a cash payment has been made for less than 3000 yen.
- (3) For mail order purchases.

Consultation Points for Public Authorities (basically Japanese language only)

Oita Prefectural Consumer Affairs and Gender Equity Center Tel: (097) 534-0999

## Credit Card and Consumer Loans

Be sure to plan carefully before paying for anything on credit. Do not take out consumer loans or student loans from private firms.

## Pseudo Religions

Some organizations under the guise of religious institutions engage in antisocial activities by attempting to brainwash young people into donating money and collect donations.

If you are accosted by dubious canvassers or asked to fill out suspicious questionnaires, whether on or off campus, please report it to the Student Office immediately.

## **Recruiting by the cult Setsuri**

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Recruiting by the cult known as "Setsuri" (also known in English as the Global Association of Culture and Peace, JMS, Providence, or the Bright Smile Movement) has been widely reported in the mass media, and is a growing social problem. This group has been actively attempting to recruit students from public and private universities around the Kanto and Kansai areas.

Even at APU there are a small number of followers, and information on recruiting activities for this group have been reported here many times. This group typically invites people to club activities or events like English lessons, sporting events, singing, or other performances, or appeal to people through their interests or hobbies, then through these activities they try to build a friendship with the target and start to introduce Bible scriptures or other religious teachings.

Up to this point, they conceal the fact that they are a religious group. This group even has a commune in the Kamegawa district; as time goes by, it grows more difficult to pull away from the group. As noted above, proselytizing and recruitment activities are strictly prohibited at APU. The recruiting and solicitation of this group is a serious problem that could infringe upon the freedom enjoyed by our students and their right to study. We hope that everyone pays close attention to the activities of this group, and that nobody falls victim to their temptation.

### ※Typical Setsuri Recruiting Activities

- (1) A group of 2-3 members of the group pose as APU alumni or current students and approach people in places like the campus library, student center, or near the fountain and engage them in conversation, trying to get their mobile phone number or email address.
- (2) At first they will extend invitations to eat, study, or to parties or sports events, pretending they are a fun student club or other organization.

If you have been already been approached in this manner, or if you are trying to leave a group like this and are having trouble, or you feel you are in trouble or feel threatened, please come talk to someone at the Student Office. If you see or are approached by any of these recruiting activities on campus, please contact the Student Office immediately.

## **Sexual assault, prank phone calls, and other forms of harassment**

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There have been cases in the past of students who have been sexually assaulted, received prank phone calls, had their mail stolen, or have suffered other forms of harassment. Don't be overconfident; take measures to protect yourself.

If you do find yourself confronted with harassing behavior, be strong and come talk to the Student Office. In some situations it may be necessary to report the incident to the police.

\* If you find yourself facing problems that are not described here, please come to the Student Office for support.

# Traffic Rules and Manners

Traffic rules are established by Japanese laws and ordinances. For both international and domestic students who have recently obtained their driver's license, there may be rules that they have just learned. Regardless, there are penalties if you break the law. There are also rules about commuting to school, and students who break these rules will face punishment according to the University Regulations for Awards and Disciplinary Measures.

Those who do not follow traffic laws not only face punishment, but could also hurt someone. Of course, if you are involved in an accident there could be effects that remain long after that could seriously impact your life. A proper understanding of traffic rules can be a part of a successful student life.

## Important Notes for Bicycle Riders

### Bicycle registration

When buying a bicycle, be sure to register it at the store. If you receive a second-hand bicycle from someone, be sure to check whether or not the bicycle has been registered. If it has been registered, confirm the information and update the registration at the police station.

### Oita Prefecture Ordinance to Promote Safe and Appropriate Bicycle Use

The Oita Prefectural Government adopted an ordinance that will require bicycle riders to purchase liability insurance from June 2021 to promote bicycle safety. Bicycle accidents involving APU students have been on the rise in recent years. Be sure to use your bicycle in a safe and appropriate manner.

Oita Prefectural Government Website:

<https://www.pref.oita.jp/soshiki/13000/zitensyazyourei.html>

### Wear a helmet

Cyclists should make reasonable efforts to wear a helmet.

### Abandoned bicycles

Bicycles in fair condition can often be found in the trash or abandoned on the roadside. While it may appear that nobody owns these bicycles, please refrain from using them. Bicycles in Japan are registered to their owner to prevent bicycle theft. A bicycle that appears abandoned may have been stolen and discarded. If you are stopped on an abandoned bicycle that was stolen, you may be considered a suspect.

## Traffic Rules

### Drunk driving

One very important law to keep in mind is found in Article 65 of the Road Traffic Act, "No person shall operate a vehicle while under the influence of alcohol." "Vehicle" in this case also includes bicycles, therefore riding a bicycle while intoxicated is also against the law. Other acts prohibited by law include lending a car to someone who is intoxicated, making someone who plans to drive drink alcohol, and riding in a car driven by someone who is intoxicated. Do not drink and drive!

**Penalties**

- Driving while intoxicated (DWI):  
Up to five years imprisonment and a fine of up to 1,000,000 yen
- Driving under the influence (DUI):  
Up to three years imprisonment and a fine of up to 500,000 yen  
※Anyone supplying an impaired driver with a vehicle also faces the same penalties.
- Anyone who supplies alcohol to or rides with a person who is arrested for DWI:  
Up to three years imprisonment and a fine of up to 500,000 yen.
- Anyone who supplies alcohol to or rides with a person who is arrested for DUI:  
Up to two years imprisonment and a fine of up to 300,000 yen



**Driving without a valid license**

According to Article 64 of the Road Traffic Act, anyone who does not have a valid driver's license is not permitted to drive a motor vehicle, including scooters and motorbikes. International driving permits are only valid in Japan for up to one year from the date you first arrive in Japan. If you have an international driving permit, be sure you know your expiration date. Driving with an expired international driving permit is the same as driving without a license. (For more information on driver's licenses or the international driving permit, please see page 72.)



**Penalties**

- Up to three years imprisonment and a fine of up to 500,000 yen.
- You can be charged with aiding and abetting driving without a license if you provide a vehicle to someone who might drive without a license and that person drives it, or if you ask someone to drive you home in your car even though you know he or she doesn't have a license.

**Penalties**

- Providing a vehicle: Up to three years imprisonment and a fine of up to 500,000 yen.
- Riding in a vehicle: Up to two years imprisonment and a fine of up to 300,000 yen.

**Speeding**

Article 22 of the Road Traffic Act says that it is prohibited to operate a vehicle at speeds faster than the speed limit established for the road in question (see below).

Established speed limits (excerpt)

Vehicle type	Ordinary roads	Expressway
Scooter	30km/h	n/a
Motorbike	60km/h	100km/h
Light automobiles	60km/h	100km/h
Automobiles	60km/h	100km/h



While some countries do not require a license to operate a motor scooter, you must have a valid driver's license to operate a motor scooter in Japan. The speed limit for motor scooters is 30km/h.

## Helmets / Riding Double

Article 71, section 4 of the Road Traffic Law requires that anyone riding a motorbike must wear a motorcycle helmet. This includes passengers as well. Additionally, Article 55 of the Road Traffic Law prohibits two people from riding a motor scooter at the same time.

Other common traffic violations include failing to obey traffic lights or operating a vehicle on the wrong side of the road.



## Traffic Accidents

Whether you are commuting to school or running errands, it is important to be careful and pay attention so that you do not get involved in a traffic accident. If you are involved in an accident you may have trouble continuing your studies, so it is very important that you have additional insurance just in case.

### In the event you are involved in an accident:

1. Regardless of who is at fault, before discussing any blame or settlement call the police from the scene of the accident right away to report the accident. You are obligated to report the details of the accident to the police. If the accident is not reported to the police, your insurance may not cover the accident and you may be responsible for extremely expensive medical bills and repair costs.
2. If you need to speak with someone about an accident you were involved in, you should first speak with your own insurance company, or with a public consultation service.

Oita Prefecture Traffic Accident	
Consultation Office	097-506-2166
Oita Prefecture Traffic Safety Center,	
Traffic Accident Consultation Office	
	097-532-0815
Safe Driving Center	097-524-6420



## Motorbikes

When operating a motorbike (including motor scooters), you must have 1) a valid driver's license, and 2) compulsory vehicle liability insurance. With international driving permits in particular, we have seen many cases where a student is arrested for driving with a international driving permit that is no longer recognized as valid in Japan. Carefully read the following information, and be absolutely sure you do not drive without a valid license. Students driving without a valid license can also be subject to disciplinary action.

**Motor scooters also require a valid driver's license!**

### Receiving a motorbike from a friend or acquaintance

First check whether the bike has been registered as nonoperational or that the ownership has been properly transferred. Do not accept any motorbikes that have not been properly transferred. At the same time, make sure that the compulsory liability insurance is still valid. Don't accept a motorbike just

because it's free or cheap. Likewise, when you choose to transfer your motorbike to another person, be sure to follow the proper procedures.

### Driver's Licenses

When driving, you must carry a driver's license that is recognized as valid in Japan. If you are stopped without a valid driver's license, you could face imprisonment of up to three years and a fine of up to 500,000 yen. International students must have a valid license obtained through one of the following methods in order to operate a motorbike while in Japan.

