

# ■ **University Rules and Regulations** ■

MG DIARY 2025 Supplement

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\* Rules and regulations may be revised or abolished after the preparation of this document.

**Section 1 General Provisions**

Article 1 The mission of Meiji Gakuin University shall be rooted in the “building of character based on the tenets of Christianity” and academic freedom, and shall consist of broadly fostering education, pursuing in-depth academic instruction and research, and facilitating the capacity to put knowledge into practical application.

Article 1.2 The University shall conduct necessary internal reviews and assessment in order to fulfill the mission stipulated in the previous provision, raise overall levels of education and research, and fulfill its responsibilities to society.

2 Methods for review and assessment, implementation frameworks, and specific items covered to fulfill the mission stated in the preceding paragraph shall be stipulated separately.

Article 2. The University is composed of the following faculties and departments.

Faculty of Letters	Dept. of English	Dept. of French Literature
	Dept. of Art Studies	
Faculty of Economics	Dept. of Economics	Dept. of Business Administration
	Dept. of International Business	
Faculty of Sociology & Social Work	Dept. of Sociology	Dept. of Social Work
Faculty of Law	Dept. of Juridical Studies	Dept. of Political Science
	Dept. of Current Legal Studies	Dept. of Global Legal Studies
Faculty of International Studies	Dept. of International Studies	Dept. of Global and Transcultural Studies
Faculty of Psychology	Dept. of Psychology	Dept. of Education and Child Development
Faculty of Mathematical Informatics	Dept. of Mathematical Informatics	

Article 3. Graduation requires four years of study. However, students may not be enrolled for more than eight years.

2 Graduation from the relevant faculty or department by a person who transfers in their third year requires two years of study. However, students may not be enrolled in their new department for more than four years.

Article 4. The maximum number of students admitted each year and maximum total enrollments are as follows.

		Admitted	Enrolled
Faculty of Letters	Dept. of English	225	900
	Dept. of French Literature	115	460
Faculty of Economics	Dept. of Art Studies	165	660
	Dept. of Economics	325	1,300
	Dept. of Business Administration	210	840
Faculty of Sociology & Social Work	Dept. of International Business	155	620
	Dept. of Sociology	245	980
Faculty of Law	Dept. of Social Work	245	980
	Dept. of Juridical Studies	200	800
Faculty of International Studies	Dept. of Political Science	155	620
	Dept. of Current Legal Studies	225	900
	Dept. of Global Legal Studies	65	260
	Dept. of International Studies	245	980
Faculty of Psychology	Dept. of Global and Transcultural Studies	55	220
	Dept. of Psychology	175	700
Faculty of Mathematical Informatics	Dept. of Education and Child Development	145	580
	Dept. of Mathematical Informatics	80	320
<b>Total</b>		<b>3,030</b>	<b>12,120</b>

**Section 2 Missions and Educational Objectives in Cultivation of People**

Article 5 Meiji Gakuin University stipulates its educational objectives as follows, based on its educational philosophy “Do for Others”, in order to achieve the mission of the university stated in Article 1.

1. Master the ability to understand others
2. Master analytical ability and conceptual thinking ability
3. Master communication ability
4. Master the ability to support an inclusive society

Article 5-2 The training missions and educational objectives of University’s faculties and departments are stipulated as follows.

**Faculty of Letters**

In the Faculty of Letters, we teach the students the myriad aspects of the creative acts and expressive activities undertaken in a variety of eras under a variety of conditions, to cultivate their ability to understand others and know themselves. Moreover, we cultivate people with the capacity for intellectual analysis and creativeness to conceive of new culture. In that process, we also place importance on cultivation of the ability to discover problems and the language capacity to transmit that ability, and develop people who can work out flexible and innovative ideas in a variety of situations of society in which they will be involved in the future.

**Department of English**

One of the educational goals of the Department of English is to deepen insight into essential human qualities and understanding of the societies of the English-speaking world through reading and analyzing English literature and culture. Another important goal is deepening insight into the essence and function of language, an indispensable element of human interaction, through scientific research into the English language from various perspectives. Furthermore, the department seeks to help students polish practical English communication skills in a way that is connected to the above educational goals. Mastering the ability to use English, the global language, is an essential precondition for communicating successfully with other people, understanding other people and living with them, and attaining a greater depth of understanding and insight into the society and culture of oneself and others.

**Department of French Literature**

The Department of French Literature aims to foster people with a fresh perspective and abundant creativity, who are capable of providing suggestions based on unique ways of thinking to Japanese society, which tends toward uniformity, by expanding the horizons of the students to Francophone countries and beyond. Based on this mission, this department has stipulated the educational objectives of cultivating the sensibilities and intellects of the students through the study of the language, literature, art, history and philosophy of France and the French-speaking world, and building the expressive ability of the students to communicate their own ideas to other people reliably in order to pursue the question of what constitutes a truly rich culture.

**Department of Art Studies**

The Department of Art Studies is comprised of six courses of study: Music, Visual Arts, Art History, Art Media, Physical Expression in Performance, and Composite Art. None of the courses have the objective of training actual practitioners of these arts; they provide an environment for the broad and in-depth study of art theory, history and forms of communication that span them. Their goals are to carefully cultivate the budding interests of students in the arts and, through education that cultivates intellectual curiosity and a critical perspective regarding humans, culture, and society, cultivate the ability to observe arts and expressive activities, insight into the relationship between oneself and other people, the thinking ability for discovering and deeply discussing problems in society, the expressive ability to communicate using various expressive media, the practical ability to confront reality with flexible and innovative ideas, and other abilities, and to foster people who understand the myriad aspects of the creative acts and expressive activities of humans in a variety of eras and situations, and have the analytical ability and creativeness to conceive of new cultures.

**Teacher Certification Courses**

This is a course for all students who are aiming to acquire a teacher certification in this university.

Meiji Gakuin University strives to embody its original founding spirit, the Christian educational philosophy “Do for Others.” The educational goal of the Teacher Certification Courses is to foster students capable of truly contributing to the welfare of others. “Do for Others” is something that happens in the context of being involved with children from diverse backgrounds. The course trains teachers who take notice of pupils lingering in the back of the classroom and who are capable of providing extra care for them. Of course this entails directing attention to the other

pupils in the majority as well. Every individual is equally irreplaceable, and to ensure pupils spend their time at school happy and healthy, the course strives to develop the qualities, intellect and skills required of teachers from the standpoints of academic guidance, life-skills development and class management (school administration).

### **Faculty of Economics**

The goal of the Faculty of Economics is to train students capable of utilizing economics knowledge to successfully serve society while possessing a highly ethical orientation, and to train conscientious economics professionals with a balanced perspective who can understand the diversity of economics and can flexibly accommodate change.

### **Department of Economics**

The objective of the Economics Department is to train people who can understand complex modern economies, make calm judgments, and act based on the knowledge of economics as a social science. Its educational goals are, firstly, to provide students with an academic foundation in economics needed to understand the basic mechanisms of economics, and secondly, to develop good economic sense and foster the practical skills that will enable students to accurately address actual problems.

### **Department of Business Administration**

There is a need for people who can use specialized knowledge and thinking ability in the management field to solve increasingly complex and sophisticated issues in corporate management and social issues. The educational objective of the Department of Business Administration is to train conscientious business people equipped with knowledge of the management, marketing and accounting fields, and an ability to think them through from an interdisciplinary standpoint.

### **Department of International Business**

Faced with an economic environment which is rapidly internationalizing, now more than ever companies need people capable of performing on the international stage. The educational goal of the Department of International Business is to develop in students the basic academic skills to have a proper understanding of the various problems faced by companies in the global market environment and to bolster communication skills in multinational settings that can be utilized in business in order to meet the needs of the times.

In order to achieve this goal, the department provides a basic curriculum focused on fostering core academic abilities essential for corporate analysis as well as specialized courses in which students study international markets, market systems and how companies adapt to them. The department trains students to serve as global managers through the study of other languages as well as actual global business conditions.

### **Faculty of Sociology & Social Work**

Since its establishment, the Faculty of Sociology & Social Work has striven to develop students into people capable of serving as the foundation for a better society based on the two departmental structures of the Department of Sociology and the Department of Social Work. Contemporary society needs people with flexible and diverse perspectives fostered through broad recognition of "the other" in society and thorough study based on this recognition. It needs people with the ability to think deeply about societal issues and with the ability to conceive ideas and to act in ways that produce new possibilities for society. Accordingly, the faculty places its focus on comprehensively learning about the relationship between individual life and the structure of society, and endeavors to train people with "rich knowledge" who deeply understand the value of that learning, apply it to social problems, as and can contribute to society. Its educational goal therefore is to develop as students the ability to understand diverse forms of conflicts, to pursue the issues involved and to be able to express them. At the same time, students learn to have a clearer awareness of human rights.

### **Department of Sociology**

The Department of Sociology's educational objective is to cultivate people who can understand society as a place to encounter diverse others, acquiring an attitude of logically and critically examining various issues in contemporary society along with the skills to empirically analyze these issues and express and communicate the results, and utilize such knowledge, skills, and attitude comprehensively to envision a better society and put that vision into practice.

### **Department of Social Work**

Respecting and championing human dignity and basic human rights, the educational goals of the department are to 1) foster the ability to conduct research, both theoretical and empirical, on measures for scientifically meeting the basic needs of people living in society, 2) master methods for clarifying pressing issues in social welfare and living conditions, and 3) train people capable of understanding and applying theories and methods to addressing these issues.

The department focuses on training students to contribute to the creation of a caring society. It seeks to deepen students' understanding of people from a broad sociological perspective and foster in them an ability to analyze problems scientifically, to consider the cause-and-effect of social welfare issues and to think about what measures and activities are required in any given situation. It also aims to develop students into social workers, who are assistance professionals, by refining the skills they will need to effectively provide social welfare assistance, and helping them acquire the human rights awareness, knowledge and methods appropriate to professional social work.

### **Faculty of Law**

In order to put into practice the founding spirit and educational philosophy of this university from a legal studies and political science perspective, the Faculty of Law aims to train people equipped with specialized knowledge who are capable of spearheading the creation of a "free and equitable society" that respects "the other" and the less advantaged members of society in particular, and equipped with the courage to raise their voice when they face a situation that they cannot agree with from the perspective of justice or fairness. For that reason the educational goals of the faculty are to train people through legal studies and political science who learn about the rules and mechanisms of society, master the thinking ability and judgment to fully use those rules, and can contribute to society with "unyielding spirit" and "strong will," in other words to educate "citizens who have a legal mind" (derived from the type of person trained by each department: in the Department of Juridical Studies, "citizens who can master basic legal principles and contribute to solving problems using fair and logical judgments," in the Department of Current Legal Studies, "citizens who can utilizing knowledge of information and communications technologies to contribute to corporate activities while taking into consideration consumers and the environment," in the Department of Global Legal Studies, "world citizens who have understanding of different cultures, the ability to communicate mainly in English, and legal solution ability," and in the Department of Political Science "educated political citizens").

### **Department of Juridical Studies**

In accordance with the spirit of the founding of Meiji Gakuin University, the objective of the people training in the Department of Juridical Studies is to develop students into people rooted in basic legal principles who can make fair and logical judgments and will bear the mantle of civil society. Based on this philosophy, the educational goal of the Department of Juridical Studies is to train citizens who can exercise the "legal mind" they have mastered, in other words a sense of justice and fairness, logical thinking ability, the ability to be considerate of other people, etc., to understand and analyze the various problems in contemporary society from multifaceted perspectives in order to contribute to the solution of those problems, and thereby contribute to society in all situations.

### **Department of Political Science**

Politics is the process by which members of a society participate in collective decision-making to solve the range of problems that occur in most human societies, from the neighborhood level to the global community. Founded upon this recognition, the Department of Political Science teaches the specialized knowledge of political science, a comprehensive academic discipline, and fosters educated political citizens in order to realize the educational philosophy of this university, "Do for Others." "Educated political citizens" refers to people who are equipped with the ability to discover and analyze problems related to politics, and in addition have the courage to speak the truth, who are capable of empathy for others, and who actively orient themselves toward their connection to society as dignified members of civil society. The educational goal of the Department of Political Science is to educate such people.

### **Department of Current Legal Studies**

Taking into account the perspective of the educational philosophy of this university, "Do for Others," and the legal philosophies of "justice, fairness, and helping less advantaged members of society," the objectives of the Department of Current Legal Studies are to train people who master legal knowledge and problem-solving ability regarding consumer problems, environmental problems, and problems in corporate activities, and are equipped with the practical ability to respond flexibly to the diverse legal problems in cutting-edge fields that arise in contemporary society. More specifically, its objective is to train members of society who can utilize knowledge of information and communications technologies to contribute to corporate activities while taking into consideration consumers and the environment.

Based on these objectives, the department has stipulated five educational goals.

1. Master the ability to understand diverse ways of thinking and the ability to respect "the other," and the less advantaged members of society in particular, in a contemporary society in which values are

- diversifying.
2. Master insight, analytical ability, and handling capability with respect to legal problems in contemporary society.
  3. Master the skillful use as communication tools of technologies for gathering, processing, and transmitting information using computers, and the ability to engage in logical dialogue in order to solve problems.
  4. Master the ability to design a future career by utilizing knowledge of information and communications technologies to learn practically and systematically about legal problems in cutting-edge fields (consumer problems, environmental problems, and problems in corporate activities).
  5. Master the ability to take the perspective of consumers, understand the special character of the problems of contemporary society, and live together with "the other" and the natural environment.

#### Department of Global Legal Studies

Following the university's educational philosophy "Do for Others" the Department of Global Legal Studies aims to develop human resources who can participate as "global human resources" in a variety of fields by utilizing "legal problem-solving abilities" backed up by a "flexible understanding of different cultures" and "practical communication ability." In this way, the department's education goal is to develop "global human resources" who can participate in global society as "world citizens" who possess legal knowledge and problem-solving abilities and act responsibly toward the state of the world.

#### Faculty of International Studies

The educational goal of the Faculty of International Studies is to educate people capable of understanding the myriad aspects of contemporary global society and who can contribute to world peace and the harmonious coexistence of people. The faculty has established the following educational goals for this purpose.

1. Deepen understanding of the society in which we live
2. Aim for understanding of diversity in the global community and the realization of peace
3. Approach issues in local communities from the multiple perspectives of politics, economics, and culture
4. Foster the will to discover and solve social issues and cultivate communication ability

The objective of the faculty is to train persons who can utilize the knowledge and abilities acquired in these ways to work together with people from differing backgrounds in order to tackle the myriad problems of society which are becoming increasingly multi-layered due to globalization.