#### Method 1:

Get a Japanese driver's license.

#### Method 2:

Converting the driver's license from your own country to be able to drive in Japan.

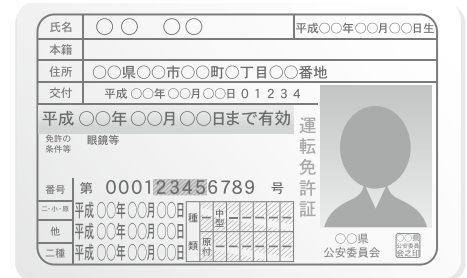
#### Method 3:

Get an international driving permit (according to the Geneva Convention). Please note that these are typically valid only for one year after you first arrive in Japan.

#### Method 4:

If you have a driver's license from the following special countries and regions, you can also drive in Japan if you are carrying your driver's license and a translation from a public institution at all times. However, the required period of validity and conditions are the same as an international license.

(Belgium, France, Germany, Monaco, Switzerland, Taiwan)



Please inquire at the following how to obtain a driver's license in Japan, Oita Prefecture Driver's License Center Tel:097-528-3000

<https://www.pref.oita.jp/site/keisatu/menkyo-index.html>

### Traffic Rules and Manners for Commuting to APU

Students should use public transportation to commute to and from school. Commuting by automobile is not permitted at APU. Motorbikes or cars are not allowed on campus without permission.

Do not park where parking is not permitted (e.g. in areas and on roads around campus, in the Bepuwan Service Area, in the highway bus parking lot, at AP House, and other areas). Students who continue to park where parking is not permitted even after being warned by the University will face severe disciplinary measures under University regulations, including suspension or suspension of scholarships. You must notify the Student Office if you need to use the highway bus parking lot so that the University can inform the service area.

The University receives a number of complaints from local residents about unauthorized parking, abandoned bicycles or motorbikes, bicycles parked near bus stops obstructing traffic, or vehicles using customer parking for local shops.



**In the event that...**

- ...you need permission to commute to APU by car because you are unable to use public transportation (because of a physical handicap or other reason):
  - ⇒ You will need to provide a written statement explaining why you are requesting permission to commute by car, a medical certificate from a doctor explaining why you would have difficulty using public transportation, other documentation that objectively confirms your reason, proof of voluntary insurance, and any other documents that would support your request. Once your request has been received, it will be screened. Please consult the Student Office.
- ...you wish to commute to the University by motorbike:
  - ⇒ You must register your motorbike with the University and affix the issued parking sticker to your motorbike. Please check the documents you received at the new student orientation for information on application procedures. Please complete the procedures at the Creotech. (Building A 2F)
- ...you want to get permission to bring a vehicle on campus to transport equipment or supplies for an extracurricular activity:
  - ⇒ Temporary vehicle entry permit applications can be received from and submitted to the Student Office. Bringing a vehicle on campus without first obtaining the necessary permission may make you subject to disciplinary action as described above.
- ...you want to purchase a bus pass:
  - ⇒ Bus passes go on sale in the Student Union right after enrollment. Please carefully note the dates and times when passes will be available.

**Insurance**

Compulsory automobile liability insurance provides minimum coverage for death or injuries to other parties in the event of an accident. It is illegal to operate a motorbike without this insurance. When purchasing a new motorbike, be sure to go through the required steps to register for this insurance where you purchase the motorbike. The dealer will typically prepare the necessary paperwork for you. If you are receiving a motorbike from a friend or acquaintance, be sure to verify that the motorbike has undergone the proper procedures for nonoperational vehicles or transfer of ownership. You must carry your compulsory insurance certificate with you at all times when driving. If you do not have it with you, you can be fined up to 300,000 yen. If you have not registered for this insurance, you can be fined up to 500,000 yen. In order to commute to APU by motorbike, you must also purchase supplementary insurance (unlimited bodily injury liability, minimum two million yen property damage liability, minimum two million yen passenger liability). While compulsory liability insurance offers coverage to injuries sustained by third parties, it does not cover third party property damage (e.g. automobiles, motorbikes, or other damage). Additionally, health insurance does not cover expenses for medical treatment required as a result of an accident. For this reason, students commuting to APU are required to purchase supplementary insurance to cover property damage or personal injury as a result of a traffic accident. Compulsory liability insurance and supplementary insurance may be purchased through Creotech, located on the second floor of Building A.

### Maximum Liability Insurance Coverage

In case of death: 30,000,000 yen per person

In case of residual disability: 75,000-40,000,000 yen per person (actual amount depends on the injury)

In case of injuries: 1,200,000 yen per person

### Example of a traffic accident:

Mr. A is riding his motorbike when he collides into the rear end of Mr. B's motorbike while stopped at an intersection. Mr. A is judged to be 100% at fault.

Damages: Mr. A must reimburse all of the following amounts for damage and injury.

Personal injury: 1,000,000 yen in medical expenses to Mr. B (the victim) for a broken left arm (a)

Property damage: 1,000,000 yen in motorbike repairs (b)

1,000,000 yen in medical expenses to Mr. A (the individual at fault) for a broken right arm (c)

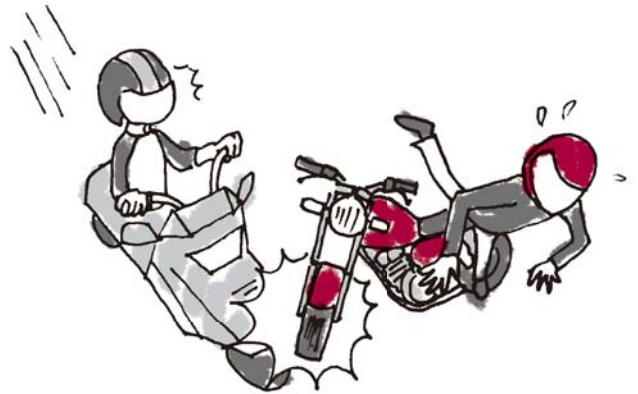
### Insurance coverage:

(1) Compulsory vehicle insurance

covers only (a)

(2) Voluntary insurance

If Mr. A has taken out the appropriate voluntary insurance, damages for (a), (b), and (c) are all covered.



# Healthcare

## Health Clinic

In order to make the most of your life as a student, you will need to keep healthy, both physically and mentally.

1. Always try to ensure you have a well-balanced diet, including a staple like bread or rice, a main dish, and a side dish. The goal is to have three regular meals a day. Try to get all your nutrients from what you eat and not from supplements. Excessive dieting is extremely bad for you and your health.
2. Moderate exercise can help maintain your health and can help you lose weight if you have experienced any weight gain. Don't overdo it, but if you feel like you're not getting enough exercise try to do something active on a regular basis.
3. Be sure to get enough rest and plenty of sleep. Always try to ensure you get enough regular sleep. While every person is different, please try to make sure you get enough rest that you are not fatigued the next day.



Please do not hesitate to visit the Health Clinic if you do not feel well or if you have any health problems, questions, or concerns.

### 〈Health Clinic Office Hours and Contact Information〉

Hours: Monday through Friday, 10:00-17:00      Email: [booking@apu.ac.jp](mailto:booking@apu.ac.jp)

If you feel unwell or have sustained an injury outside of office hours, please go to the Student Office.

### 〈The following services (1-6) are available for free at the Health Clinic〉

1. Emergency first aid treatment\* for sudden illnesses or injuries sustained on campus.
    - \* Emergency first aid treatment includes...
      - Clean and bandage wounds.
      - Single-administration household medicine (limited to OTC drugs) will be provided to persons who are in minor poor physical condition (e.g., those with colds, headaches, toothaches, stomach aches, bowel aches, and menstrual pain).
      - Temporary bed rest is available, if necessary.
  2. Consultation services on any health problems, and referrals to hospitals or clinics as appropriate.
  3. Carry out health examinations and explain health examination results.
  4. Check height, weight (body fat), blood pressure.
  5. Consultations about quitting smoking (Reservation required).
  6. Provide vaccination consultations, referrals, and appointments for those planning to travel overseas.
- ※Because the Health Clinic does not have a physician on duty, they are unable to diagnose illness, administer medication, or provide injections.



### 〈Using the Health Clinic〉

When using the Health Clinic, access the survey from the QR code situated in front of the Health Clinic entrance and let a nurse know after you have entered your student ID number, name, and reason for visiting.

## Healthcare Facilities in Beppu

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If you need to go to a hospital or clinic for medical services, always bring your health insurance card with you. Many hospitals only provide support in Japanese, so if you have trouble communicating in Japanese be sure to bring a friend or someone else who can interpret for you. You can find information about healthcare facilities in Beppu and Oita at the following websites.

Beppu Medical Association Hospital/Clinic Guide:

<http://www.beppu-med.or.jp/ippan/medicalinstitution/> (information in Japanese only)

Oita Medical Information System: <https://iryjo-joho.pref.oita.jp/>

(Japanese, English, Korean, and Chinese)

## Medical assistant (for international students only)

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International students who need English interpretation during their doctor's visits at Japanese medical institutions or while receiving instructions about their prescription medication can use the medical assistant service.

This service provides interpretation support when students are being referred to an appropriate medical institution based on their symptoms, and when communicating with doctors, nurses, and pharmacists. This interpretation support is available in English, Chinese, and Japanese 24 hours a day, 365 days a year. The telephone number for APU's international students is 03-3811-8124. This free service is only available in Japan.

<Languages Available>

Japanese, English, Chinese, Korean, Thai, Vietnamese, Indonesian, Tagalog, Nepali, Malay, Burmese, Khmer, Portuguese, Spanish, French, German, Italian, Russian

## Medical Insurance System

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Regardless of how confident you may be when it comes to your health, even a minor incident could lead to illness or injury requiring treatment at a hospital, and you could find yourself facing large medical bills. For this reason, Japan has a medical insurance system where insurance holders contribute to the system by paying insurance premiums on a regular basis, and the insurance serves to lessen the burden of medical expenses.

### Distance Health Insurance Coverage Certificate (Domestic Students)

- Domestic students may already be covered by their sponsors' health insurance, but you must get a Distance Insurance Coverage Certificate to take with you when receiving medical treatment; copies are not accepted.
- To obtain this certificate, purchase a Certificate of Attendance (see page 40) from APU and send it to your parents or financial sponsor. They should be able to use the Certificate of Attendance to apply for a Distance Health Insurance Coverage Certificate at their place of employment.
- Students who want to enroll in the National Health Insurance program should apply at their local government office and pay all required premiums.

### National Health Insurance Program (International Students)

- The National Health Insurance Program (in Japanese, <sup>こくみんけんこうほけん</sup>国民健康保険 (*kokumin kenkou hoken*), or <sup>こくほ</sup>国保 (*kokuho*)) is a medical insurance system where medical expenses incurred from illness or injury are shared between the national government, the local municipality, and the individual receiving medical treatment. See the website of the All-Japan Federation of National Health Insurance Organizations for more information on the National Health Insurance Program (Japanese: [http:// www.kokuho.or.jp/](http://www.kokuho.or.jp/)).

- Enrolling in National Health Insurance is Mandatory

All international students with student visas residing in Japan (including exchange students) are required by law to enroll in the National Health Insurance program. You cannot voluntarily withdraw from the program. You may withdraw from the insurance program when you depart Japan and return your residence card, or when you find a job and enroll in other health insurance through your employer.

- Enrolling in National Health Insurance and Making Claims

Enrolling in National Health Insurance can be done at the insurance office of your local government office. International students who lived outside of Japan before entering APU will enroll in the National Health Insurance Program during the orientation period. National Health Insurance Certificates (health insurance cards) will be issued at a later date. A new health insurance card will be mailed to you every July in the following years.

International students who lived in Japan prior to entering APU must visit their local government office (e.g. Beppu City Hall) to update their address, and should complete the health insurance registration procedures at the same time. You cannot use the health insurance card issued by your previous local government office.

- Paying Insurance Premiums (<sup>ほけんりょうぜい</sup>保険料/税) (1)

Insurance premiums (payments) are different for each local government office. Health insurance premiums are calculated in January each year using your Japanese income for the previous year (as reported on an income declaration form), and are announced in June. Once the premiums are announced, the amount is divided into 10 payments that are made from June until March of the next year. This also applies to international students.

While insurance premiums vary based on the income earned in Japan in the previous year, most international students do not make a lot of money, so your insurance premiums may be greatly

reduced if you file a National Health Insurance Income Declaration Form.

Every year around January, Student Office provides information about this income declaration form, and eligible students have a limited time (about two weeks) to submit this form at APU. Once this period passes, students must go to their local government office (city hall) to submit the income declaration form.

※Amounts are adjusted every year. Watch for information from your local government office.

### ● Paying Insurance Premiums (保険料/税) (2)

When you open a bank account, you can apply to have your insurance premiums automatically withdrawn from your account. Automatic payments are deducted at the end of the month, so check your bank book the following month to confirm that the premium was correctly deducted. Insurance premiums should appear in your bankbook as [コクミンケンコウホケン].

If you do not or cannot apply for automatic payments, you will receive a National Health Insurance Premium Payment Notification booklet (国民健康保険税納税通知書). You will need to take this booklet to your local government office or a financial institution to make your insurance premium payments.

You will receive a reminder notice (保険料) if you do not pay your insurance premiums on time. Take this notice to your local government office or a financial institution as soon as possible and pay your insurance premium and the late fee. If you continue to not pay your health insurance premiums, the period of validity of your health insurance may be shortened or your health insurance may be suspended, which means you would be required to pay the full amount of any medical treatment you receive. Your property or assets can be seized because of overdue payments.

You must notify the national health insurance section of the (city) government office of the following cases without fail.

- When your address or name has changed (including cases in which the room number at AP House has changed) :

It is requested that you notify the (city) government office within 14 days following the day of change.

- When you leave Japan after graduation or for a long term due to a leave of absence or studying abroad :

It is requested that you go to the (city) government office, notify it of your address change, undertake procedures for disqualification for the national health insurance, and return your health insurance card.

If you neglect to make the aforementioned notification, you may not receive issuance of a new health insurance card when you return to and reside in Japan, or you may be required to pay insurance premiums for the period of staying in a location outside of Japan.

- When Receiving Medical Treatment

If you receive treatment at a medical institution that accepts national health insurance, you will only be required to pay 30% of the cost of any expenses for treatment covered by the Health Insurance Act if you present your national health insurance card.

Treatment covered by the National Health Insurance	Treatment not covered by the National Health Insurance
Medical consultations	Vaccinations, health checkups
Medical care (e.g. surgery, dental treatment)	Orthodontics (teeth straightening), cosmetic surgery
Prescription medication	Normal pregnancies, childbirth, abortions
Hospitalization (excluding meals), nursing care	Injuries suffered as a result of alcohol abuse or assault

If you do not have your national health insurance card with you, you may have to pay the entire cost of your treatment up front. However, you can apply for a refund of the portion covered by the National Health Insurance if you bring your *inkan*, bank passbook, payment receipt, and a statement of medical expenses (*reseputo*) to the Health Insurance Division of your local government office.

Using another person's national health insurance card is an offense punishable under the law.

Seeking medical treatment outside of normal business hours or late at night will incur additional costs, which means that the cost to the patient will increase as well.

#### ● Expensive Medical Treatment

The out-of-pocket costs for a long hospital stay or other costly medical treatment can get expensive. In cases like this, there is a system to reduce the financial burden of the expense of treatment, refunding the amount that is in excess of this individual payment limit\*.

The individual payment limit is established according to one's age, household, and income; the refund is calculated by subtracting the payment limit from the amount paid to medical institutions in one month.

To apply for this refund, you will need your medical receipts, insurance card, and personal seal (*inkan*). For detailed information, contact the national health insurance division at your local government office.

\* Individual Payment Limit: The maximum out-of-pocket expense for low income earners (defined as those exempt from paying local taxes, which includes most students) is 35,400 yen per month. However, the maximum amount for international students in their first year is 57,600 yen per month.

#### Summary

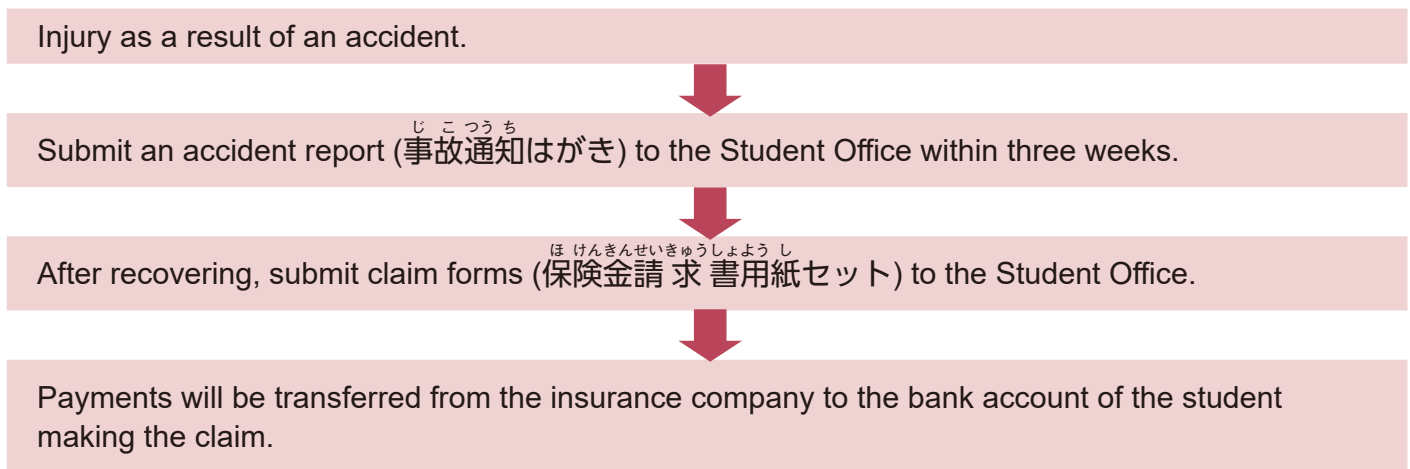
- Join the National Health Insurance Program during orientation.
- Sign up for automatic payment for your insurance premiums.
- Submit a national health insurance income declaration form every January.
- Complete the appropriate procedures at your local government office when you move or leave Japan.
- Always have your insurance card with you when receiving any medical treatment.
- There are some procedures not covered by the national health insurance.