#### Department of International Studies

The Department of International Studies has the goal of fostering the ability to gain a comprehensive understanding of the problems facing global society by examining issues from the viewpoint of politics, economics and culture. We strive to nurture social intelligence through various forms of first-hand international experience, and develop in students an awareness of cultural diversity and the human ability to communicate using a wide range of perspectives and across cultures, and to be active internationally.

#### Department of Global and Transcultural Studies

The goal of the Department of Global and Transcultural Studies is to foster in students the ability to gain a comprehensive understanding of the problems facing global society by examining issues from the viewpoint of politics, economics and culture, the ability to communicate in several languages, and the ability to cooperate with others living in diverse environments while demonstrating leadership.

#### Faculty of Psychology

The objective in people training of the Faculty of Psychology is to foster in students the ability to provide psychological support for others, which means the ability to provide support for the many problems people face in contemporary society. The faculty's objective is rooted in its philosophy of "probing the mind and helping others," which is in turn based on the University's concept of "Do for Others." The educational goal is for students to first learn the basics of psychology and acquire the ability to analyze and understand behavior through the study and practice of scientific methodologies and related scientific disciplines, and then develop the ability to understand and provide support for others at various stages in life through study in the areas of specialization they have chosen.

#### Department of Psychology

The students master the methodologies of psychology and the specialized knowledge and skills related to their areas of interest. The department's goal is rooted in its philosophy of "probing the mind and helping others." Our other aim is for the students to develop rich humanity and broad perspectives through their interactions with other

people based on self-understanding, and to acquire the attitude and practical ability to actively tackle the various issues faced by modern society.

#### Department of Education and Child Development

The Department of Education and Child Development aims to "educate people with practical teaching ability and the ability to provide developmental assistance from the perspective of the discipline of education and child development." The discipline of education and child development is rooted in understanding the mechanisms of development and disability. It is a fusion of pedagogy, psychology and disability science that pursues ideal formats for structured educational systems from an analytic and scientific standpoint. Students in the department learn through practice the points of contact in school with lifelong development through firsthand activities in various educational settings, which is the foundation of the discipline, while maintaining a focus on the entire cycle of human life. They learn the educational principles and methods that will enable them to appropriately address the psychological issues surrounding children in contemporary times and seek to acquire practical educational skills and development support abilities at a high level in both school education and lifelong learning settings.

#### Faculty of Mathematical Informatics

The Faculty of Mathematical Informatics' training mission and educational objectives are stipulated within the Department of Mathematical Informatics.

#### Department of Mathematical Informatics

The Department of Mathematical Informatics aims to foster people who keep up with the rapidly changing and evolving paradigms of modern information science and who have acquired practical skills and problem-solving abilities. To this end, the foundation of the curriculum is mathematical ability (mathematical understanding), which forms the core of information science. Building on this fundamental mathematical ability, information science education is provided to foster the kind of people sought by the faculty. Moreover, to embody the University's founding spirit and educational philosophy, as defined by Meiji Gakuin University's "Missions and Educational Objectives in Cultivation of People," from the viewpoint of information science, the department aims to foster people who can think for themselves, who do not merely acquire skills and techniques but who are always conscious of how to use information technology for the pursuit of happiness in human society and contribute to society.

With these objectives, the department trains the following type of person:

1. People who have acquired practical skills and problem-solving abilities based on mathematical understanding to respond to the rapid technological innovations in information science and can expand their own expertise.
2. People who can utilize advanced information and communication technology (advanced ICT), which will become crucial in a near future where humans and AI coexist at a high level, and who have acquired international leadership skills.
3. People with high ethical standards who are aware of the existence of diverse academic fields and can make full use of information science techniques and knowledge to realize Meiji Gakuin University's educational philosophy of "Do for Others."

#### Center for Liberal Arts

The liberal arts education provided by Meiji Gakuin University's core curriculum has the goal of training students who have a civic education to flexibly and faithfully address the many problems facing the world and strive for harmony with others. In order to achieve this, the center promotes comprehensive education for fostering diverse thinking and expressive abilities by coordinating education of language subjects and subjects in various fields. In the education of language subjects, the educational goals are to improve communication skills, deepen understanding of the cultures that have given rise to language, both one's own and those of others, and master an attitude of self-directed learning.

The educational goals of the courses in various fields are to help students master the reading comprehension and analytical ability needed to properly understand problems and the multifaceted thinking skills required to solve them, through the acquisition of specialist knowledge.

Article 5-3 The Policy on Certification of Graduation Conferral of Degrees, the Policy on Academic Program Organization and Implementation, and the Policy on the Admission of New Students of this university are as follows.

The Policy on Certification of Graduation Conferral of Degrees Meiji Gakuin University has stipulated the Policy on Certification of Graduation and Conferral of Degrees as follows in order to strive for the

realization of its educational philosophy “Do for Others” rooted in its founding spirit, namely the “building of character based on the tenets of Christianity,” and on academic freedom, and in order to educate the kind of people stipulated in the “training missions and educational objectives.” Meiji Gakuin University certifies graduation and confers degrees on students who master the following abilities, enroll for the prescribed period of each faculty and department, and acquire the prescribed credits.

The specific attainment goals are as follows.

1. [Knowledge and understanding]  
Possess fundamental knowledge about a wide range of liberal arts such as history, culture, society, nature, health, etc. and about a specialist field, and master the ability to understand these systematically, in order to develop insight into other people and to understand the diversity of human beings.
2. [Versatile skills]  
Master the ability to gain knowledge and utilize it to analyze the various phenomena surrounding human beings and conceive a better society, and the ability to master skills and practical application capability, including the communication skills to be able to communicate one’s ideas to other people, etc.
3. [Attitude and orientation]  
Through study at this university, master the ability to independently open up one’s own future, and live harmoniously with “the other,” including the sense of responsibility, ethics, and cooperativeness to actively tackle the problems that arise in society, etc.
4. [Integrated learning experiences and creative thinking ability]  
Meiji Gakuin University has stipulated the Policy on Academic Program Organization and Implementation as follows in order to enable the students to master the knowledge and abilities stated in the Policy on Certification of Graduation and Conferral of Degrees.
  1. In order to educate students who can live harmoniously with “the other,” we offer Meiji Gakuin University’s core curriculum, which all of the students master by graduation regardless of the academic field of study, or the department subjects required for the academic field of the student’s major.
  2. We offer opportunities for study to ensure that both Meiji Gakuin University’s core curriculum and the department subjects can be studied in association with each other over four years.
  3. Meiji Gakuin University systematically and sequentially organizes from the first-year introductory education in accordance with the progress of the grades and adopts class formats such as lectures, presentations, practical training, etc. based on the subjects taken.
  4. Classes are run using effective educational methods so that the optimal effect can be obtained based on the content of the classes.
  5. Evaluation of study outcomes is carried out appropriately using the evaluation methods and evaluation standards stipulated in advance.

Meiji Gakuin University has stipulated the Policy on the Admission of New Students as follows in order to enable the students to master the knowledge and abilities stated in the “training missions and educational objectives.”

Type of person sought

1. A person who has mastered the basic abilities that should be acquired in high school, etc. in terms of knowledge and skills, thinking ability, judgment, expressive abilities, etc.
2. A person who understands the educational philosophy of this university, “Do for Others,” has an inquiring mind regarding human beings and society, and has the willingness to study diligently.
3. A person who has the willingness to independently solve issues and contribute to society.

Basic policy for selecting new students

1. The selection of new students involves evaluating whether they have the basic abilities that should be acquired in high school, and other educational institutions, and whether the student has the willingness to tackle their studies proactively.
2. In the written tests we mainly evaluate the basic abilities that should be acquired in high school, etc. including knowledge, skills, thinking ability, judgment, expressive abilities, etc. and in the interview tests we mainly evaluate independent willingness to tackle study, including interest in and curiosity about scholarship, etc.

Article 5-4 The Policy on Certification of Graduation Conferral of Degrees, The Policy on Academic Program Organization and Implementation, and The Policy on the Admission of New Students of the faculties and departments shall be stipulated separately.

### Section 3 Academic Year, Terms and Vacation Periods

Article 6. The academic year begins on April 1 and ends on March 31 of the following year.

Article 6.2 The academic year is divided into two terms.

Spring term      April 1 to September 20

Fall term              September 21 to March 31

- 2 Class periods shall be within the period of each term. However, fall term classes may start during spring term if necessary. In addition summer courses and spring courses shall be established and the operation of these courses is specified in the Regulations on the Operation of the Meiji Gakuin University Summer Courses and Spring Courses.
- 3 In calculating years enrolled at the University, both the spring and fall terms count as six months irrespective of the dates listed in the preceding paragraph.

Article 7. Vacation periods are as follows.

Spring break              February 1 to March 31  
Summer break             August 1 to September 20  
Winter break                December 27 to January 3  
Sundays

Vacation days stipulated in the Act on National Holidays  
Anniversary of the University’s founding (November 1)  
Christmas Day (December 25)

Special vacation days established on an ad hoc basis

- 2 The vacation days listed in the preceding paragraph for spring, summer and winter breaks may be changed.
- 3 Notwithstanding the provisions of Paragraph 1, when necessary for instructional purposes, classes may be conducted on holidays or vacation days, excluding Sundays.

### Section 4 Courses and Registration

Article 8. Courses are categorized as Meiji Gakuin common courses, department courses, and teaching courses.

- 2 Courses are categorized as spring term courses and fall term courses depending on when they commence, and full year courses, which begin in spring term and continue into fall term.

Article 9. Meiji Gakuin common courses, department courses and teaching courses are categorized as required courses and electives.

Article 10. Course names and credits for Meiji Gakuin common courses, department courses and teaching courses are as shown in Attached Table 1.

Article 11. Registration for Meiji Gakuin common courses and department courses is conducted on the basis of registration requirements set by each faculty and department.

Article 12. Students must register for the number of credits for Meiji Gakuin general education courses and department courses specified by their department.

Article 13. Students may register for courses offered by other departments by obtaining permission from their department and the department offering the courses.

Article 14. Students wishing to obtain qualifications required for teaching certificates must acquire the number of credits stipulated in the Education Personnel Certification Act and Ordinance for Enforcement of the Education Personnel Certification Act.

- 2 The following shows the types of teaching certificates and licenses for which qualifications may be obtained through the University’s faculties and departments.

Faculty	Department	Certificate
Faculty of Letters	Dept. of English	Junior High School Teacher Type 1 (English) High School Teacher Type 1 (English)
	Dept. of French Literature	Junior High School Teacher Type 1 (French) High School Teacher Type 1 (French)
Faculty of Economics	Dept. of Economics	Junior High School Teacher Type 1 Certificate (Social Studies) High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics) High School Teacher Type 1 Certificate (Commerce)
		Junior High School Teacher Type 1 Certificate (Society) High School Teacher Type 1 Certificate (Geography and History)
	Dept. of Business Administration	High School Teacher Type 1 Certificate (Civics) High School Teacher Type 1 Certificate (Commerce)
		Junior High School Teacher Type 1 Certificate (Society) High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)
	Dept. of International Business	Junior High School Teacher Type 1 Certificate (Society) High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)

Faculty	Department	Certificate
		High School Teacher Type 1 Certificate (Commerce)
Faculty of Sociology and Social Work	Dept. of Sociology	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)
	Dept. of Social Work	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Civics)
		Special-Needs School Teacher Type 1 Certificate (Education of children with mental disabilities) (Education of children with physical disabilities) (Education of children with special healthcare needs)
Faculty of Law	Dept. of Juridical Studies	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)
	Dept. of Political Science	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)
	Dept. of Current Legal Studies	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Civics)
		High School Teacher Type 1 Certificate (Information)
Faculty of International Studies	Dept. of International Studies	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Geography and History)
		High School Teacher Type 1 Certificate (Civics)
Faculty of Psychology	Dept. of Psychology	Junior High School Teacher Type 1 Certificate (Society)
		High School Teacher Type 1 Certificate (Civics)
		Kindergarten Teacher Type 1 Certificate
	Dept. of Education and Child Development	Elementary School Teacher Type 1 Certificate
		(Education of children with mental disabilities)
		(Education of children with physical disabilities) (Education of children with special healthcare needs)

Article 15. Course arrangements for each academic year shall be stipulated by faculty councils (including the Center for Liberal Arts).

Article 16. Classes shall consist of either lectures, seminars, practicums, or skills training, or a combination thereof.

2 The titles of lectures, faculty members in charge, course methods and contents, and course plans for courses to be taught each year shall be clearly stated by the start of each academic year.

3 The classes in Paragraph 1 can be conducted as remote classes that are taken in places other than classrooms, etc., using various types of media in a highly advanced manner.

Article 17 Registration must be completed by the specified date at the beginning of each term. No credits can be earned for a term in which you did not register.

2 The maximum number of credits that can be registered as courses for one year or one term is determined by your department.

### Section 5 Enrollment, Overseas Study, Withdrawal, Leaves of Absence, Department Transfers, Transfer Enrollment, and Rewards and Disciplinary Actions

Article 18. Enrollment shall take place at the beginning of the spring term.

2 Notwithstanding the preceding paragraph, enrollment in the Department of International Studies and the Department of Global and Transcultural Studies shall be at the beginning of each term.

Article 19. Enrollment at the University shall be limited to students who meet at least one of the following qualifications.

- (1) Graduated from a high school or secondary school
- (2) Completed 12 years of school education following a standard curriculum
- (3) Recognized as possessing academic ability that is equivalent to or exceeds that of a high school graduate
  - a. Completed a 12 year school education curriculum in another country, or designated by the Minister of Education, Culture, Sports, Science and Technology as conforming to this standard
  - b. Completed a curriculum at an overseas educational facility certified by the Minister of Education, Culture, Sports, Science and Technology as possessing a curriculum equivalent to a high school curriculum
  - c. Completed a high school curriculum at a vocational school (limited to curriculums that are three years or more and meet other standards stipulated by the Minister of Education, Culture, Sports, Science and Technology) stipulated separately by the Minister of Education, Culture, Sports, Science and Technology on or after the date set by the minister
  - d. Is a person designated by the Minister of Education, Culture, Sports, Science and Technology
  - e. Passed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates examination administered by the Minister of Education, Culture, Sports, Science and Technology (includes students who have passed the University Entrance Qualification Examination before it was abolished)
  - f. Recognized by the University as having reached an equivalent age and as possessing academic ability equivalent to or exceeding that of a high school student

Article 20. Only students who have passed the prescribed entrance examination shall be allowed to enroll at the University.