## Disaster and Accident Insurance for Students

Naturally, you should take every precaution to ensure you avoid accidents and injuries. However, in the unlikely event you are involved in an accident or injure yourself during educational or research-related activities, APU has enrolled in "Personal Accident Insurance for Students Pursuing Education and Research" (also called *gakkensai*) (<http://www.jees.or.jp/gakkensai/>) that covers all regularly enrolled students. This insurance includes coverage for students injured or involved in accidents when commuting to and from school or moving between school facilities for the purpose of regular educational activities, school events, or extracurricular activities.

### ● Procedures for Filing a Claim

The necessary documents can be picked up at the Student Office. All documents should be submitted through the Student Office.



### Payable Insurance Claims (for medical treatment)

Coverage	Days of Treatment	Amount of Medical Coverage	Hospitalization Coverage
Coverage during classes or during APU events	1 day or more	3,000 yen - 300,000 yen	Hospitalization, per day: 4,000 yen (up to 180 days)
Commuting to/from school Moving between school facilities	4 days or more	6,000 yen - 300,000 yen	
School facilities other than those described above Extracurricular activities reported to the University	14 days or more	30,000 yen - 300,000 yen	

※ Payment for disability benefits may be provided in cases not described above.

Accidents or injuries that occur during restricted times, in prohibited areas, or while engaged in prohibited activities are not covered, even if they occur on University premises. Accidents or injuries that occur in AP House are not covered. Coverage is not necessarily provided in all circumstances. If you want an insurance policy that provides thorough coverage, you may want to purchase additional



insurance such as Comprehensive Students' Insurance, Sports Safety Insurance, or Volunteer Activities Insurance available through the University Co-op or other insurance companies.

If participating in an internship, please inquire at the [Career Office](#) about insurance for internships (Disaster and Accident Insurance for Students with Liability Insurance Course B, or Liability Insurance for Internships).

## Health Checkups

The School Health and Safety Act requires all students in Japan to get a health checkup every year. APU provides free periodic health checkups.

### Purpose

Periodic student health checkups are conducted for the following three reasons:

- To detect any health problems early.
- To help students understand the current state of their health, and how to care for, improve, and maintain their health.
- To help students lead a healthy and fulfilling life.

The most common health problems found during health checkups are lifestyle-related illnesses like obesity. Serious health problems like metabolic syndrome can be made worse by poor lifestyle habits learned during university. For this reason it is very important that students understand their health and learn healthy habits while in university.

Contagious diseases like tuberculosis are another important health concern. If a highly contagious disease like this were to appear on campus, it could quickly spread to a large number of students and lead to a serious outbreak. Regular health checkups are a very important part of detecting contagious diseases like this. Getting a health checkup every year is a very important part of protecting your health and the health of those around you. For more information on contagious diseases, see Preventing Infectious Diseases (page 84).

### Health Checkup Details

Health checkups include height, weight, urinalysis (protein, occult blood, glucose), blood pressure, and a chest x-ray\*, with additional tests carried out at the time of enrollment and in the year of graduation.

These additional tests include a general checkup, blood test, and eyesight test at the time of enrollment, and an eyesight test in the year of graduation.

Additional tests are carried out when you enroll to help you understand the state of your health and help ensure that you will be healthy as you begin your life as a university student. Health certificates are typically required in job search activities or when continuing on to higher education. These certificates require an eyesight test, so this is included in the health checkup in the year of your graduation.

\* The amount of radiation emitted during a chest x-ray is less than the amount you would experience in the course of a day, and poses no danger to your health.

### Typical Health Checkup Periods

Health checkups are required every odd-numbered semester, and during reinstatement or readmission. (Example below)

	Timing	Additional Information
First	At enrollment.	Additional tests are conducted at enrollment.
Second	Within one week of the start of the third semester.	Graduate students have additional tests if in their year of graduation.
Third	Within one week of the start of the fifth semester.	Accelerated graduation program students and graduate students have additional tests if in their year of graduation.
Fourth	Within one week of the start of the seventh semester.	Graduating students have additional tests if in their year of graduation.
Fifth and above	Within one week of the start of each odd-numbered semester.	Graduating students have additional tests if in their year of graduation.
Other	Within one week of the start of the semester for any students returning from study abroad, and any students reinstating or readmitting.	Graduating students have additional tests if in their year of graduation.

### Health Checkup Schedule

Health checkups are scheduled as listed below. Please note that this schedule may change. [More information about health checkups will be posted on Campus Terminal and on the Student Office homepage one month before the checkups are scheduled to begin.](#)

	Spring Semester	Fall Semester
Health Checkup Dates	New students: Early April Current students: Early ~ Mid April	New students: Late September Current students: Late September ~ October

## Location of Health Checkups

Oita Kouseiren Kenko Kanri Center (adjacent to Tsurumi Hospital)

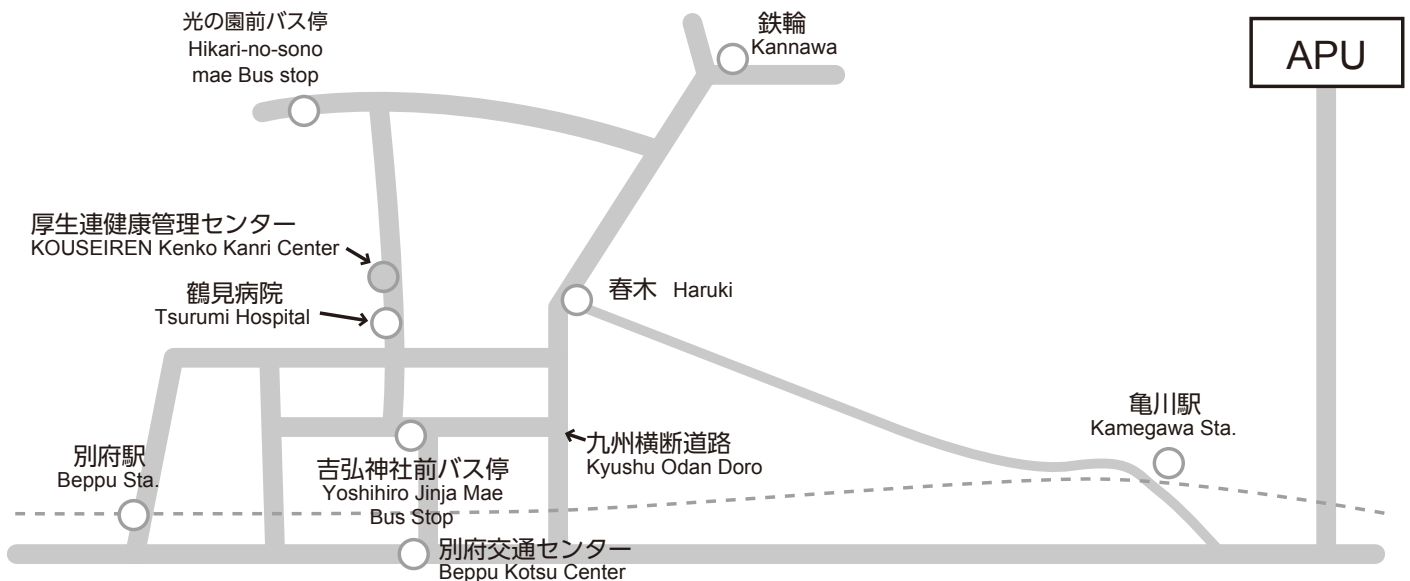
Address: Oaza Tsurumi 4333, Beppu City

Phone: 0977-23-7112

See the map below for the location of the Kenko Kanri Center.

Free shuttle bus service between APU and the Kenko Kanri Center is available during health checkups.

You need to bring your completed health checkup interview card with you when you go for your health checkup.



- From APU, take the No.51 Oita Kotsu Bus, and get off at the bus stop in front of Yoshihiro Shrine.
- From JR Kamegawa Station, take the No.6 Kamenoi Bus (headed for Beppu Station), and get off at the eastern gate entrance of Tsurumi Hospital.
- From JR Beppu Station, take either the No.6 Kamenoi Bus or the No.61 / AS61 Oita Kotsu Bus, and get off at the eastern gate entrance of Tsurumi Hospital.
- From the Kannawa, take the No.25 Kamenoi Bus, and get off in front of Tsurumi Hospital.