2 Rules regarding approval of credits acquired through courses taken at other universities or junior colleges prior to enrollment at the University are stipulated separately.

Article 21. When a student who has withdrawn from the University on legitimate grounds or a student who has been expelled due to nonpayment of university fees requests to re-enroll at the University, the request may be approved upon review.

Article 22. Students wishing to enroll at the University must submit the following documents by the prescribed deadline along with the entrance examination fee, which is specified separately.

- (1) A written enrollment request on the form provided by the University (with a photograph taken within the last three months)
- (2) A school report from the principal of the applicant's previous school
- (3) Other documents specified separately

Article 23. Students granted permission to enroll at the University must submit the following enrollment documents along with the university fees specified separately. If the documents and fees are not submitted by the deadline, permission to enroll will be rescinded.

- (1) School registration card (the form prescribed by the University) cosigned by a guarantor
- (2) Either of the following: certificate of residence, certificate of items stated on the family register

Article 24. The guarantor must be at least 25 years of age and financially independent, and must be capable of assuming responsibility for all matters pertaining to the student while enrolled at the University. Students may be required to change guarantors if the person is deemed unsuitable by the University.

Article 25. If a guarantor changes address or dies, this fact must be promptly reported to the University.

Article 26. If a guarantor is no longer able to fulfill the required responsibilities due to death or other circumstances, a new guarantor must be designated.

Article 27. Students wishing to take classes at an overseas university, etc. may be allowed to do so in accordance with the Meiji Gakuin University International Student Exchange Regulations.

2 Time spent studying overseas shall count toward the number of years of study required to graduate as stipulated in Article 3.

Article 27.2 Students who have to take courses at a university in Japan or overseas due to requirements of the curriculum in their faculty or department may study abroad after obtaining the permission of the President of the University.

Article 27.3 When recognized as educationally beneficial, classes may be taken at universities with which the University has concluded credit transfer agreements. Student grades in such cases shall be the University's grades based on grades received at the other university, and course credits shall be the number of credits stipulated by the other university.

Article 28. Students wishing to withdraw from the University must submit a request in writing that includes the reasons and is cosigned by the guarantor.

2 Rules regarding withdrawal from the University are stipulated in the Meiji Gakuin University Regulations regarding School Registration.

Article 29. Students for whom attending class proves exceedingly difficult for two consecutive months or more due to illness or other unavoidable circumstances may take a leave of absence upon submitting a request to the faculty dean with the reason and obtaining the dean's permission. However, if illness is the reason, a medical certificate from a physician must also be submitted.

2 Leaves of absence may be for one or two terms but not more than one year. However, when special circumstances apply, the student may be permitted upon request to extend the leave of absence for up to two more terms.

3 Students may take leaves of absence for no more than eight terms on a cumulative basis.

4 Time spent on leaves of absence does not count toward the number of years enrolled.

5 Rules on leaves of absence are stipulated in the Meiji Gakuin University's Regulations regarding School Registration.

Article 30. Students of the University wishing to transfer to a department in a different faculty or to a different department within the same faculty may be granted permission to do so upon review.

2 When a student transfers under the provisions of the preceding paragraph, the number of years enrolled in the original department is added to the number of years enrolled in the new department.

3 Rules on department transfers are stipulated in the Meiji Gakuin University Department Transfer Regulations.

Article 31. Students or graduates of other universities wishing to transfer enrollment to the University may be permitted to do so upon review.

2 Students to whom any of the following apply may request transfer under the provisions of the preceding paragraph.

(1) Has completed the second year at a university and has acquired the prescribed credits or expects to acquire them

(2) Has graduated or expects to graduate from a junior college or special vocational school

(3) Has graduated or expects to graduate from a university

3 Students who have graduated or expect to graduate from the University and request a transfer to a different department from the one they graduated from may be permitted to do so upon review. However, permission shall be rescinded if the student has been permitted to enroll on the expectation of graduation but fails to graduate.

4 Rules on approval of credits previously acquired by students transferring to the University are stipulated separately.

Article 32. When students wishing to transfer to another university request a permission statement to do so, the University may issue the statement.

Article 32-2. University students may not simultaneously enroll in another university in Japan or another faculty or department in the university for the purpose of obtaining a university degree.

Article 33. Students with exceptional character and academic achievement may be granted special recognition.

Article 34. Disciplinary action will be taken against students who act contrary to the University's founding spirit, violate the University's rules, or act in a way that is unbecoming of a student. Disciplinary actions shall include reprimand, suspension and expulsion.

Article 35. Students to which any of the following apply shall be expelled.

(1) Deemed to have exhibited delinquent character and conduct with no expectation of improvement

(2) Deemed to have inadequate academic ability and with no expectation of coursework being completed

(3) Has not attended class and does not have any legitimate reason for this

(4) Has disturbed order at the University or has otherwise acted in a way unbecoming of a student

Article 36. Enrollment, overseas study, withdrawal, leaves of absence, department transfer, transfer enrollment, awards and disciplinary actions, and other matters pertaining to registration shall be decided by the President of the University upon deliberation by faculty councils.

## Section 6 Examinations, Graduation and Degrees

Article 37. In the University, examinations shall be divided into course examinations and graduation thesis (including graduation research) reviews.

Article 38. Students completing a prescribed course shall take a course examination at the end of each term. However, this shall not apply to courses with grading based on in-class assessment only, as decided by the teacher who was appointed via Faculty Meeting approval (including the Center for Liberal Arts).

2 As a general rule, course examinations shall be classroom-based

examinations, but the faculty member in charge may replace the examination with a report, taking into account the learning outcome.

Article 39. Specific matters related to the administration of course examinations shall be determined by a faculty meeting (including that of the Center for Liberal Arts), and the faculty member in charge of each course shall administer the examination for that course.

2 If the faculty member in charge is involved in an accident, another faculty member may administer the examination.

3 Makeup exams may be administered for course examinations.

Article 40. Deleted

Article 41. Graduation theses (including graduation research) must be submitted to the faculty dean by the designated deadline, in the designated manner, during the graduation year.

Article 42. Grades for courses shall be expressed in the evaluation levels of S (90-100 points), A (80-89 points), B (70-79 points), C (60-69 points), D (0-59 points), and N (not gradable) in accordance with the grading criteria established by the University. Passing grades shall be grades of C and higher. The specified number of credits shall be awarded for courses that are passed.

2 In addition to scoring examinations (including reports, etc.), the faculty member in charge of a course may grade students based on factors including regular grades and class participation, etc.

3 Course credits shall be calculated on the basis of the following criteria using the standard of one credit being equivalent to 45 hours of study while also taking into consideration the course's educational benefits, study time required outside of class and other factors connected with the course format.

(1) For lectures and seminars, one credit shall be equivalent to between 15 and 30 hours of class time.

(2) For lab work, practicums and skills training, one credit shall be equivalent to between 30 and 45 hours of class time.

(3) For courses that combine two or more formats (lecture, seminar, lab work, practicum, skills training), one credit shall be equivalent to the amount of class time determined by the University based on the criteria stated in the two preceding paragraphs and the nature of the combination.

(4) For graduation thesis work (including graduation research) in which it is deemed appropriate to evaluate the results of student work and award credits, the number of credits shall be determined based on the work that was required and other factors.

Article 42.2. Credits earned at other universities under Article 20 Paragraph 2 or Article 27 Paragraph 1 shall be regarded as credits earned through coursework at the University, and when credits are approved, grades shall be designated "I" for credits earned through overseas study and "R" for other credits; the evaluation scale stated in the preceding article shall not be used.

2 Credits approved under the preceding paragraph shall not exceed 60 credits when combined with credits earned under Article 27.2 and Article 27.3.

3 Notwithstanding the provisions of Article 42 Paragraph 1 and Article 42.2 Paragraph 1, a course can be designated in advance as not following the grading scale, if the faculty council (including that of the Center for Liberal Arts) recognizes the educational benefit. Grades for such courses shall be "P" (pass) or "F" (fail).

4 Apart from grades under Article 42 Paragraph 1, the University may allow students to withdraw from courses they have registered for, with some exceptions, when the student submits a request within the time period specified by the University. Students withdrawing from classes shall not be allowed to attend classes and take examinations, etc., and shall not receive credits or be allowed to register for new courses to substitute for the withdrawn credits. Withdrawals are registered as "W" and are not included in GPA calculations.

Article 43. Graduation diplomas and degree certificates shall be awarded, upon deliberation by the faculty council, to students who have been enrolled at the University for four or more years, completed the prescribed coursework, passed the examinations, and earned the required number of credits.

2 Students who have been enrolled in a faculty at the University for three or more years, have earned the number of credits stipulated by the faculty and have been recognized as possessing a distinguished record of academic achievement may be granted a graduation diploma and degree certificate under the provisions of the Regulations regarding Early Meiji Gakuin Graduation School Admissions, etc. for Persons Who Have Completed the Third Year of a Faculty of This University, notwithstanding the provisions of Article 3 Paragraph 1. However, for those Faculty of Law students who wish to continue their studies at the law school of another university, the handling of this matter shall be in accordance with the Regulations for Handling Third Year Students who Graduate

Early from The Faculty of Law.

- 3 The number of credits earned through the class method set forth in Article 16 Paragraph 3 shall not exceed 60 of the required number of credits mentioned in Paragraphs 1 and 2.

Article 44. Bachelor's degrees (abbreviated B.A.) shall be awarded to graduates of the University.

Faculty of Letters	Dept. of English	B.D. (English Literature)
	Dept. of French Literature	B.D. (French Literature)
	Dept. of Art Studies	B.D. (Art Studies)
Faculty of Economics	Dept. of Economics	B.D. (Economics)
	Dept. of Business Administration	B.D. (Business Administration)
	Dept. of International Business	B.D. (International Business)
	Faculty of Sociology & Social Work	B.D. (Sociology)
Faculty of Law	Dept. of Juridical Studies	B.D. (Law)
	Dept. of Political Science	B.D. (Political Science)
	Dept. of Current Legal Studies	B.D. (Law)
Faculty of International Studies	Dept. of Global Legal Studies	B.D. (Law)
	Dept. of International Studies	B.D. (International Studies)
	Dept. of Global and Transcultural Studies	B.D. (International Studies)
Faculty of Psychology	Dept. of Psychology	B.D. (Psychology)
	Dept. of Education and Child Development	B.D. (Education and Child Development)
Faculty of Mathematical Informatics	Dept. of Mathematical Informatics	B.D. (Mathematical Informatics)

## Section 7 Entrance Examination Fee and University Fees

Article 45. Enrollment fees, tuition, facility fees, equipment fees, lab and training fees, education support fees, and other miscellaneous fees are collectively referred to as "university fees."

- (1) The enrollment fees, tuition, facility fees, and equipment fees are stipulated in Attached Table 2.
- (2) Details on the lab and training fees, education support fees, and other miscellaneous fees are stipulated in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc.

Article 46. Students wishing to enroll at the University must pay the entrance examination fee in advance. Details on the fee are stipulated in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc.

- 2 Students permitted to enroll at or transfer to the University must pay the stipulated amount of university fees by the deadline.

Article 47. Among the university fees, tuition, facilities fees, equipment fees, lab and training fees, and education support fees must be paid each term by the last day of April for spring term and by the last day of October for fall term in amounts equivalent to half the annual amount due.

Article 48. Deleted.

Article 49. Students who do not pay the university fees by the deadline will be expelled.

- 2 Rules on expulsions are stipulated in the Meiji Gakuin University Regulations regarding School Registration.

Article 50. University fees that have been paid will not be refunded under any circumstances.

Article 51. Students approved for overseas study under Article 27 Paragraph 1 must pay the university fees during the overseas study period. University fees are specified in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc.

- 2 Students taking a leave of absence under Article 29 Paragraph 1 must pay the enrollment registration fee during the leave period. Enrollment registration fees are specified in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc.

Article 51.2 For study in Japan or overseas due to the curriculum of the student's faculty or department which is stipulated in Article 27.2, the amount specified in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc. must be paid.

Article 51.3 Students who enrolled in academic year 2015 or earlier and have been given permission for the study provided for in Article 27 Paragraph 1 must pay the enrollment registration fees

during the period of the study. Enrollment registration fees are specified in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc. However, rules on cases in which program agreements are in place are stipulated separately.

Article 52. Students withdrawing from the University during a term must pay university fees for that term.

## Section 8 Personnel Organization

Article 53. The University has the following personnel.

President  
Vice-President  
Dean (and a Dean of the Center for Liberal Arts)  
Professor  
Associate professor  
Junior assistant professor  
Assistant professor  
Assistant  
Technician  
Administrative personnel

Other

Article 54. The President shall be appointed by the Board of Directors from among candidates with experience serving as university professors.

- 2 The President shall be responsible for all of the affairs of the University and provide overall direction for the University's personnel.

Article 55. Faculties shall each have one dean appointed from among the professors of the faculty by the Board of Directors. The Center for Liberal Arts shall have one dean appointed from among the professors affiliated with the center by the Board of Directors. Under the direction of the President, deans (including the dean at the Center for the Liberal Arts) shall administer the affairs of the faculties to which they are assigned (including the Center for Liberal Arts).

Article 56. Professors shall possess particularly outstanding knowledge, ability and experience in their field of specialization from pedagogical, research and practical standpoints and shall instruct students and guide their research.

Article 57. Associate professors shall possess outstanding knowledge, ability and experience in their fields of specialization from pedagogical, research and practical standpoints and shall instruct students and guide their research.

Article 58. Junior assistant professors shall perform duties equivalent to professors and associate professors.

Article 58.2 Assistant professors shall perform duties equivalent to professors and associate professors.

Article 59. Research associates shall perform tasks necessary for the smooth execution of education and research in the organizations to which they are affiliated.

Article 60. The duties of assistants shall conform to the preceding article.

Article 61. In addition to the personnel indicated in the preceding articles, the University may employ a small number of technicians.

Article 62. In addition to the personnel indicated in the preceding articles, the University may employ necessary administrative personnel.

Article 63. The President may employ junior assistant professors on short-term contracts when necessary.

Article 64. The University shall have a university library.

- 2 A chief librarian appointed from among the University's professors shall be assigned to the library.

3 The chief librarian shall administer library affairs under the direction of the President.

Article 65. Faculty meetings shall be established in each faculty (including the Center for Liberal Arts) and comprised of professors. However, associate professors, junior assistant professors and research associates and assistants may be added as necessary.

Article 66. Deans shall convene and chair faculty meetings.

- 2 The faculty council shall deliberate on the following matters related to education and research. However, matters stated in (1) through (5) below must be approved by the University Council.

- (1) Matters related to recommending candidates for dean.
- (2) Matters related to faculty personnel (performance reviews, job titles, etc.), including faculty appointments and dismissals and selection of students for overseas study.
- (3) Matters related to faculty budget.
- (4) Matters related to establishing and abolishing departments.
- (5) Matters related to establishing and abolishing courses.
- (6) Matters related to enrollment, transfer enrollment, graduation, and degrees
- (7) Department courses and academic advice
- (8) Matters related to overseas study, withdrawal, leaves of absence

- and department transfers
- (9) Matters related to reward and punishment of students.
  - (10) Matters related to examinations
  - (11) Matters of sponsored students, non-degree students, and international students.
  - (12) Other matters related to the organization and administration of the faculty
- 3 The faculty meetings shall state their views when the President of the University makes decisions regarding the matters listed below. However, this shall not necessarily apply to the matters stated in (2).
- (1) The matters stated in (1) through (11) in the preceding paragraph and in addition the important matters related to education and research stipulated in the attached document, regarding which the President of the University has judged that it is necessary to hear the views of the faculty meeting
  - (2) Other matters related to university-wide matters about which the President of the University has sought consultations
- 4 The President of the University may use the views and resolutions of the faculty meetings as a reference.
- Article 67. The Dean of the Center of Liberal Arts shall convene and chair the center's faculty meeting.
- 2 The faculty meeting shall deliberate on the following matters related to education and research. However, decisions on matters listed in (1) through (4) below must be approved by the University Council.
- (1) Matters related to candidate recommendations for the position of dean of the Center for Liberal Arts.
  - (2) Matters related to personnel at the Center for Liberal Arts (performance reviews, job titles, etc.), including faculty appointments and dismissals and selection of students for overseas study.
  - (3) Matters related to budgeting for the Center for Liberal Arts.
  - (4) Matters related to establishing and abolishing courses.
  - (5) Matters related to academic guidance for courses.
  - (6) Matters related to examinations, enrollment and graduation.
  - (7) Matters related to sponsored students, non-degree students and international students.
  - (8) Other matters related to the organization and administration of the Center for Liberal Arts.
- 3 The faculty councils shall state their views when the President of the University makes decisions regarding the matters listed below. However, this shall not necessarily apply to the matters stated in (2).
- (1) The matters stated in (1) through (7) in the preceding paragraph and in addition the important matters related to education and research stipulated in the attached document, regarding which the President of the University has judged that it is necessary to hear the views of the faculty meeting.
  - (2) Other matters related to university-wide matters about which the President of the University has sought consultations.
- 4 The President of the University may use the views and resolutions of the faculty meeting as a reference.
- Article 68. The University Council shall be established at the University and will be comprised of the President, faculty deans (including the dean of the Center for Liberal Arts) and two professors selected from each faculty's faculty council (including the Center for Liberal Arts).
- 2 The President shall convene and chair the University Council.
- Article 69. The University Council shall deliberate on the following matters.
- (1) Matters related to candidate recommendations for the position of faculty dean (including the dean at the Center for Liberal Arts).
  - (2) Matters related to personnel at the University, including faculty appointments and dismissals and selection of students for overseas study.
  - (3) Matters related to the budget of the University and the faculties (including the Center of Liberal Arts).
  - (4) Matters related to establishing and abolishing faculties (including the Center for Liberal Arts).
  - (4.2) Matters related to establishing and abolishing schools and majors in the graduate school.
  - (5) Matters related to establishing and abolishing courses.
  - (6) Matters related to the University's organizations and administration.
  - (7) Matters related to changes to university regulations and other important rules.
  - (8) Matters for which it is necessary to seek the views of the faculty meetings as they are significantly related to education and research
  - (9) Other matters requiring coordination within the University.
- 2 When making decisions on the respective items of the preceding paragraph, the President of the University will respect the results

- of the deliberations of the University Council.
- 3 When making decisions related to the matters in Article 66 Paragraph 2, Article 66 Paragraph 3, Article 67 Paragraph 2, Article 67 Paragraph 3, and Article 69 Paragraph 1, the President of the University must sufficiently consider the principle of freedom of education and research in the University.
- Article 70. The Union Faculty Council shall be established at the University and will be comprised of the professors, associate professors and junior assistant professors affiliated with the university.
- 2 The President shall convene and chair the Union Faculty Council. However, research associates, assistants and other personnel may be added as necessary.
- Article 71. The Union Faculty Council shall deliberate on the following matters.
- (1) Matters related to candidates recommendations for the position of President.
  - (2) Matters related to establishing and abolishing graduate schools, faculties and other equivalent organizations.
  - (3) Other matters posed by the President that pertain to the University as a whole.
- Article 72. People performing distinguished service for the University and people of great academic achievement may be awarded the title of professor emeritus.

### **Section 9. Sponsored Students, Non-degree Students and Foreign Students**

- Article 73. Students sponsored by Japanese government agencies, corporations and foreign governments are referred to as sponsored students.
- Article 74. Permission to enroll may be given to sponsored students upon review provided the academic activities of students in the relevant faculty and department are not impeded.
- Article 75. In cases in which people who are not students of the University select and request to register for one or several courses among the University's course offerings, enrollment as a non-degree student may be approved upon review provided the academic activities of students in the relevant faculty and department are not impeded.
- 2 Approval for course enrollment by non-degree students shall be conducted each academic year.
- 3 The University shall award credits to non-degree students completing courses if examinations are passed.
- Article 76. Rules related to non-degree students are stipulated separately.
- 2 Details on screening fees, university fees and other matters pertaining to non-degree students are stipulated separately.
  - 3 In addition to the provisions of the preceding paragraphs, the provisions contained in the other sections of these University Regulations shall all apply to non-degree students.
- Article 77. International students seeking to enroll at the University may be permitted to do so upon review in accordance with rules stipulated separately.
- Article 78. In addition to the provisions of the preceding paragraphs, the provisions contained in the other sections of these University Regulations shall all apply to sponsored students and international students.

### **Section 10. Library**

- Article 79. Meiji Gakuin University Library shall administer matters pertaining to management of the University's books.
- Article 80. Detailed rules related to the library are as stipulated separately.

### **Section 11. Institutes, Etc.**

- Article 81. The following institutes have been established at the University. Rules pertaining to them are stipulated separately.
- (1) Meiji Gakuin University Institute for Christian Studies
  - (2) Meiji Gakuin University International Peace Research Institute
  - (3) Meiji Gakuin University Center for Integrated Information Science and Technology
  - (4) Meiji Gakuin University Institute of Language and Culture (affiliated with the Faculty of Letters)
  - (5) Meiji Gakuin University Institute for Research in Business and Economics (affiliated with the Faculty of Economics)
  - (6) Meiji Gakuin University Institute of Sociology and Social Work (affiliated with the Faculty of Sociology & Social Work)
  - (7) Meiji Gakuin University Institute for Legal and Political Research (affiliated with the Faculty of Law)
  - (8) Meiji Gakuin University Institute for International Studies (affiliated with the Faculty of International Studies)
  - (9) Meiji Gakuin University Institute for Psychological Research (affiliated with the Faculty of Psychology)

- (10) Meiji Gakuin University Institute for Mathematical Informatics (affiliated with the Faculty of Mathematical Informatics)  
 (11) Meiji Gakuin University Institute for the Study of Liberal Arts (affiliated with the Center for Liberal Arts)

### Section 12. Student Dormitories

Article 82. The University shall establish dormitories. The regulations for each dormitory shall be determined separately.

Supplement

The University Regulations were put into effect on April 1, 1949.

<Partially omitted>

Supplement

Partial revisions put into effect as of April 1, 2021 (Change in Article 18-2. Change in Attached Table 1.)

Supplement

Partial revisions put into effect as of January 1, 2022 (Change in Attached Table 1)

Supplement

Partial revisions put into effect as of April 1, 2022 (Changes in Admitted and Enrolled students in the Faculty of Sociology & Social Work's Dept. of Sociology and Dept. of Social Work under Article 4. Changes as a consequence of the revision of Article 5-2 "training missions and educational objectives." Change in Article 43-1. Change in Attached Table 1. Change in Attached Table 2-2.)

Supplement

Partial revisions put into effect as of April 1, 2023 (Changes Article 70 Paragraph 1. Changes in Attached Table 1.)

Supplement

Partial revisions put into effect as of April 1, 2024 (Changes in Article 2, Article 4, Article 5-2, Article 44, Article 81, Attached Table 1, Attached Table 2-2, and Attached Table 2-4 associated with the establishment of the Faculty of Mathematical Informatics Dept. of Mathematical Informatics. Changes as a consequence of the revision of article 5-2 "training missions and educational objectives." Change in Article 29 Paragraph 2. Addition of student dormitories to Section 12, Article 82. Changes in Attached Table 1, Attached Table 2-2, and Attached Table 2-3.)

Supplement

Partial revisions put into effect as of April 1, 2025 (Changes as a consequence of the revision of article 5-2 "training missions and educational objectives." Changes in Attached Table 1.)

Attached Table 2-1 Enrollment Fee

Category	Amount (¥)
Enrollment fee	200,000

\* Students permitted to transfer to the University who have graduated or who expect to graduate from the University shall be exempted from paying enrollment fees.

Attached Table 2-2 Tuition

Category	Amount (¥)
Faculty of Letters (Dept. of English, Dept. of French Literature)	(Students enrolled through 2014)
	781,000
	(Students enrolled in 2015)
	796,000
Faculty of Economics	(Students enrolled in 2016)
	811,000
	(Students enrolled from 2017 to 2023)
	826,000
Faculty of Sociology & Social Work	(Students enrolled in 2024 and later)
	866,000
	(Students Enrolled through 2014)
	847,000
Faculty of Law	(Students enrolled in 2015)
	862,000
	(Students enrolled in 2016)
	877,000
Faculty of Letters (Dept. of Art Studies)	(Students enrolled from 2017 to 2023)
	892,000
	(Students enrolled in 2024 and later)
	932,000
Faculty of International Studies (Dept. of International Studies)	(Students enrolled through 2014)
	831,000
	(Students enrolled in 2015)
	846,000
Faculty of International Studies (Dept. of International Studies)	(Students enrolled in 2016)
	861,000
	(Students enrolled from 2017 to 2023)
	876,000
Faculty of International Studies (Department of International Studies)	(Students enrolled in 2024 and later)
	916,000
	(Students enrolled through 2014)
	951,000

Category	Amount (¥)
Global and Transcultural Studies	(Students enrolled in 2015)
	966,000
	(Students enrolled in 2016)
	981,000
Faculty of Psychology (Department of Psychology)	(Students enrolled from 2017 to 2023)
	996,000
	(Students enrolled in 2024 and later)
	1,036,000
Faculty of Psychology (Department of Psychology)	(Students enrolled through 2014)
	811,000
	(Students enrolled in 2015)
	826,000
Faculty of Psychology (Department of Psychology)	(Students enrolled in 2016)
	841,000
	(Students enrolled from 2017 to 2023)
	856,000
Faculty of Psychology (Department of Psychology)	(Students enrolled in 2024 and later)
	896,000
	(Students enrolled through 2014)
	811,000
Faculty of Psychology (Department of Education and Child Development)	(Students enrolled in 2015)
	826,000
	(Students enrolled in 2016)
	841,000
Faculty of Psychology (Department of Education and Child Development)	(Students enrolled from 2017 to 2021)
	856,000
	(Students enrolled from 2022 to 2023)
	866,000
Faculty of Psychology (Department of Education and Child Development)	(Students enrolled in 2024 and later)
	906,000
	(Students enrolled in 2024 and later)
	1,020,000

\* The university fees, including tuition, of students enrolled for a period of time that exceeds the number of years of study stipulated in Article 3 Paragraph 1 shall be the amounts stipulated in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees Article 2 Paragraph 1, Paragraph 2 and Paragraph 3.

\* The university fees, including tuition, of re-enrolling students shall be the amounts stipulated in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees Article 8 Paragraph 4.

\* The university fees, including tuition, of transferring students shall be the amounts stipulated in the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees Article 8 Paragraph 5.

Attached Table 2-3 Facilities Fee

Category	Amount (¥)
Facilities fee (annual)	(Students enrolled through 2023)
	155,000
	(Students enrolled in 2024 and later)
	175,000

Attached Table 2-4 Equipment Fees

Category	Faculty / Department	Amount (¥)
Equipment fee (annual)	Faculty of International Studies, Dept. of Global and Transcultural Studies	50,000
	Faculty of Psychology, Dept. of Psychology	30,000
	Faculty of Psychology, Dept. of Education and Child Development	60,000
	Faculty of Mathematical Informatics, Dept. of Mathematical Informatics	100,000
	Other faculties and departments	20,000

### Meiji Gakuin University Research Ethics Standards

(Purpose)

Article 1 Meiji Gakuin University has established ethics standards with the purposes of showing information pertaining to the maintenance of the ethics that researchers, etc. must comply with when engaging in research in this university, preventing acts which could invite suspicion or distrust regarding the fairness of research, and ensuring the trustworthiness and fairness of academic research.

(Definitions of terms)

Article 2 In these standards, the definitions of terms shall be as follows.

- (1) "Research" includes all processes related to planning, application, implementation, publication, reporting, evaluation, screening, etc.
- (2) "Researchers, etc." is the collective term for not only full-time faculty members of this university but also undergraduate students, graduate students and research staff, etc. engaged in

research activities in this university.