## Failing to get a Health Checkup

- Illnesses without obvious symptoms like tuberculosis, kidney disease, high blood pressure, or diabetes could go undetected, which could harm your health and your ability to study, find work, or continue on to higher education.
- University health certificates cannot be issued. Health checkups received at the Kenko Kanri Center outside of the designated period, or checkups received from any other medical institution will not be accepted and as a result health certificates will not be issued.
- **Students receiving any of the following scholarships will have their scholarship suspended for the following semester: International Student Tuition Reduction Plan, Domestic Students Academic Excellence Scholarship, or the Domestic Students Academic Incentive Scholarship.**
- Student Office services will be denied (e.g. applying for or continuing scholarships).

### Health Certificates

If you have completed your periodic health checkup as required and do not have any abnormal results, you will be able to receive Health Certificate. See page 39 for more information. Please understand that the certificate cannot be issued if the information required is not provided on the university's health certificates. Health certificates requested from the Student Office cannot be issued on the same day, so please plan accordingly.

- Health Certificate Availability

Health certificates can be issued beginning on the Tuesday of the week following your health checkup. However, certificates will not be issued if your health checkup results contained any abnormal results and you have not completed the necessary follow-up examinations.

- Health Certificate Period of Validity

Based on data from periodic health checkups, during enrollment, medical certificates will be issued by the university for those who have taken periodic health checkups in Spring until March 31 of the year following the relevant year, and for those who have taken periodic health checkups in Fall until September 20 of the year following the relevant year. However, companies and other universities may have specific requirements for certificates and expiration dates, so please be sure to check before applying.

### Preventing Infectious Diseases

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Infectious disease prevention is not just something you need to do in order to keep yourself safe from the painful experience of an infectious disease. You could become the source of infection for your family, your friends, and everyone around you. It is very important for you to practice hygiene and sanitation in order to prevent diseases like this from spreading.

#### 〈Everyday Preventative Measures〉

Washing your hands and gargling are fundamental parts of preventing infectious disease. Wash your hands with soap and water when you return home, before cooking, and before eating. Gargling can not only keep your throat clean and rinse away bacteria, but it can help your throat and your immune system. Gargle regularly when you return home, when you wake up, and before bed to help prevent infectious diseases.

Face masks are effective in preventing the spread of airborne viruses.

Be sure to wear a face mask correctly and consistently to protect yourself and others.

## Preventing Infectious Diseases when Traveling Overseas

The World Health Organization (WHO) has cited AIDS, tuberculosis, and malaria as the three most prominent infectious diseases in the world. At the same time, there are a host of other diseases found throughout the world that require extreme caution, such as the recent news reports about Ebola and COVID-19. When traveling, you can experience many different kinds of stress from changes to your environment that can make you more susceptible to infectious diseases. We have included a checklist below of things you should do to protect yourself from infectious diseases when traveling. Be sure to use this checklist to prepare for your travels.

### Before Departure / While Traveling

- Know which infectious diseases are in the areas you will be traveling to or through, and know what you need to do in order to protect yourself.
  - CDC (Centers for Disease Control and Prevention) Travelers' Health  
<http://www.cdc.gov/travel/> (English)
  - FORTH (For Travelers' Health) Ministry of Health, Labour, and Welfare Quarantine Information Office  
<http://www.forth.go.jp/> (Japanese)
  - Fit for travel  
<http://www.fitfortravel.nhs.uk/home>
- ※ These pages have some of the most up-to-date information on infectious diseases you will need, with searchable information divided by country or region, what vaccinations are available, and what you can do to stay healthy when traveling.
- Carefully read "10 points to remember for preventing infectious diseases" on the Student Office homepage. Student Office --> Healthcare Services/Periodic Health Check-up --> Preventing Infectious Diseases --> 10 points to remember for preventing infectious diseases
  - Check whether there are any vaccinations required by your exchange program or the country or countries where you will be traveling.
  - Understand the infectious disease risk for your destination(s), and carefully consider getting any necessary vaccinations.
  - If you need to get any vaccines, find out how much time you need to get the vaccines you want.
- ※ There may be vaccines that are required or strongly recommended when participating in an exchange program. You will need to find out for yourself what vaccines you will need. Understand that vaccines cannot provide 100% protection against infectious diseases, and be aware of any additional preparations you can take to protect yourself.
- Purchase travelers' insurance and make sure you know how to find a hospital where you can get treatment.
  - You can find information about medical facilities for different regions from the Ministry of Foreign Affairs: <http://www.mofa.go.jp/mofaj/toko/medi/> (Japanese)
  - Check whether the insurance you have includes hospital referrals or medical consultations. If it does,

make sure you know how to use these services.

### After Returning to Japan

- You may develop symptoms for any infectious diseases you were exposed to during your travels up to two months later.
- Check with the Health Clinic if you experience any symptoms like diarrhea, vomiting, stomach ache, fever, headache, sore throat, or rash.
- ※ If you have a high fever, severe vomiting, or diarrhea, call and speak with the Health Clinic before you leave your apartment or go into public spaces.

### Tabi-Reji (Tabi-Register)

Tabi-Reji is a registration system operated by the Japanese Ministry of Foreign Affairs that enables travelers to receive the latest information by e-mail from the local Japanese consular outpost in the event of an incident, outbreak of infectious disease, or similar occurrence in an overseas travel destination. Japanese government authorities also use this system to confirm the safety of Japanese nationals. Up to three e-mail addresses can be registered, so non-Japanese nationals can use the system to receive emergency information if they register their e-mail address through a Japanese national who is travelling in the same group. Information is provided in Japanese only.

<https://www.ezairyu.mofa.go.jp/>

## Tips for Good Health

### 〈Alcohol and Alcohol Abuse〉

Your liver can only process a limited amount of alcohol, so if you engage in drinking a large amount of alcohol in a short time, the alcohol will accumulate in your bloodstream. Too much alcohol in your blood can quickly lead to unconsciousness. This is known as alcohol poisoning. Loss of consciousness can sometimes be accompanied by respiratory paralysis or suffocating on vomit, which can lead to death. Nobody has the right to put someone in such a dangerous position just to liven up a party. Don't force others to drink, and don't let others make you drink! If any of the following symptoms appear after drinking a lot of alcohol suddenly, call an ambulance immediately.



1. Unconsciousness. The person does not wake up even if you pinch or shake them.
2. Their whole body becomes cold.
3. Irregular breathing; slow and interrupted, or shallow and fast.
4. Large amounts of vomit and/or bleeding.
5. Incontinence.

### 〈Tobacco〉

Tobacco smoke contains about 4,000 chemicals; 200 of which are harmful to your health, and more than 60 that are cancer causing. These can hurt not only the smoker, but anyone around the smoker can also suffer from the second-hand smoke.

While smokers and people suffering from second-hand smoke have a higher risk of lung cancer, when we compare smokers to non-smokers we can see that smoking can impact mental health as well. For example, smokers generally have a harder time concentrating than non-smokers. When it comes to looking for a job after graduation, some companies have even adopted a policy of not hiring smokers.

The number of people using heated tobacco products has been increasing in recent years. Smoke from heated tobacco contains the same kinds of harmful substances as regular tobacco, including nicotine and carcinogenic substances. Heated tobacco products are advertised as being less harmful to health than regular tobacco, but as they have only recently entered the market and research is not fully developed yet, it is difficult to make predictions about long-term health effects at this stage.

### 〈Drugs〉

In recent years, drug issues, such as those involving cannabis, have shaken society as a whole. There have been many cases of death or homicide from these drugs reported online and in the news. Drugs (called *kiken* or "dangerous" drugs in Japan) are often disguised as things like herbs, aromatherapy oils, or bath salts, but they contain chemicals that act like narcotics or stimulants, but they are even more dangerous. Smoking or taking these drugs can cause impaired consciousness, vomiting, seizures, breathing difficulties, or other serious illness, or can make the user extremely agitated or cause them to experience hallucinations which can make them violent.

## Chapter 2 Health, Safety, and Lifestyle

Don't let yourself get fooled into thinking "I'll just try it one time" or "I can stop anytime if I don't like it." These drugs are addictive just like narcotics or stimulants, and if you get involved in them it will impact not only you but your friends, family, and loved ones. Do not let yourself get involved with drugs. If you hear any information about drugs, let the police know as soon as possible.

### 〈Sexually Transmitted Infections〉

Sexually transmitted infection (STI) is a collective term that describes an infection or disease that is transmitted from person to person through the skin and mucous membranes through sexual activity. There are different kinds of sexual activity including vaginal, anal, and oral sex. Anyone can get infected through sexual activity. It is important to have the correct information to protect yourself from STIs and prevent infection. Even if you are infected with an STI, early detection and treatment are important. There are some infections that cannot be completely cured and can become a very serious disease. To keep from spreading an infection to others, if you have any symptoms of an STI or have engaged in sexual conduct that may have exposed you to an STI, seek advice from a medical professional as soon as possible.

Types and symptoms of STIs as well as information on prevention is provided on the Student Office homepage. Protect yourself with the correct information. The Health Clinic can provide consultations on STIs as well as referrals to hospitals for treatment. If you have any concerns or would like to get a checkup, please feel free to visit the Health Clinic.



## Counseling Room

Life as a university student can be bright and full of hope for the future, but you may also find yourself feeling anxiety or other unexpected difficulties. At times you may feel like you have something you need to talk about, but no one to listen to you; the Counseling Room is a place where you can talk about your troubles and try to find a solution. Whenever you need to talk about anything, no matter how trivial it seems, don't hesitate to visit the Counseling Room. You can be referred to a professional or other institution off campus if you want or if it is needed. Counseling is available in both English and Japanese and is completely free of charge. Be assured that all consultations are kept strictly confidential. Appointments are required if you would like to speak with a counselor, but sometimes it may be possible to make an appointment the same day.

Students can bring any topics. For example;

- Study  
Not being able to catch up with classes, having difficulty with group work, etc.
- Interpersonal Relationship  
Having trouble getting along with friends, partner, or family, not good at communicating with others, etc.
- Career and Future  
Concerned about job-hunting, feeling overwhelmed by future, etc.
- Mental Health  
Feeling depressed, irritated, unstable, lack of motivation, etc.
- Physical Health  
Having trouble getting to sleep, losing appetite, feeling easily tired, etc.
- Other  
Having trouble with circle or part-time job, needing somebody to talk or complain, needing to take a rest, etc.

### 〈Counseling Room Location〉

Location: The Counseling Room is located on the first floor of Building A, next to the Health Clinic.

### 〈Counseling Room Office hours〉

Reception Hours: Monday through Friday, 10:00-16:30

Counseling Hours: Monday through Friday, 10:30-16:30

※Counseling Room hours are subject to change. Please see the schedule posted on the Counseling Room homepage ([https://en.apu.ac.jp/studentsupport/counseling\\_room/](https://en.apu.ac.jp/studentsupport/counseling_room/)).

### 〈Making an Appointment〉

1. By phone: 0977-78-1126, ext. 2444 (during office hours).
2. Inquire directly at the Counseling Room (during office hours).
3. By email: [counseli@apu.ac.jp](mailto:counseli@apu.ac.jp)

※In case of emergencies, if the Counseling Room is closed, please go to the Health Clinic or the Student Office.

## First Aid Procedures (using CPR and AED)

### 〈If someone collapses and is unconscious, you should〉

1. Ask them in a loud voice, "Are you okay?"
2. Check for responsiveness by patting them on the shoulder.
3. Call for help in a loud voice.
4. Call 119 (if in a classroom, dial #119) to call an ambulance, and call the Central Security Office (ext. 2810) or the Security Office if in AP House (AP House 1 ext. 534-9500; AP House 2 ext. 535-9500).
5. Send someone to get an AED unit from the Central Security Office or the AP House Security Office.



### 〈If the person is not breathing〉

1. Start chest compressions.  
Chest compressions should be strong (the breastbone should move at least 5 cm on an adult), fast (at least 100 compressions per minute), and constant (as little interruption as possible).
2. Give rescue breaths.  
If you are unable or are hesitant to give rescue breathing, continue with chest compressions.
3. For every 30 chest compressions give 2 rescue breaths.
4. Use an AED.



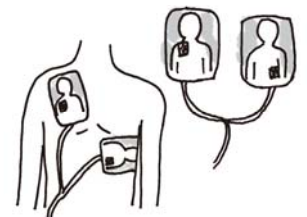
### 〈How to use an AED〉

See the instructions included with the AED for more information.

1. Turn on the power. (Some models turn on automatically when you open the lid.)
2. Apply the pads to the person. (Place the pads as indicated in the diagram on the pads.)

When applying the pads:

1. Apply the pads directly on bare skin.
  2. If the person's chest is wet, dry it first.
  3. If there are any medicine patches on the person's chest they can interfere with the AED, so remove them and wipe away any medicine before applying the pads.
  4. If the person has a pacemaker or defibrillator, place pads at least 8 cm from the device.
  5. Once pads have been placed, do not remove them. Apply chest compressions with the pads in place.
3. Analyze the heart rhythm
- Once the pads have been applied, the AED will determine if electric shock is necessary or not. The AED will sound a warning before it delivers an electric shock, so when it gives a warning, make sure nobody is touching the person.
4. Follow the instructions from the AED.



1. Electric shock is not needed.		2. Electric shock is needed.
↓	↓	↓
<b>If not breathing</b>	<b>If breathing</b>	<b>Do not touch the person</b> while waiting for the AED to charge.
↓	↓	↓
<b>Continue CPR</b> (with pads attached and the AED powered on)	<b>Place the person in a recovery position and continue to watch them.</b>	The AED will give a voice and/or visual signal when done charging; press the button to deliver the shock.



5. Applying the shock (press the shock button).

Call "All clear!" and make sure nobody is touching the person (while keeping your eyes on the person) then press the shock button.

If anyone is touching the person, there is a possibility that they could receive a shock. Keep your eyes on the person.



6. Start CPR.

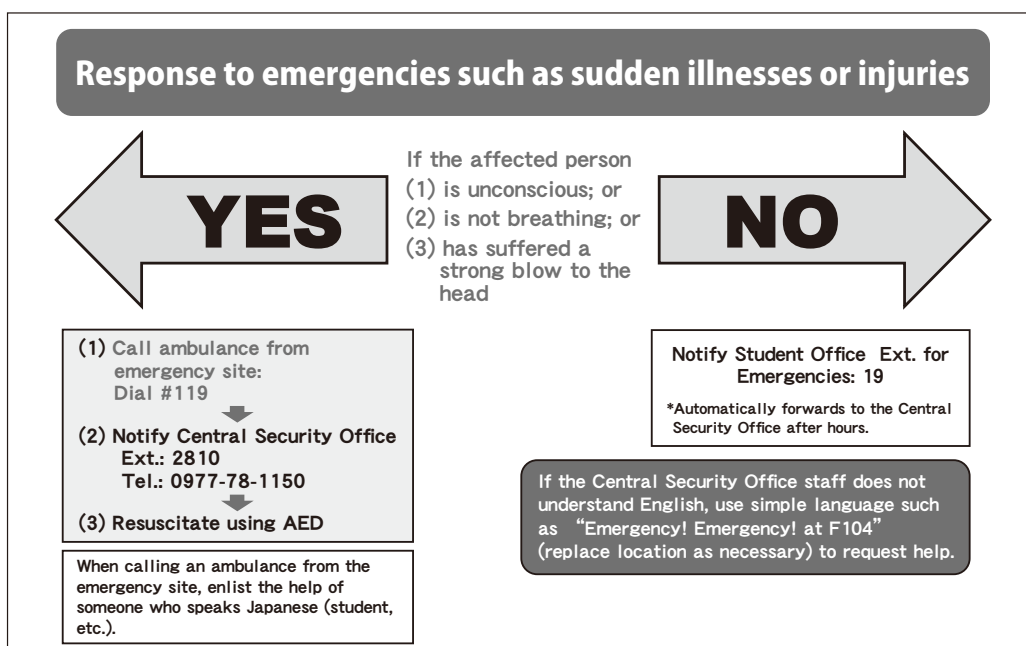
After applying an electric shock, immediately start chest compressions. Give 2 rescue breaths for every 30 chest compressions.

Do not stop giving aid until emergency medical personnel take over.

※If you start to tire you can alternate with another person, but try to keep any interruption in chest compressions as short as possible (less than 5 seconds).

7. Emergency Responses to Students Who Have Become Ill or Injured

When students fall suddenly ill or become injured in classrooms, respond in accordance with the following procedural flow.



# Support Services for Students with Disabilities

## Support for students with disabilities

APU provides support to students with disabilities based on established policies (or guidelines). Through providing this support, the University aims to contribute to the growth and development of all students. Support will vary by case depending on the type of disability, the needs of the student, and the needs of the student's program of study.

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### **Ritsumeikan Asia Pacific University Guidelines on Support Services for Students With Disabilities**

Ritsumeikan Asia Pacific University (hereinafter referred to as APU) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as disabled students).

These guidelines serve to establish the University's service standards and support foundation. Support provisions will be finalized through thorough discussions between the individual student and the relevant parties after reviewing reasonable accommodation for the student in line with the student's needs and the University's support system.

#### 1. Core Support Principles

All APU faculty and staff will support the process of enabling students with disabilities to request appropriate support, in order to allow these students to use their experiences at APU to grow and connect with society. APU expects that all students and relevant parties understand these guidelines, and that they will work together to realize the objectives of the University.

#### 2. Basic Policies

- 1) APU faculty and staff will provide support to students with disabilities in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on a request for support by the student.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT's Investigative Report on Learning Support for Students with Disabilities (First Preliminary, Second Preliminary). Both the student's individual situation and the University's environment will be taken into consideration in these decisions.

#### 3. Support Objectives

The primary objective of APU support for students with disabilities is to ensure that student's right to an education and learning is not wrongfully harmed because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

An additional objective of support is to help students with disabilities understand the characteristics of their disability and develop self-advocacy skills to advocate for the types of support and resources they need.

#### 4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff as well as enrolled students. We will cooperate closely with an external specialist on support for people with disabilities.

A consultation desk for students with disabilities will be set up in the Student Office in order to provide University-wide support. Support coordinators for students with disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of student coordinators in these offices will be made public to the student body. Students will not only have the option of the consultation desk available but will also be able to directly consult with support coordinators.