- (3) "Implementation officer" means the person leading the research in question. In the case that the people implementing the research in question are graduate students or research students this term refers to the supervising faculty member, and in the case of practical work, etc. in classes it refers to the faculty member in charge of the class.
  - (4) "Publication" means all acts to publicly release new findings and discoveries or specialized findings pertaining to one's own research.
  - (5) "Fabrication" means making up data and research results that do not exist.
  - (6) "Falsification" means changing research materials, equipment, and processes to make the results, etc. obtained from the data and research activities untrue.
  - (7) "Plagiarism" means using the data, research results, or theses of other researchers, etc. without the consent or appropriate indication of said researchers, etc.
  - (8) "Double publication" means the act of publishing a thesis that is essentially the same as a thesis that has already been published in or is currently under submission to another academic journal, etc.
  - (9) "Inappropriate authorship" means that the author of an article is not properly disclosed.
  - (10) "Infringement of human rights, etc." means acts that infringe the human rights, privacy, or other rights and interests of the people that are the subject of the research or people who cooperated with the research (in the case of receiving the provision of personal information to conduct research, the person providing said information (the same shall apply below)).
  - (11) "Research expenses" refers to the full range of subsidies inside the university, commissioned research expenses, joint research expenses, Grants-in-Aid for Scientific Research, and any other funds from outside the university pertaining to research.
- (Ethics standards of researchers, etc.)
- Article 3 Researchers, etc. must comply with the following matters when engaging in research.
- (1) Act faithfully in accordance with a strong ethics code and good conscience based on one's own self-awareness.
  - (2) Respect the dignity and basic human rights of people.
  - (3) Comply with the laws and regulations of Japan and the various regulations, etc. of this university, and in addition comply with internationally-recognized norms, regulations, treaties, etc.
  - (4) Endeavor to discipline one's own behavior and statements, and be aware at all times of the impact that the research in which one is participating will have on the general society and people.
  - (5) When undergraduate students, graduate students and research students participate in research, the implementation officer shall take sufficient care to ensure that those undergraduate students, graduate students and research students do not incur any disadvantage, and in addition shall provide guidance in accordance with these standards.
  - (6) When planning and proposing a research program, endeavor to survey and ascertain the results of research conducted in the past, to faithfully confirm the originality and innovation of your own ideas and techniques. Furthermore, respect the originality and innovation of other researchers.
  - (7) After sufficiently explaining the purpose of the research and the method of using information to the people cooperating with the research, obtain the clear consent of the partners based on their own free will and then carry out the research. Furthermore, endeavor to protect the people cooperating with the research so that they will not incur any disadvantage or damages, etc. and handle information about individuals appropriately as stipulated in other laws and regulations, etc. Use personal information acquired for specific research purposes only for that research.
  - (8) In the case that a person cooperating with the research has expressed the intention to withdraw their cooperation for the research, accept the withdrawal and communicate to the person cooperating with the research that you have accepted their intention to withdraw their cooperation.
  - (9) When gathering data, etc., do so using methods that are scientific and thought to be suitable in that field.
  - (10) Take sufficient care to protect the privacy of the data, etc. that is gathered and prepared (including the research records), store it appropriately for the period during which verification is necessary, and save it using a method with which after-the-fact verification is possible during the storage period. Furthermore, in the case of disposing of said data, etc. subsequently, carry out the disposal of said data, etc. responsibly using an appropriate method.
  - (11) In the case that presentation of information is demanded when the research is being conducted in order to confirm whether there have been any violations of laws and regulations, etc., comply

with the demand in good faith.

- (12) The researchers, etc. shall endeavor to publicly release the content and outcomes of their research as much as possible to broadly return them to society, except in the case that there are restrictions imposed on rational grounds.
  - (13) Do not engage in dishonest acts such as fabrication, falsification, plagiarism, double publication, inappropriate authorship, etc. or infringement, etc. of human rights, etc.
  - (14) Conduct your research seriously with the awareness that the source funds for the research expenses are covered by the university fees and donations, etc. or from the national government and foundations, etc., and spend the research funds properly. Furthermore, implement your research program reliably, and spend the research expenses as stipulated in the program.
  - (15) Endeavor to understand the culture, conventions, and rules in the research of other countries, regions, organizations, etc., respect them, and do not engage in discrimination based on gender, race, ways of thinking, religion, etc.
  - (16) Endeavor to ensure that you can explain your own research program clearly in a way that is easy to understand.
- (Taking research ethics education and compliance education)
- Article 4 The persons stipulated in the following items must take the program designated by the Fair Research Committee.
- (1) Specialized lecturers and research staff, etc.
  - (2) Persons involved in the management and administration of research expenses
- (Submission of written oath)
- Article 5 The persons stipulated in the items in the preceding article Paragraph 1 make an oath to not engage in unethical conduct
- 2 The following items shall be stated in the written oath.
    - (1) That the person will comply with the rules, etc. of this university
    - (2) That the person will not engage in unethical conduct
    - (3) That in the case that the person has violated the rules, etc. or engaged in unethical conduct, that person shall bear the punishment and legal liability of this university and the institution distributing the research funds
- (Consultations regarding ethics standards)
- Article 6 Researchers, etc. may carry out consultations with the separately-established Meiji Gakuin University Fair Research Committee before and after the commencement of research, in order to maintain the standards of research ethics listed in Article 3.
- (Revision and Abolition)
- Article 7 Revision or abolition of these standards shall be approved by the University Council and the Board of Directors upon deliberation by the Fair Research Committee.
- Supplement
- 1 These standards were put into effect on April 1, 2011.
  - 2 Revisions to these standards were put into effect on March 13, 2015. (The name of the regulations was changed from the Meiji Gakuin University Research Ethics Code to the Meiji Gakuin University Research Ethics Standards. Amendment of the definition of the terms in Article 2, Item 1 and Item 2, deletion of Item 3, each subsequent item number being reduced by one. Addition of Article 4, each subsequent article number being increased by one. Change to the revision and abolition procedure in the new Article 6.)
  - 3 These standards were put into effect on April 13, 2018. (Revision of the terms in Article 2 and Article 3, addition of the Article 4 provision for research ethics education and compliance education, change in the persons covered under Article 5, change in the revision or abolition procedures in Article 7)
  - 4 These standards were put into effect on August 1, 2022 (Amendment of text in Article 2 Paragraph 1 Item 2, Item 3 and Item 6, addition of Article 2 Paragraph 1 Item 9, each subsequent item number being increased by one, amendment of text in Article 3 Paragraph 1 Item 5 and 15, deletion of a comma in Item 9, and addition of text in Item 13.
  - 5 These standards were put into effect on September 1, 2023 (Change to Article 6 with the repeal of the Meiji Gakuin University Research Ethics Committee Regulations.)
  - 6 These standards were put into effect on May 10, 2024. (Change to Article 3, Item 7.)

## ■ Regulations on the Operation of the Meiji Gakuin University Summer Courses and Spring Courses

(Purpose)

- Article 1. These regulations stipulate how to operate the summer courses and spring courses under Article 6.2 Paragraph 2 of the University Regulations.
- 2 The summer courses and spring courses are held during the

summer vacation period and spring vacation period as a means of offering the added educational benefits inherent in short, intensive classes.

(Course Period)

Article 2. The summer courses shall be included in the class period of the spring semester, and are divided into two periods. The first period lasts six days in the first half of August and the second period lasts six days in the second half of August.

2 The spring courses shall be included in the class period of the fall semester, and last eight days in the second half of February.

3 The periods in which the summer courses and spring courses are held are determined using the academic calendar of each academic year.

(Administration)

Article 3. The class subjects offered in the summer courses and spring courses are to be completed by holding the required number of classes during the period.

2 Grades for the subjects offered in the first period of the summer courses and in the spring courses shall be announced on the grade announcement date stipulated in the academic calendar, but for subjects offered in the second period of the summer courses grade announcements shall be made at the end of September.

(Revision and Abolition)

Article 4. Revision or abolition of these regulations shall be referred to the Academic Affairs Department Committee and approved by the Board of Directors upon deliberation by the University Council.

Supplement

1 These regulations were put into effect on April 1, 2016. The previous Summer Course Regulations were abolished in conjunction with these regulations going into effect.

## ■ Regulations regarding Approval of Credits Acquired Prior to Enrollment at Meiji Gakuin University

(Purpose)

Article 1. These rules stipulate provisions regarding approval of credits acquired from universities, junior colleges and other educational institutions prior to enrollment at the University, in conformance with Article 20 Paragraph 2 of the University Regulations.

(Approval of Previously Acquired Credits)

Article 2. If deemed beneficial from an educational standpoint, the University may approve credits acquired from universities or junior colleges or from specialized courses at junior colleges or special vocational schools as University credits.

2 Credits are only approved at the request of the student at the time of enrollment.

(Approval Scope)

Article 3. Credit approval is conducted for Meiji Gakuin University common courses and department courses.

2 The total number of credits approved under the preceding paragraph shall not exceed 60.

(Approval Authority)

Article 4. Credits are approved by the Chair of the department with which the student is affiliated.

(Rule Revision and Abolition)

Article 5. Revision or abolition of these rules shall be approved by the Board of Directors upon deliberation by the University Council.

Supplement

1 These rules were put into effect on April 1, 2007.

2 In conjunction with these rules going into effect, the Regulations regarding the Handling of Approval of Credits Acquired at a University or Junior College Prior to Enrollment at Meiji Gakuin University were abolished.

## ■ Transfer Student Credit Approval Regulations

(Purpose)

Article 1. These rules stipulate provisions on approval of credits acquired by students transferring to the University, in conformance with Article 31 Paragraph 4 of the University Regulations.

(Approval of Previously Acquired Credits)

Article 2. The University may approve credits previously acquired by transfer students as University credits if the credits are deemed appropriate.

(Approval Scope)

Article 3. Credit approval is conducted for Meiji Gakuin University common courses and department courses. Approval of credits for teaching courses shall be limited to cases in which the credits are needed to obtain a teaching certificate.

Article 4. The number of credits approved shall not exceed 90 percent of the total of annual credit limits for the first and second years in

the department with which the student is affiliated.

(Approval Criteria)

Article 5. Courses for which credits are approved must be equivalent to courses offered at the University in terms of course names, class content, etc.

Article 6. The number of credits approved must be the same as the number of credits granted through the course held at the University.

2 Four-credit courses that have been taken may be approved as two of the University's two-credit courses.

3 Two similar courses may be combined and approved for two or four credits.

Article 7. Considerations must be made in approving credit to ensure transfer students take the University's department courses to the extent possible.

(Approval Authority)

Article 8. Credits for Meiji Gakuin common courses and department courses are approved by the Chair of the department with which the student is affiliated, and teaching courses are approved by the Chair of the Teacher Certification Courses.

(Rule Revisions and Abolition)

Article 9. Revisions or abolition of these rules shall be approved by the Board of Directors upon deliberation by University Council.

Supplement

1 These rules were put into effect on April 1, 2007.

2 The previous "Transfer Student Credit Approval Regulations" were eliminated in conjunction with these rules going into effect.

3 Partial revisions were put into effect April 1, 2008

## ■ Regulations regarding School Registration at Meiji Gakuin University

### Section 1 General Provisions

(Purpose)

Article 1. These rules are a part of the University Regulations of Meiji Gakuin University and stipulate standards for the handling of registration.

### Section 2 Withdrawal

(Withdrawal by Request Submission)

Article 2. Students wishing to withdraw from the University are to submit a request in writing that includes the reason and is co-signed by the student's guarantor. Requests are approved by the President upon deliberation by the faculty council.

2 The withdrawal date shall be the date approval is granted. However, students withdrawing must pay the university fees for that term.

3 Students who neglect to make payment as specified in the preceding paragraph will be handled under the provisions of Article 11.

(Withdrawal Due to Disciplinary Action)

Article 3. Withdrawals resulting from disciplinary action taken under Articles 34 and 35 of the University Regulations are carried out by the dean upon deliberation by the faculty meeting.

(Withdrawal Due to Exceeding Enrollment Years)

Article 4. Students enrolled at the University for longer than the years of enrollment specified in Article 3 of the University Regulations shall be forced to withdraw as of the date the specified number of years is reached.

### Section 3 Leaves of Absence

(Leaves of Absence)

Article 5. Leaves of absence are to be handled under the provisions of Article 29 of the University Regulations.

2 Students wishing to take a leave of absence from the University are to submit a request in writing co-signed by the student's guarantor no later than the last day of May for leaves of absence beginning with the spring term or the last day of November for leaves of absence beginning with the fall term.

3 The leave period for students approved for a leave of absence shall begin at the start of the term.

(University Fees During Leaves of Absence)

Article 6. University fees during leaves of absence shall be handled in accordance with the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, etc., which are stipulated separately.

(Status During Leaves of Absence)

Article 7. Students may not take classes or examinations while taking a leave of absence. However, certificates of various types may be issued.

(Cancellation of Leaves of Absence)

Article 8. Students for whom the reason for taking a leave of absence no longer applies and who request its cancellation by the course registration deadline may have their request approved by the

faculty meeting.

- 2 When a student who has taken a leave of absence due to illness wishes to cancel the leave of absence in accordance with the preceding paragraph, permission shall be granted only after obtaining the approval of the school physician, accompanied by a doctor's certificate.
- 3 Leaves of absence that are cancelled are effective retroactive to the start of the term.
- 4 The university fees of students for whom a leave of absence was cancelled shall be handled in accordance with the handling of Meiji Gakuin University's University Fees, etc., which is stipulated separately.

(Returning After Leaves of Absence)

Article 9 Students wishing to return to the University after a leave of absence must submit a request by the last day of February to return for spring term or by the last day of August to return for fall term and obtain the approval of their faculty meeting.

- 2 Students requesting to return to the University after taking a leave of absence due to illness shall only be permitted to do so if a doctor's medical certificate is attached and approval is obtained from the university doctor.

(Timing of Return)

Article 10. Students shall return at the start of the term after a leave of absence.

### Section 4 Expulsion

(Expulsion Due to Non-Payment of University Fees)

Article 11. Students who do not pay university fee by the deadline specified shall be expelled retroactive to the start of the term. However, this provision shall not apply to students who submit the prescribed Application for Late Payment of University Fees for reason of economic hardship, and pay the fees by the deadline.

(Expulsion of Students on Leaves of Absence)

Article 12. Students who do not indicate their intention to return to the University even after the deadline stipulated in Article 9 Paragraph 1 has passed shall be expelled as of the date the leave of absence period ends.

(Expulsion Due to Enrollment Cancellation)

Article 13. When students who have completed enrollment procedures and have been approved for enrollment do not register for courses by the prescribed deadline and neither the student nor the guarantor indicate an intention to continue studies at the University even when asked directly, the student's enrollment shall be cancelled as of April 1 for spring term enrollment or as of September 21 for fall term enrollment, and the student shall be expelled. In such cases university fees that have already been paid will not be refunded.

(Removal From School Register Due to Death)

Article 14. Students die are removed from the school register as of the date of death.

(Cancellation of Expulsion)

Article 15. When students who have been expelled for non-payment of university fees and wish to have their expulsion cancelled submit a request for cancellation co-signed by their guarantor in a timely manner after being expelled, the faculty council may approve the request.

### Section 5 Re-enrollment

(Re-enrollment)

Article 16. Re-enrollment of students who withdrew from the University by making a request under Article 2 and students who were expelled for nonpayment of university fees under Article 11 may be approved by the President upon deliberations by the faculty council. Re-enrollment shall take place as of the start of the term stipulated in Article 6.2 Paragraph 1 of the University Regulations.

- 2 Requests for re-enrollment are to be made within the following periods. Students wishing to re-enroll must submit their request with the reason cosigned by their guarantor by the last day of February to re-enroll for spring term or by the last day of August to re-enroll for fall term.

(1) Students who withdrew from the University by request under Article 2 must re-enroll within six terms, counting from the term immediately after the term containing the withdrawal date

(2) Students who were expelled for nonpayment of university fees under Article 11 must re-enroll within six terms, counting from the term containing the expulsion date.

- 3 Students who withdrew from the University under Article 3 or Article 4 or who were expelled under Article 12 or Article 13 shall not be permitted to re-enroll.

(Re-enrollment Fee)

Article 17. The re-enrollment fee shall be as specified in the Detailed Provisions regarding the Handling of Meiji Gakuin University's

University Fees, etc., which are stipulated separately.

Article 18. Revision or abolition of these rules shall be referred to the Academic Affairs Department Committee and approved by the Board of Directors upon deliberation by the University Council.

Supplement

(Omitted)

## ■ Meiji Gakuin University Department Transfer Regulations

(Purpose)

Article 1. These regulations stipulate the handling of a case where a student transfers departments to a department in another faculty or to another department within the same faculty in accordance with Article 30 of the University Regulations.

(Acceptance of students who transfer to a different department)

Article 2. A student who transfers to a different department shall transfer into the second year or the third year, and each department shall decide the number of department transfer students it will accept. Note that each department may designate the academic year of acceptance taking into account the course of study after the department transfer.

(Eligibility)

Article 3. Students whose enrollment period in the University is no more than three years (six semesters) may transfer to a different department. Note that any semesters in which the student took a leave of absence are not included in the enrollment period.

- 2 The students who may apply for a department transfer to the second year shall be those whose enrollment period is no more than three semesters at the end of the academic year in question, and the students who may apply for a department transfer to the third year shall be those whose enrollment period is at least four semesters and no more than six semesters at the end of the academic year in question.

3 Each department may impose conditions such as grades, credits acquired, etc. on students applying for a department transfer.

- 4 Students on leaves of absence may not apply for a department transfer.

(Application Documents)

Article 4. Students requesting a department transfer must submit the prescribed application documents by the deadline specified and pay a screening fee equivalent to the entrance examination fee for first-year students for that academic year.

- 2 The screening fee will not be returned for any reason.

(Screening)

Article 5. Screening shall be conducted as follows.

(1) Department transfer screening shall consist of a document review, an examination testing academic ability and an interview. However, some of the screening process may be omitted.

(2) Department transfer screening is conducted by faculty meetings under Article 66 of the University Regulations.

(Procedures)

Article 6. Students approved for department transfer must pay the department transfer fee by the deadline specified and then submit the Department Transfer Notification.

- 2 Once the department transfer fee procedures are completed, students may not return to their original department.

(Number of years of study)

Article 7. The number of years of study in the new department of a student who changes departments from the second year shall be three years, and the number of years of study in the new department of a student who changes departments from the third year shall be two years. However, in both of these cases the enrollment period must not exceed eight years when combined with the enrollment period before the department transfer.

(Rule Revisions and Abolition)

Article 8. Revision or abolition of these rules shall be approved by the Board of Directors upon deliberation by the University Council.

Supplement

- 1 These rules were put into effect on April 1, 2008.
- 2 The Faculty and Department Transfer Regulations were eliminated in conjunction with these rules going into effect.
- 3 Revisions to these regulations were put into effect on October 1, 2015 (change in Article 1, Article 3, and Article 6, addition of Article 2 and Article 7).

## ■ Meiji Gakuin University Non-degree Student Regulations

(Purpose)

Article 1. These rules stipulate how non-degree students are to be handled under Article 76 of the University Regulations.

(Eligibility)

Article 2. Student eligible to apply as non-degree students shall be people qualified to do so under Article 90 of the School Education Act. However, people whose objective is to acquire teacher certification must be graduates of the University.

2 Students affiliated with the University's Graduate School applying for non-degree student status in order to acquire qualifications that require undergraduate courses must obtain the approval of the graduate school council of the school with which they are affiliated.

(Enrollment Timing and Registration Period)

Article 3. Enrollment for non-degree students shall take place at the beginning of the academic year and shall last for no more than one year. However, non-degree students shall not be prevented from registering for a second year or more. In such cases, students shall apply, undergo screening and take an examination each year.

(Application Handling and Application Departments)

Article 4. People applying to be non-degree students shall be divided into two categories and handled accordingly: those seeking to acquire teacher certification and others.

2 When applying to be non-degree students the application must be made in one department.

(Application Documents)

Article 5. People applying to be non-degree students must submit the following documents by the prescribed deadline and pay the screening fee stipulated separately.

- (1) Request form (as prescribed by the University)
- (2) Resume (as prescribed by the University)
- (3) Certificate of graduation and academic transcript of the last school attended

However, people who were non-degree students in the previous academic year and are applying again do not need to submit these documents unless there have been changes to the content.

- (4) Photograph (taken in the last three months)
- (5) A copy of any one of the following documents: health insurance card, driver's license, passport, certificate of residence, etc., providing evidence of the person's name and birth date. However, foreign nationals shall submit a copy of either their residence card or Special Permanent Resident Certificate (or a copy of their certificate of residence if it contains equivalent information). In this case, the status of residence and period of stay in Japan indicated on the residence card must be sufficient until the end of the academic year in which the applicant intends to enroll as of the date of application.

(Applicant Screening)

Article 6. People applying to be non-degree students shall have their documents screened and undergo an interview examination. In addition, decisions on whether to require a short essay or other form of examination shall be made by the department, Center for Liberal Arts, or Teacher Certification Course (hereinafter "Department in Charge of Examination") performing the examinations stipulated in the Attached Table.

- 2 Students wishing to register in the same department in which they registered the previous year may undergo a screening examination that is limited to document review based on the judgment of the Department in Charge of Examination.
- 3 Students planning to graduate from the University at the end of March who wish to register for the following year may undergo a screening examination that is limited to document review based on the judgment of the Department in Charge of Examination.

(Department in Charge of Examination)

Article 7. The department in charge of examinations for people applying to be non-degree students and the person responsible for making pass-fail decisions shall be based on the combination of course categories stipulated in Article 8 of the University Regulations, as shown in the Attached Table.

- 2 Notwithstanding the provisions of Article 6 Paragraph 2 and the preceding paragraph, in each department except the Department of Education and Child Development, people wishing to register for "teacher training" or to participate in "elderly-care experience" shall be interviewed by the Teacher Certification Courses following the interview with the department in charge of the examination. Unlike the screening for the other courses, the Teacher Certification Courses will make decisions on whether the person may register for "teacher training" or participate in "elderly-care experience."
- 3 Notwithstanding the provisions of Article 7 Paragraph 1, in the Department of Education and Child Development, people wishing to participate in "elderly-care experience" shall be interviewed by the Department of Education and Child Development, which will make decisions on whether the person may participate in "elderly-care experience."

(Registration Conditions)

Article 8. Non-degree students may acquire no more than 28 credits per year.

(Payment)

Article 9. People approved as non-degree students must pay the university fees etc. stipulated elsewhere.

- 2 The screening fee will not be refunded for any reason. After the start of the term, the university fees and other fees will not be refunded for any reason.

(Credit Authorization)

Article 10. Credits may be awarded to non-degree students when they complete a course, pass the prescribed examination and earn a passing grade under the specified evaluation criteria.

- 2 Grades for non-degree students are announced on the date for grade announcements specified in the academic calendar.

(Non-Degree Student IDs)

Article 11. Non-degree students will receive a non-degree student ID that they must carry when on campus.

(Prohibitions)

Article 12. Non-degree students may not attend courses other than those for which they have acquired permission to take.

(Compliance)

Article 13. Non-degree students must comply with the University's various regulations and rules in addition to these rules.

(Rule Revisions and Abolition)

Article 14. Revision or abolition of these rules shall be approved by the Board of Directors upon deliberation by University Council.

Supplement

(Partially omitted)

- 7 Partial revisions put into effect April 1, 2008
- 8 Partial revisions put into effect April 1, 2009
- 9 Partial revisions put into effect April 1, 2011
- 10 Partial revisions put into effect April 1, 2013
- 11 The following regulations were put into effect on April 1, 2014: Article 5 (5), Article 7 Paragraph 2 and Paragraph 3, Attached Table
- 12 The following regulations were put into effect on March 1, 2018: change in Article 3, Article 4 Paragraph 2, Article 6 Paragraph 1 and Paragraph 2, addition of Article 6 Paragraph 3
- 13 The following regulations were put into effect on February 1, 2023: change in Article 4 Paragraph 1 and 2, Article 5 Item 5, Article 6 Paragraph 1 and Article 7 Paragraph 1.

Attached Table

Combination of course categories	Dept. in Charge of Exam	Person Deciding Pass-Fail	Notification of Pass-Fail
Department courses	Course department	Dean of department at left	—
Meiji Gakuin common courses	Center for Liberal Arts	Dean of Center for Liberal Arts	—
Teaching courses	Teacher Certification Courses	Dean of Faculty of Letters	—
Department courses Meiji Gakuin common courses Teaching courses	Course department	Dean of department at left	Dean of Center for Liberal Arts Dean of Faculty of Letters
Department courses Meiji Gakuin common courses	Course department	Dean of department at left	Dean of Center for Liberal Arts
Department courses Teaching courses	Course department	Dean of department at left	Dean of Faculty of Letters
Meiji Gakuin common courses Teaching courses	Teacher Certification Courses	Dean of Faculty of Letters	Dean of Center for Liberal Arts

■ Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, Etc.

**Section 1 General Provisions**

(Handling of University Fees, Etc.)

Article 1. The handling of university fees, etc. by the University's faculties shall be as stipulated separately in the University Regulations and other detailed provisions and as stipulated in these rules.

- 2 If university fees, etc. change while students are enrolled, the fees shall be paid in the newly specified amounts.

**Section 2 University Fees**

(University Fees for Current Students)

Article 2 Students enrolled in this university must pay the tuition

specified in the University Regulations, Article 45. However, the tuition of a student enrolled for a period of time that exceeds the number of years of study stipulated in Article 3 Paragraph 1 of the University Regulations without going through re-enrollment shall be an amount equivalent to the fourth-year tuition of that student.

2 In the case of a student enrolled for a period of time that exceeds the number of years of study stipulated in Article 3 of the University Regulations who requires 10 credits or less for graduation, the tuition for that semester is reduced by 50%.

3 In addition to the tuition specified in Paragraph 1 or Paragraph 2, the prescribed amount of facilities fees, equipment fees, lab and training fees and education support fees must also be paid.

(Non-Degree Course Fees, Non-Contract-Based ISP Course Fees)

Article 3. Students approved for non-degree study must pay non-degree course fees per course credit as specified in Attached Table 1. However, non-degree students qualifying under Article 2 Paragraph 2 of the Non-degree Student Regulations or who are high school students shall be exempted from paying non-degree course fees.

2 The non-contract students from overseas specified in the Meiji Gakuin University Exchange Student Regulations, Article 7 must pay the non-contract-based ISP course fees specified in Attached Table 1.

Article 4. Deleted

Article 5. Deleted

(Lab and Training Fees)

Article 6. Students taking a course of study that involves labs and training activities must pay lab and training fees.

(1) Lab and training fees for the Department of Art Studies in the Faculty of Letters and the Department of Psychology and Department of Education and Child Development in the Faculty of Psychology are specified in Attached Table 2.

(2) Lab and training fees for the Department of International Business in the Faculty of Economics are specified in Attached Table 2.

(3) Advanced education promotion fees for the Department of Juridical Studies, the Department of Current Legal Studies, the Department of Global Legal Studies in the Faculty of Law, and the Department of Education and Child Development in the Faculty of Psychology are specified in Attached Table 2.

(4) Fees for new student orientation are specified separately.

(5) Language exam testing fees are specified separately.

(6) Students undergoing teacher training in the Department of Education and Child Development must pay the teacher training fee specified in Attached Table 2 in the academic year of the teacher training. Students undergoing teacher training outside of the Department of Education and Child Development must, in cases where it is necessary to pay the teacher training fee through the University, pay the teacher training fee according to stipulations of the training provider. If no amount is designated, the amount paid shall be the amount specified in Attached Table 2.

(7) Other lab and training fees for specific courses taken are specified elsewhere.

(Other Payments Due)

Article 7. Education support fees, department transfer fees, re-enrollment fees, enrollment fees and other university fees are specified in Attached Table 3.

(University Fees Associated with Overseas Study, Leaves of Absence, Withdrawal, Re-enrollment, Transfer, September Graduation, Returning from Leave, and Disciplinary Action)

Article 8. Students approved for overseas study under Article 51 Paragraph 1 of the University Regulations must pay the university fees for the applicable academic years.

2 Students approved for a leave of absence under Article 51 Paragraph 2 of the University Regulations must pay the enrollment fees specified in Attached Table 3.

3 Students withdrawing from the University must pay enrollment fees for the term containing the request date irrespective of the withdrawal date.

4 Students who withdrew by request and students expelled for nonpayment of university fees who are approved for re-enrollment must pay by the prescribed deadline the re-enrollment fees and university fees. The university fees for the re-enrolled student shall be the same as first-year students in the academic year in which the student re-enrolled for tuition, facilities fees, equipment fees and education support fees, but the other amounts collected shall be the same as those applicable to students of the year in which the student first enrolled. Lab and training fees shall be collected as necessary. In the case that at the time of re-enrollment the student has been enrolled for a period of time that exceeds the number of years of study stipulated in Article 3 Paragraph 1 of the University Regulations and the student requires 10 credits or less

for graduation, among the university fees, tuition shall be reduced by 50%.

5 Students whose transfer was approved under Article 46 Paragraph 2 of the University Regulations must pay by the prescribed deadline the enrollment fees and university fees. The university fees for the transfer student shall be the same as first-year students in the academic year in which the student re-enrolled for tuition, facilities fees, equipment fees and education support fees, but the other amounts collected shall be the same as those of third year students. Lab and training fees shall be collected as necessary.

6 Students graduating in September must pay spring term university fees for that academic year.

7 Students whose return from leave has been approved must pay the university fees for the semester in which they return from leave.