Staff at the consultation desk for students with disabilities will connect disabled students who come in for consultation with the appropriate support coordinator in the above offices according to the nature of the issue. Support coordinators will be in charge of making the necessary learning support adjustments for students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

#### 5. Confidentiality and Protection of Personal Information

1) Support persons who possess knowledge of a student's personal information (this includes information concerning the student's disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.

2) Support persons may share personal information concerning the student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

#### 6. Disclosure of Information

Information about University support policies for students with disabilities, the support system, the consultation process, and support provisions will be made available through various media, including the APU website. APU will notify students and prospective applicants via appropriate means as deemed appropriate.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the University will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

#### Supplementary Provision

These guidelines shall go into effect on April 1, 2016.

These guidelines shall go into effect on April 1, 2024.

#### Student Disability Support Services

Office	Contact Information	Support Available
Student Office	apudss@apu.ac.jp	Disability support services, general student life
Academic Office		Classes, course registration, and grading
Admissions Office (Dom.)		Entrance exams, student life, academic matters
Admissions Office (Int'l)		
Career Office		Career information, job placement

# Housing

## AP House (Dormitory)

### Residence Eligibility

AP House 1 AP House 2 AP House 5	Undergraduate international students Undergraduate domestic students applying to reside in AP House Resident Assistants Students judged by the Dean of Student Affairs to merit residence on special grounds such as physical condition, etc. Other students authorized by the Dean of Student Affairs
AP House 3	Graduate students Special auditors and part-time students Resident Assistant Undergraduate students in second year and above applying to reside in AP House Other students authorized by the Dean of Student Affairs
AP House 4	Graduate students Special auditors and part-time students Resident Assistants Undergraduate students in second year and above applying to reside in AP House

### Car parking/bicycle and motorcycle parking areas

- Students are not allowed to park their car in the AP House parking areas. However, parking may be temporarily permitted when moving. In this case, be sure to get a temporary parking permit at the Security Office.
- People who park their motorcycles at AP House need to turn off their motorbike engines at the entrance of AP House and then push their motorbikes to the designated parking areas. When leaving, they may start their engines after they push their motorcycles to the gates.

## Moving into an Apartment

Prepare by following these steps.

1. Go to a real estate agency.
2. Choose a property.
  - ※Some apartments do not allow roommates.
  - Ask first!
3. See the property in person.
4. Apply for the contract.
5. Pay any fees.
6. Move in!

Creotech is a company on campus that can help students find apartments.  
Try going to Creotech first!  
Building A 2F: Real estate property/ insurance

Move-in Fees (Example)	
Security Deposit / Key money	Equivalent to one months' rent.
Rent (advance payment)	Rent for the first month.
	If moving in the middle of the month: Rent pro-rated for the first partial month and rent for the first full month.
Real estate agent commission	Equivalent to one month's rent

※There may also be insurance premiums, neighborhood association dues, or other fees.

### Looking for properties

- Always see the property in person.
- Make sure you see not only the inside of the room, but it is also important to check out the surrounding areas. See what the area is like at night, too.
- It is a very good idea to look at and compare a few different properties that meet your requirements.

### Making a contract

Apartment contracts in Japan generally require a guarantor.

- Domestic students

Consult with your family or financial sponsor before proceeding with the contract.

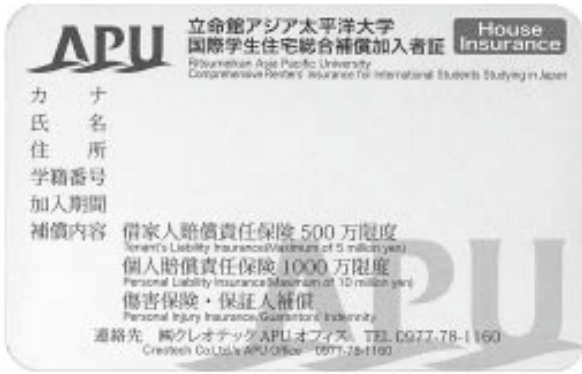
- International students

If you use a guarantee company when you sign an apartment contract at a real estate agency, you can sign the contract without a guaranter.

※Please consult with the university if you cannot use a guarantee company.

1. When you have decided on a property, ask the landlord or real estate agent for an application form. You will need your student ID card, your residence card and your House Insurance card\*<sup>1</sup> or Certificate\*<sup>2</sup> (sample pictured below).
2. Submit the application to the landlord or real estate agent.  
When you have decided the day you will move in, the landlord or real estate agent will make up a contract.
3. Make sure you understand the content of the contract and then sign and stamp your *inkan* (personal seal) on it. Contracts in Japan require an *inkan*. Please check carefully as it may not be necessary.
4. The contract is finalized once the real estate agent provides you with a copy of the contract signed by both the landlord and the university.

Students who enrolled in AY2021 or before



\*1 House Insurance card of Comprehensive Renters' Insurance for International Students Studying in Japan

Students who enrolled in AY2022 or renewed insurance

Subscriber's Certificate for Comprehensive Insurance for Students Lives Coupled with PAS Prepared: Apr. 1, 20XX

Address: Marunouchi, Chiyoda-ku, Tokyo 123-4567

Supporter's name\*: Mr. Taro Tokai  
\*In a case that an Insured Person has no Supporter, the Insured Person's name

Policy Organization	
Public Interest Incorporated Foundation Japan Educational Exchange and Services (JEES)	
University Name	
XX University	
Insured Person	Date of Birth
Hanako Tokai	Apr. 1, 19XX
Hanako Tokai	
Subscriber No.	Insured Period
012345678910123	Apr. 1, 20XX From 0:00 hrs Apr. 1, 21XX Until 16:00 hrs

Insurance Category (Insurance Policy No.)	Type	Coverage content	Coverage amount
Comprehensive Insurance for Students Lives Coupled with PAS ( 4753XXXXXX )	J	Death and permanent disability	X million yen
		Treatment expenses	Actual expenses
		Hospitalization due to injury (Daily amount)	X,XXX yen
		Out-patient treatment due to injury (Daily amount)	X,XXX yen
		Rescue expenses	X million yen
		Liability	Damage to other person/other's property: XXX million yen (0 yen paid at own expense) Data-only property damage: X million yen
		Scholarship expenses	—
		Education expenses (injury)	—
		Education expenses (illness)	—
		Lifestyle personal property (Student residence)	—
		Rented accommodation liability (Student residence)	—
		Contact infection prevention expenses (Medical students)	—
Total Insurance Fee			XX,XXX yen

Thank you for subscribing to the Tokio Marine & Nichido Fire Insurance Co., Ltd.'s Inbound Student Life Insurance (ISL).  
 This Subscriber's Certificate is issued on the occasion of your subscription.

**Tokyo Marine & Nichido Fire Insurance Co., Ltd.** ■Sales Office: XX Branch, XX Branch Office ■Handling Agent: XX Insurance Agency

\*2 Subscriber's Certificate for Comprehensive Insurance for Students Lives Coupled with PAS

**Moving in**

Check the room right away.

- Are the windows, doors, electricity, or any other fixtures or parts of the apartment damaged or out of order?
  - Are the floors, walls, screens or sliding doors dirty, scratched up, or damaged?
- ※If you find any problems, contact the landlord or real estate agent promptly to report any problems. If you do not, you may have to pay a repair fee when you move out.

**Things to keep in mind about living in Japan**

1. Always pay your rent by the deadline every month. The payment deadline will usually be the last day of the preceding month. For almost all apartments, if you fail to pay rent for two months you can be forcefully evicted from your apartment.
2. It is a breach of contract for anyone whose name is not on the contract to live in the apartment. Be sure to inform the real estate agency if even just one resident changes.
3. Do not bother your neighbors by speaking in loud voices at night or holding noisy parties.
4. Separate your garbage into the designated garbage bags and leave it out in the designated area on the designated day.
  - Note that collection days differ by area, so check the garbage collection calendar for your area. Beppu City Garbage Disposal: [https://www.city.beppu.oita.jp/seikatu/kankyuu\\_gomi/g\\_siwake/](https://www.city.beppu.oita.jp/seikatu/kankyuu_gomi/g_siwake/)
  - It is forbidden to leave garbage in the collection spot outside the designated day.
  - Do not create a nuisance for the other people in your neighborhood.
5. Read through the contract you are given and adhere to its terms.
6. Electricity, water and gas typically operate on individual contracts. You must complete the contract procedures yourself.



7. If you are going to be away for an extended period of time, be sure to contact the landlord or real estate agent. This has to do with fire and crime prevention.