8 Students who are expelled or suspended during the academic year due to disciplinary action as stipulated in Article 34 of the University Rules must pay the full amount of university fees for the semester up to and including the expulsion date or for the period of suspension.

Article 8.2 Persons enrolling in academic year 2015 who are approved for study in Japan or overseas due to the curriculum in their faculty or department as stipulated in Article 51.2 of the University Regulations must pay one-half of the tuition, facilities fees, equipment fees, and education support fees for that semester.

Article 8.3 The enrollment fee for persons who enrolled in academic year 2015 or earlier and were approved for overseas study as stipulated in Article 51.3 of the University Regulations are indicated in Attached Table 3. However, fees shall be in accordance with other provisions where so stipulated.

### Section 3 Other Fees

(Entrance Examination Fees)

Article 9. Students wishing to take the entrance examination must pay the entrance examination fees specified in Attached Table 4.

2 Students of other universities requesting to transfer to the University must pay transfer enrollment entrance examination fees specified in Attached Table 4.

3 Graduates of the University requesting to transfer to a different faculty or department of the University must pay the transfer enrollment entrance examination fee specified in Attached Table 4.

(Makeup Examination Fees, Non-Degree Student Screening Fees and Department Transfer Screening Fees)

Article 10. Students wishing to take a makeup examination must pay makeup examination fees specified in Attached Table 4 for each course.

2 Non-degree students wishing to take prescribed courses at the University must pay screening fees in an amount equivalent to half of the entrance examination fees paid by first-year students in that academic year as specified in Attached Table 4.

3 Students of the University requesting to transfer to a different department must pay the department transfer screening fees specified in Attached Table 4.

(Expulsion cancellation application fees, etc.)

Article 11. Students expelled for non-payment of university fees who apply for cancellation of that expulsion must pay the expulsion cancellation application fees specified in Attached Table 4.

2 Students applying to acquire teacher certification with a regular course of study must pay the teacher certification application fees specified in Attached Table 4.

3 Students undergoing teacher training in connection with acquisition of a teaching certificate must pay the teacher training registration fees specified in Attached Table 4. However, students who have already paid the fee while enrolled are exempted if they are registered as a non-degree student continuing after graduation.

4 Students obtaining elderly-care experience must pay the elderly-care experience registration fees and elderly-care experience fees specified in Attached Table 4.

5 Approved non-degree students must pay the non-degree student registration fees specified in Attached Table 4. However, students of the University's graduate school and students who have graduated from or completed a course of study at the University are exempted.

### Section 4 Agent Collection, Etc.

(Agent Collection)

Article 12. In collecting university fees, the University may act as an agent for the collection of fees associated with the Guarantor Association and other designated groups at the request of such groups.

(Excess or Insufficient University Fees, Etc. Associated with Registration Moves, etc.)

Article 13. If a discrepancy occurs in the amount of university fees etc. payable and actually paid, due to a change in registration etc., the excess amount shall be returned or the insufficient amount collected.

(Revision and Abolition)

Article 14. Revision or abolition of these detailed provisions shall be approved by the Board of Directors upon deliberation by the University Council.

Supplement

(Partially omitted)

50 Detailed provisions put into effect as of April 1, 2023 (Attached Table 2).

51 Detailed provisions put into effect as of July 21, 2023 (Article 6 Paragraph 1 Item 2, Article 7, Article 8 Paragraph 2, Article 8-3, Attached Table 2).

52 Detailed provisions put into effect as of April 1, 2024 (Article 8 Paragraph 8, Attached Table 1, Attached Table 3, Attached Table 4).

53 Detailed provisions put into effect as of April 1, 2025 (Attached Table 2).

Table 1 Non-Degree Course Fees, Non-Contract-Based ISP Course Fees

Category	Amount (¥)
Non-degree course fee	20,000 (per credit)
Non-Contract-Based ISP Course Fees	340,000 (one term)

Table 2 Lab and Training Fees

Category	Amount (¥)
Lab and training fees for Department of Art Studies	20,000
Lab and training fees for Department of Psychology	Students enrolling through academic year 2018: 20,000 Students enrolling in academic year 2019 and later: 30,000
Lab and training fees for Department of Education and Child Development	60,000
Training fees for Department of International Business (2014 students and later)	* Not collected from students in previous years 20,000
Training fees for Department of International Business (Curriculum overseas study) (2015 students and 2016 students)	125,000
(2017 students and later)	* Collected until the cumulative collected amount reaches ¥500,000. 200,000 * Only collected at time of enrollment
Department of Global Legal Studies lab and training fees	Students enrolling through academic year 2022: 30,000 Students enrolling in academic year 2023 and later: 33,000 * Not collected from students in previous years 200,000
Department of Global Legal Studies lab and training fees (Curriculum overseas study)	* Only collected at time of enrollment
Advanced education promotion fee	10,000
Teacher training fee	(Each week) Elementary school: 6,500 Kindergarten: 6,500 Special-needs school: 5,000 Junior high school: 5,000 High school: 5,000

Table 3 Other Payments Due

Category	Amount (¥)
Education support fee (The first part excluding Department of Global and Transcultural Studies in Faculty of International Studies and Department of Mathematical Informatics in Faculty of Mathematical Informatics)	Students enrolling through 2012: 8,500 Students enrolling in 2013 and later: 43,500
Education support fee (Department of Global and Transcultural Studies in Faculty of International Studies)	Students enrolling through 2012: 23,500 Students enrolling in 2013 and later: 58,500
Education support fee (Department of Mathematical Informatics in Faculty of Mathematical Informatics)	143,500
Department transfer fee	10,000

Category	Amount (¥)
Re-enrollment fee	80,000
Enrollment registration fee	40,000 (one term)

\* With regards to the education support fees, students enrolling in the 2013 academic year and later include transfer students and re-enrolled students.

Table 4 Handling Fees

Category	Amount (¥)
Entrance examination fee	35,000* For two stage selection: First: 20,000 Second: 15,000 (Including payment from overseas) If payment from overseas for Department of Global and Transcultural Studies (covering AO (A)) Without Japanese citizenship: First: 12,000 Second: 8,000 With Japanese citizenship: First: 20,000 Second: 15,000
Entrance examination fee (via Common Test for University Admissions)	15,000*
Transfer enrollment entrance examination fee	35,000 For two stage selection: First: 20,000 Second: 15,000 If payment from overseas for Department of Global and Transcultural Studies Without Japanese citizenship: First: 12,000 Second: 8,000 With Japanese citizenship: First: 20,000 Second: 15,000
Department transfer screening fee	35,000
Makeup examination fee	3,000 per course
Non-degree student screening fee	17,500
Expulsion cancellation application fees	5,000
Teacher certification application fee	3,300 per certificate
Teacher training registration (one-off payment)	Junior high school, high school: 8,000 Elementary school: 8,000 Kindergarten (students in the academic year 2014 and later): 8,000 Kindergarten (students in the academic year 2013 or before): 5,000 Special-needs school: 5,000
Elderly-care experience registration fee	1,500 in year of experience
Elderly-care work experience fee	Other than Faculty of International Studies and Faculty of Mathematical Informatics: 11,000 in year of experience Faculty of International Studies: 10,480 in year of experience
Non-degree student registration fee	10,000 each year

\* The entrance examination fee is discounted when students make multiple applications under the following systems:

- A schedule: 2nd request for the same department: ¥20,000
- Applying for two departments when sitting the all-faculty entrance exam: Second department: ¥20,000  
3 departments and more: ¥10,000 per department
- Applying for two or more departments when sitting the Common Test for University Admissions (spring or fall admission)  
2 departments and more: ¥10,000 per department (except when applying for spring and fall admission)

## ■ Meiji Gakuin International Student Exchange Regulations

### Section 1 General Provisions

(Purpose)

Article 1. These regulations pertain to international student exchange involving Meiji Gakuin University (hereinafter "the University").

(Definitions)

Article 2. "International student exchange" in these regulations refers to sending abroad the following Japanese exchange students and

accepting international students for study in Japan.

- (1) Study by Japanese students certified to study overseas
- (2) Study specified in Article 27.2 of the Meiji Gakuin University Regulations that is overseas study

(Exchange Agreements and Consortiums Between Japan and Overseas Universities)

Article 3. The University may conclude exchange agreements with a university or educational or training institution in another country (hereinafter a "university, etc.") pertaining to overseas study by students and may participate in consortiums established between Japanese and overseas universities (hereinafter "exchange agreements, etc.").

2 Exchange agreements, etc. shall be considered by the International Center Committee; those that involve undergraduate students shall then be considered by faculty meetings and those that involve graduate students, by the Postgraduate Committee and Graduate School Committee; all exchange agreements, etc. must ultimately be approved by the University Council. Exchange agreements, etc. between faculties and university etc. in other countries for the dispatch of students, etc. shall be approved in faculty meetings and reported to the University Council.

(Screening of Japanese Students Certified to Study Overseas)

Article 4. Faculty meetings will consider certified overseas study by undergraduate students and the Postgraduate Committee will consider certified overseas study by graduate students.

(Scholarships, Etc.)

Article 5. The following students studying abroad may request disbursement of overseas study scholarships or the reduction or exemption of tuition.

- (1) Japanese students certified to study overseas
- (2) International students for study in Japan
- (3) Students for whom studying abroad is mandatory because they are taking required courses of overseas study under Article 2(2) of these regulations (hereinafter "curriculum students studying abroad")

2 Details on scholarships shall be in accordance with scholarship rules, and regulations on the reduction or exemption of tuition shall be in accordance with the Regulations on the Reduction or Exemption of Tuition for Privately-Funded Foreign Students Studying at Meiji Gakuin University for undergraduate students, and the Regulations on the Reduction or Exemption of Tuition for Privately-Funded Foreign Graduate Students Studying at Meiji Gakuin University for graduate students.

(Administrative Authority)

Article 6. The International Center shall have administrative authority under these regulations for programs that carry out university-wide recruitment, the faculties shall have administrative authority under these regulations for programs for students in specific faculties and departments, and the Graduate School's Office shall have administrative authority under these regulations for graduate schools.

Article 7. Deleted

## Section 2 Sending Abroad Japanese Students Certified to Study Overseas

(Definition and Types of Certified Overseas Studies)

Article 8. Overseas study certified under these regulations (hereinafter "certified overseas study") refers to study undertaken at a university, etc. by an undergraduate student or graduate school student enrolled at the University because such study is necessary from a learning or research standpoint as certified by the relevant faculty meeting, or Postgraduate Committee, and Graduate School Committee as qualifying based on any one of the following.

- (1) University overseas study programs: programs that carry out university-wide recruitment
  - (A) Contract-based overseas study: study abroad and exchange study under contracts between the University and universities in other countries
  - (B) Consortium-based overseas study: overseas study organized through consortiums between Japanese and overseas universities
  - (C) Public recruitment program: a university-wide recruitment program predicated on the involvement of the University
- (2) Faculty and department overseas study program: a program carrying out recruitment of specified faculty and department students under contracts between universities in other countries and faculties or departments of the University
  - (A) Faculty and department study abroad
  - (B) Double degree overseas study
- (3) Non-contract overseas study: overseas study other than (1) or (2) above

2 Contract-based overseas study with a study period of less than

two months shall be referred to as "short-term overseas study."

Rules for short-term overseas study are stipulated separately.

(Certified Overseas Study Period)

Article 9 The certified overseas study period shall be as follows.

- (1) Contract-based overseas study: study period specified separately based on agreements
  - (2) Consortium-based overseas study: consortium rules shall apply.
  - (3) Public recruitment program: based on the application guidelines.
  - (4) Double degree overseas study: study period specified separately based on agreements.
  - (5) Overseas study other than the above: study period shall be one or two semesters of the University. However, the student may be permitted upon request to extend the certified overseas study for a further one or two semesters.
- 2 Students wishing to extend certified overseas study periods must submit the Request for Extension of Certified Overseas Study Period by the designated date prior to the end of the actual overseas study period listed in the Certified Overseas Study Request.
- 3 Students wishing to shorten their certified overseas study periods must submit the Request for Shortening of Certified Overseas Study Period by the designated date prior to the desired shortened end date of the study period.

(Eligibility)

Article 10. Students eligible to apply for certified overseas study shall have the following qualifications.

- (1) Contract-based overseas study: Students who have been enrolled one semester or more as of the time of the application or who are graduate students, who have demonstrated exceptional academic achievement and personal character, who are able to pay overseas study costs, and who have the foreign language ability necessary for overseas study.
- (2) Consortium-based overseas study: consortium rules shall apply
- (3) Public recruitment program: based on the application guidelines.
- (4) Double degree overseas study: study period specified separately based on agreements.
- (5) Overseas study other than the above: students who have demonstrated exceptional academic achievement and personal character, who are able to pay overseas study costs, and who have the foreign language ability necessary for overseas study.

(Application)

Article 11. Students wishing to participate in certified overseas study must submit the prescribed Overseas Study Request along with the required documents.

- 2 Students wishing to participate in certified overseas study as defined in Article 10, Item 5 must submit the documents stated in Paragraph 1 of this Article along with the following documents.
  - (1) Documents on the overseas university where the student wishes to study (including curriculum information).
  - (2) Acceptance letter from the overseas university where the student wishes to study, etc.
  - (3) Other documents required by the Faculty Council, Graduate School Postgraduate Committee, International Center, or Graduate School Office

(Procedures Upon Receiving Certified Overseas Study Permission)

Article 12. Students permitted to participate in certified overseas study must attend all orientation sessions stipulated by the University and follow all other instructions.

(Enrollment and University Fees During Certified Overseas Study)

Article 13. Enrollment status during certified overseas study shall be "studying overseas" and shall count toward the student's enrollment period. However, enrollment in short-term overseas study shall not qualify as "studying overseas."

- 2 The period, start/finish times and other necessary matters pertaining to certified overseas study shall be decided by the faculty meeting for the faculties and by the Postgraduate Committee for the graduate school.
- 3 The university fees while studying abroad shall be in accordance with Article 51 of the Meiji Gakuin University Regulations, Article 8 of the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, Etc., Article 45 of the Meiji Gakuin University Graduate School Regulations, and Article 7 of the Detailed Provisions regarding the Handling of Meiji Gakuin University Graduate School's University Fees, etc.

(Certification of Credits Obtained in Other Countries)

Article 14. For faculties the certification of credits obtained in other countries shall be stipulated in the Meiji Gakuin University Regulations on the Handling of Matters related to Academic Affairs, in the section regarding Sending Abroad Japanese Students Certified to Study Overseas. For graduate schools it shall be based on the "Meiji Gakuin University Graduate School Regulations."