**The above are rules that Beppu citizens and members of society must respect as a matter of course. Failing to observe them may result in forced eviction so be sure to give them the proper attention. In the case that a student is found in violation of the above, the University will undertake forced eviction and/or terminate its contract as guarantor. In some cases there may be penalties including scholarship suspension.**

### **Moving out**

1. Notify the landlord or real estate agent that you intend to move out.
  - For almost all apartments, it will be necessary to submit a request for moving out at least one month before the move out date.
  - If you are late in submitting the request for moving out, you may need to pay additional rent.
  - It is a breach of contract to change the residents of the apartment. If anyone is going to move out of or move in to your apartment you will need a new contract.
2. Cancel contracts for electricity, gas, water, internet, and any other services and settle any remaining fees.
3. Be present for your move out.
  - Do not leave any luggage, furniture, or trash in the apartment. Clear out everything except the furnishings provided with the apartment.
  - Any damage to windows, doors, floors, walls, screens, sliding doors, or other parts of the apartment will lead to a repair fee being charged.
  - Review everything with the landlord or real estate agent.
4. Settle the deposit
  - Cleaning and repair fees for the room will be taken out of the deposit you paid when you moved in. Any remaining money will be returned to you.
  - There may be additional fees if there is any significant damage or if the apartment is very dirty.
  - If you did not need to pay a deposit at the time you moved in, you will be charged any cleaning and repair fees.

**You should do a full inspection of your apartment with your real estate agent or property manager when moving out, especially when graduating. Leaving any trash or personal belongings behind when you move out is prohibited. If you leave unnecessary items in your room or bulky trash in a location other than a designated location, you will be billed for disposal later.**

If you do not finish all of the procedures required to move out of your apartment before your graduation ceremony, you will not be able to receive your certificate of graduation. If you leave Japan without paying any required move-out fees for your apartment, we will contact your family to arrange payment of these fees.

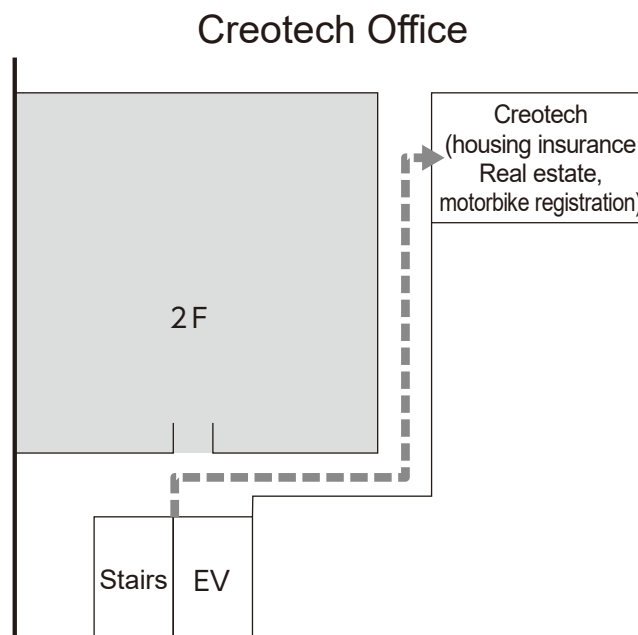
### Comprehensive Insurance for International Students Lives Coupled with Gakkensai

This insurance provides support to international students at APU in the event they suffer an accident or are liable for damages, enabling them to focus on their studies. Coverage includes (1) tenant liability, (2) personal liability, and (3) accident insurance (death or disability).

### Comprehensive Insurance for Students Lives Coupled with Gakkensai

All international students at APU must purchase this insurance. Always have your card with you, and renew your insurance with Creotech before it expires. You will not be able to move into an apartment if your insurance is expired.

Please refer to the leaflet “Comprehensive Insurance for International Students Lives Coupled with Gakkensai”.



## Real Estate Terminology

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- Deposit (*shikikin*)

Deposits are put towards maintenance fees at the time the resident moves out, and any remaining money is returned to the resident.

- Real estate agent fees (*chukai tesuryo*)

A fee paid to the real estate agent. Typically equivalent to one month's rent or less.

- Rent (*yachin*)

The fee for renting for one month. Pay rent for the next month by the last day of the current month.

- Common area fees (*kyoekihi*)

Fees the residents pay for maintenance of shared areas and equipment like stairs, hallways, and outside lights. Usually paid with rent every month.

- Neighborhood association fee (*chonai kaihi*)

Some neighborhood associations charge a fee, which differs for each association. Fees are usually around 100-500 yen per month.

- Non-refundable deposit (*shikibiki* or *teigaku seisan*)

A set amount unconditionally held back from the deposit at the time of moving out, regardless of the state of the room.

## Part-Time Jobs

While many students work a part-time job to pay their tuition or help provide for their living expenses, remember that you are at APU to learn. If you do work, do not let it interfere with your studies.

International students may work within the limitations described below if they have a work permit (i.e. Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted). For more information, see page 106.

Hours allowed under a work permit:

- When classes are in session (including quarter breaks): **No more than 8 hours per day and no more than 28 hours per week.**
- When classes are not in session (long breaks): **No more than 8 hours per day and no more than 40 hours per week.**

### Important points to consider when looking for work:

Students with “Student Visa” may not undertake the following forms of part-time work. Please do not undertake such work under any circumstances.

- ✗ Adult entertainment-related jobs (e.g. host/hostess bars, "snacks" bars, private massage parlors).
- ✗ Businesses that mainly serve alcohol (e.g. bars, pubs, *izakaya*)
- ✗ Multilevel marketing, pyramid sales, or related work.
- ✗ Acting as a proxy in selling or reselling goods or merchandise.
- ✗ Mah Jong parlors, *pachinko* arcades, videogame arcades.

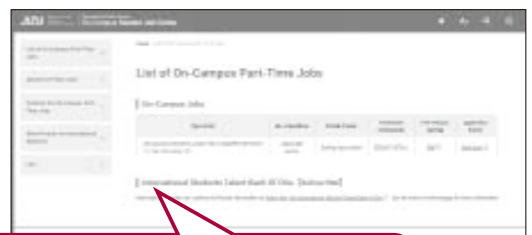
In particular, international students are prohibited from working in adult entertainment businesses in any way (even cleaning or dish washing type jobs) due to the restrictions included in their work permits. You will be forced to leave Japan if you are found to be engaging in this type of work.

#### On-Campus Jobs

Information about student jobs on campus is available on the On-Campus Student Job Center homepage. This includes a list of currently available jobs, information about how to apply, and how to register.

#### On-Campus Student Job Center

[https://en.apu.ac.jp/studentssupport/part\\_time/about/](https://en.apu.ac.jp/studentssupport/part_time/about/)



Work permit applications for international students can also be downloaded from the On-Campus Student Job Center homepage!

### ActiveNet homepage

International students can find information about volunteer and part-time work opportunities on ActiveNet, the University Consortium Oita homepage.

<https://activenet.ucon-oita.jp/>

## Responding to Natural Disasters on Campus and in Beppu City

Natural, or large-scale disasters\*<sup>1</sup> can occur anywhere in the world. These can include earthquakes, typhoons, floods, or other events.

In the event a disaster affects APU or Beppu, we will post information on APU's official homepage and official Facebook page. We will also gather information from Oita Prefecture, Beppu City, and other government sources so that students and their guardians can easily access important information about the situation at APU and in Beppu.

When a disaster happens APU will ask students to confirm their safety on the University's Campus Terminal system. University staff will post important announcements to Campus Terminal, so students should be sure to check Campus Terminal regularly.

\*1 Large-scale disaster scenarios include the following: Cases when the Disaster Relief Act is applied to Beppu City; and cases when a disaster stipulated in Article 2, Item 1 of the Disaster Countermeasures Basic Act occurs in Beppu City and an Emergency Operations Center is established by the Prime Minister in accordance with Article 24 of said Act to deal with said disaster.

### Official APU Homepage

Japanese:

<https://www.apu.ac.jp/home/>



English:

<https://en.apu.ac.jp/home/>



### APU Disaster Information Page (available during disasters only)

This page will only appear in the event of a large-scale disaster.

Instead of these links, please save the official APU homepage in your favorites.

Japanese:

<https://www.apu.ac.jp/home/gallery/article/?storyid=155>



English:

<https://en.apu.ac.jp/home/gallery/article/?storyid=155>



Keep the following points in mind and make sure you are prepared in the event of a large-scale disaster.

- APU has prepared an Emergency Disaster Response Handbook for Students to help you understand how to respond in the event of a disaster. This handbook is available on the APU homepage, so be sure to read through it.
- It can be very difficult to get a telephone connection because many people are trying to make phone calls. Talk to your friends and family in advance and make plans for how you will communicate in an emergency.
- Some telephone companies provide the Disaster Message Board. Please note that it may be necessary to register in advance in order to use the board.

The APU Disaster Preparedness Homepage



It is important to prepare beforehand such as to register your contact information or confirm how to use the board.

Emergency Disaster Response Handbook for Students

Japanese:  
<https://www.apu.ac.jp/home/life/content40/>

English:  
<https://en.apu.ac.jp/home/life/content40/>

Beppu City Disaster Prevention Map

Japanese:  
[https://www.city.beppu.oita.jp/doc/bousai\\_syoubou/bousaijyouhou/bousai\\_map/bousai/all.pdf](https://www.city.beppu.oita.jp/doc/bousai_syoubou/bousaijyouhou/bousai_map/bousai/all.pdf)

English:  
<https://www.city.beppu.oita.jp/doc/seikatu/gaikokujinmuke/ei/disaster/all.pdf>

SOS Card