(Handling of Coursework)

Article 15. The handling of coursework for certified overseas study students by the University is stipulated in the Meiji Gakuin University Regulations on the Handling of Matters related to Academic Affairs, in the section regarding Sending Abroad Japanese Students Certified to Study Overseas.

(Cancellation of Overseas Study)

Article 16. If any of the following apply to a certified overseas study student, the student's eligibility for overseas study under these regulations may be cancelled.

- (1) If there are false statements in documents submitted
  - (2) If the student neglects obligations stipulated in these regulations
  - (3) If it is judged that the student is not suitable as a certified overseas study student.
  - (4) If a certified overseas study student wishes to cancel their certified overseas study
- 2 If circumstances arise indicating the unsuitability of a certified overseas study student after the commencement of overseas study, certified overseas study eligibility may be cancelled and the student ordered to return to Japan.
- 3 Certified overseas study students who wish to cancel their certified overseas study as described in Paragraph 1, Item 4 of this Article must submit a Request for Cancellation of Certified Overseas Study by the designated date.

(Reporting Obligations)

Article 17. After commencement of overseas study, certified overseas study students must submit documents specified by the International Center to confirm the fact of their overseas study.

2 Certified overseas study students must submit an overseas study report by the deadline designated by the International Center after completing their overseas study.

### Section 3 Acceptance of Visiting Overseas Students

(Types)

Article 18. The following types of visiting overseas students are accepted by the University.

- (1) Undergraduate students
- (2) Graduate students
- (3) Research students
- (4) Non-degree students (faculties and graduate schools)
- (5) Exchange students studying in Japan under exchange agreements with the University stipulated in Article 3 of these Regulations
- (6) Overseas students given special permission by the International Center Committee outside of exchange agreements
- (7) Special auditing students

(Enrollment Period)

Article 19. Enrollment shall take place at the start of the academic year. However, if any of the following apply, students may be accepted from the fall semester of the academic year.

- (1) International students specially recognized by a faculty meeting
- (2) International students specially recognized by the Graduate School Postgraduate Committee
- (3) Exchange students studying in Japan on exchange agreements, etc. with the University as stipulated in Article 3 of these regulations
- (4) International students specially recognized by the International Exchange Committee outside of exchange agreements

(University Fees)

Article 20. Students covered by exchange agreements and approved to enroll must pay the university fees specified separately.

(Transfer of Credits)

Article 21. Credits acquired by visiting students for Japanese language study may be converted to credits for other designated courses except at the graduate school level.

(Handling After Enrollment)

Article 22. Except in special circumstances the University Regulations and other school rules and regulations shall apply to the handling of international students.

2 Special circumstances related to undergraduate international students shall be decided by the faculty meeting, and special circumstances related to graduate international students, by the Graduate School Postgraduate Committee

(Revision and Abolition)

Article 23. Revision and abolition of these regulations must be approved by the Board of Directors based on a proposal of the chairperson of the International Center Committee and following deliberation by the International Center Committee, faculty meetings, the Graduate School Postgraduate Committee, the Graduate School Committee and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 1984.
- 2 Revisions to these regulations were put into effect on April 1, 1990.
- 3 Revisions to these regulations were put into effect on April 1, 1992.

4 Revisions to these regulations were put into effect on April 1, 1995.  
5 Revisions to these regulations were put into effect on April 1, 1999.  
6 Revisions to these regulations were put into effect on April 1, 2001.  
7 Revisions to these regulations were put into effect on November 1, 2007.

8 Revisions to these regulations were put into effect on April 1, 2009.

9 Partial revisions to these regulations were put into effect April 1, 2010 (addition of overseas study under double-degree agreements)

10 Partial revisions to these regulations were put into effect April 1, 2011 (Article 13 Enrollment Fees)

11 The following regulations were put into effect on April 1, 2012: relaxed restrictions on years enrolled for eligibility under Article 10.

12 Revisions to these regulations were put into effect on December 1, 2014.

13 The following regulations were put into effect on April 1, 2016: (Article 2 Definitions, Article 4 Screening of Japanese Exchange Students, Article 5 Scholarships, Etc., Article 8 Types, Article 9 Certified Overseas Study Period, Article 10 Eligibility, Article 11 Paragraph 2 Application, and Article 13 Paragraph 3 University Fees During Certified Overseas Study). However, Article 5 Scholarships, Etc. and Article 13 Paragraph 3 University Fees During Certified Overseas Study apply from students enrolling in academic year 2016, and the prior and existing provisions apply to students enrolling in academic year 2015 or earlier.

14 The following regulations were put into effect on April 1, 2017: (Article 3, Article 5, Article 6, Article 8, Article 12, Article 14, Article 15, Article 17)

15 The following regulations were put into effect on April 1, 2024: (Changes to Article 5, Article 9, Article 10, Article 11, Article 13, Article 16, Article 17)

### ■ Regulations on the Reduction or Exemption of Tuition for Privately-Funded Foreign Students Studying at Meiji Gakuin University

(Purpose)

Article 1. The purpose of these regulations is to reduce the economic burden on self-funded international students studying at faculties of the University by reducing tuition and to facilitate international exchange at the University.

(Eligibility)

Article 2. All self-funded overseas students enrolled in regular official courses at the University who have completed the prescribed application procedures, for whom economic assistance for living and studying abroad is deemed necessary by the International Center Committee, and whose applications have been approved, shall be eligible. However, students whose academic performance is deemed poor and who are not expected to graduate will not be eligible.

(Amount of Reduction)

Article 3. The reduction shall be 30% of the amount of tuition for each academic semester as specified in the University Regulations.

(Period of Reduction)

Article 4. The tuition reduction for eligible international students shall apply to no more than a total of eight semesters.

(Administrative Authority)

Article 5. The International Center shall have administrative authority under these regulations.

(Bylaws)

Article 6. Bylaws based on these regulations are stipulated separately.

(Revision or Abolition)

Article 7. Revision and abolition of these regulations must be approved by the Board of Directors based on a proposal of the chairperson of the International Center Committee and following deliberation by the International Center Committee and the University Council.

Supplement

1 These regulations were put into effect on October 1, 1987  
2 Revisions to these regulations were put into effect on April 1, 2001.  
3 Revisions to these regulations were put into effect on April 1, 2003.  
4 Revisions to these regulations were put into effect on April 1, 2007.

(Revision to the amount of reduction under Article 3. The revised amount applies to students enrolling in 2007 and later; the previous provisions apply to students enrolling up to 2006)

5 Revisions to these regulations were put into effect on September 1, 2014. (Due to the establishment of the International Center and the International Center Committee)

6 Revisions to these regulations were put into effect on April 1, 2023. (Due to change in Article 1, Article 2 and Article 4, addition of Article 7, and establishment of Regulations on the Reduction or Exemption of Tuition for Privately-Funded Foreign Graduate

## ■ Meiji Gakuin University Information Network Regulations

### (Purpose)

Article 1 These regulations stipulate matters regarding use of the Meiji Gakuin University information network (hereinafter "MAIN").

(Person Responsible for Management and Administration of MAIN)

Article 2 The head of the information Center carries out the management and administration of MAIN and the review and registration of users.

(Persons Eligible to Use MAIN)

Article 3 The persons eligible to use MAIN shall be limited to students who meet at least one of the following qualifications.

- (1) Workers at this university
- (2) Undergraduates and graduate students of this university and other persons taking the subjects offered by this university
- (3) Professors emeritus of this university
- (4) Students who have graduated from or completed a course of study at the University
- (5) Persons eligible for education before enrolling at this university
- (6) Guarantors of students at this university
- (7) International wireless LAN roaming platform (eduroam) users
- (8) Persons recognized by the head of the information Center

(Authority of the Person Responsible for Management and Administration of MAIN)

Article 4 The head of the information Center may take the measures necessary for the management and administration of MAIN and the prevention of trouble and maintenance of order.

(Obligations of Users)

Article 5 Users must cooperate with ensuring the stability and security of the MAIN systems.

(Compliance Rules)

Article 6 When using MAIN, the related laws and regulations and human rights must be observed taking into account the fact that MAIN is a network of the university.

(Detailed Provisions regarding Usage of MAIN)

Article 7 The detailed provisions regarding usage of MAIN are stipulated separately.

(Revision or Abolition)

Article 8 For revision or abolition of these regulations, the approval of the Board of Directors shall be obtained upon deliberation by the Planning Meeting for the Usage of Information Devices and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 1995.
- 2 Partial revisions put into effect April 1, 1999 (Article 7 (7))
- 3 Partial revisions put into effect April 1, 2000
- 4 These regulations were put into effect on June 24, 2016. (Expansion of the Article 3 users, deletion of Article 4, each subsequent article number is reduced, change in the revision or abolition procedures in Article 9)

## ■ Detailed Provisions regarding Usage of the Meiji Gakuin University Information Network for Research and Education

(Purpose)

Article 1. The purpose of these detailed provisions is to stipulate necessary matters pertaining to use of the University's information network (hereinafter "MAIN") for research, education and other related work under Article 7 of the Meiji Gakuin University Information Network Regulations.

(Management Scope of Information Technology Center)

Article 2. The Information Technology Center shall manage the following matters.

- (1) MAIN hardware and software up to the information outlets in each room (including wireless LAN access points)
- (2) Network equipment managed by the Information Center
- (3) Global IP addresses and domains assigned by JPNIC

(Matters Related to Connections)

Article 3 Users shall be responsible for the work involved in connecting their computers to the network and for any costs incurred.

(Global IP Address and Domain Use Applications)

Article 4 People wishing to use global IP addresses and domains managed by the Information Center must submit the prescribed Usage Application Form to the head of the Information Center.

2 As a general rule, each person may obtain only one global IP address and one domain.

(Notification Obligation)

Article 5 MAIN users must promptly notify the head of the Information Technology Center when any of the following circumstances apply.

- (1) Changes in any items entered on the Application Form
- (2) Usage covered by the Application Form is completed or discontinued

(Smooth Operation)

Article 6. The head of the Information Technology Center shall have the authority to do the following to enable smooth operation of MAIN.

- (1) Make necessary recommendations and requests to users
- (2) Put an upper limit on the amount of resources available to each user
- (3) Restrict usage protocols and data traffic
- (4) Terminate or cancel use by users who act contrary to the Meiji Gakuin University Information Network Regulations, the provisions stated here, etc.
- (5) Shut down MAIN operations when unavoidable due to maintenance or upgrade work after notifying users of the fact in advance (however, advance notification is not required in emergencies)

(User Responsibilities)

Article 7. Responsibilities related to use of connections to MAIN shall be borne by users.

(Prohibitions)

Article 8. The following actions are prohibited with respect to MAIN.

- (1) Actions that damage security
- (2) Actions that hinder normal MAIN operations
- (3) Actions that seriously obstruct the network
- (4) Use of unauthorized protocols
- (5) Transfer or loan of users' IDs or disclosure of passwords to a third party
- (6) Creating or distributing programs intended to provide unlawful access to information resources
- (7) Actions that infringe upon privacy
- (8) Slander or defamation of specific individuals or groups
- (9) Publication of false information
- (10) Tampering with or destroying the data of a third party
- (11) Commercial actions such as the sale of goods
- (12) Actions contrary to public order and morality or accepted social practices
- (13) Actions in violation of the University's regulations (University Regulations, employment rules, etc.)
- (14) Actions that infringe upon the intellectual property rights (copyrights, etc.) of any third party
- (15) Assuming another person's name in order to use the network
- (16) Other actions prohibited by law, etc.

(Web Pages)

Article 9. The persons eligible to use the www server managed by the Information Center shall be the persons specified in the Meiji Gakuin University Information Network Regulations, Article 3 (1) (2) (3) (8), and shall handle the web pages as follows.

- (1) Web pages may be established by the applicant him/herself
- (2) Student groups and seminar groups, etc. may establish web pages with a junior assistant professor of this university as the person establishing the web page
- (3) People establishing web pages shall take full responsibility for managing and operating each item of content and for the webpage's content.
- (4) When usage rights are relinquished the corresponding web page will be deleted.

(5) People responsible for web pages must disclose the name of the person responsible that was submitted to the head of the Information Center on the web page itself.

(6) The head of the Information Center may place restrictions on facilitating access to web pages established outside the University.

(7) If Article 8 of these detailed provisions is violated, the head of the information Center may discontinue display of the corresponding webpage.

(Disclaimer)

Article 10. The Information Center shall bear no responsibility for damage occurring due to delays or disruptions related to services provided by MAIN. In addition, constant normal operation is not guaranteed.

(Miscellaneous)

Article 11. In the case where circumstances arise that are not provided for in these regulations, the Information Center Committee shall deliberate on them and obtain the approval of the Planning Meeting for the Usage of Information Devices, etc. However, when urgency is required, the head of the Information Center shall address the matter and file a report with the President of the University.

(Revision and Abolition)

Article 12. Revision or abolition of these provisions shall be approved by the University Council upon deliberation by the Information Technology Center Committee and the Planning Meeting for the Usage of Information Devices, etc.

#### Supplement

- 1 These detailed provisions were put into effect on November 1, 1995.
- 2 Partial revisions put into effect May 21, 1997.
- 3 Partial revisions put into effect April 1, 1999.
- 4 Partial revisions put into effect April 1, 2000. The Bylaws on the Usage of the Meiji Gakuin University Information Network by Students were abolished in conjunction with these revisions.
- 5 Partial revisions put into effect October 19, 2005.
- 6 These detailed provisions were put into effect on June 15, 2016. (Article 3, Article 4, Article 7 and Article 10 deleted; each subsequent article number is reduced, Article 6 and Article 13 content changed, Attached Table deleted)

## ■ Meiji Gakuin University Student Scholarship Assistance Regulations

#### (Purpose)

Article 1. These regulations are for the purpose of encouraging study and developing promising talent through the awarding of scholarships in accordance with Article 1 and Article 33 of the University Regulations.

#### (Types)

Article 2. The following Meiji Gakuin University scholarships (hereinafter "scholarships") have been established to fulfill the purpose specified in the preceding article.

- (1) The Meiji Gakuin University Academic Achievement Award
- (2) The Meiji Gakuin University Hepburn Scholarship
- (3) The Meiji Gakuin University Overseas Student Academic Achievement Award

(4) Meiji Gakuin University Shirokane no Oka Scholarship

2 The Meiji Gakuin University Academic Achievement Award shall be awarded to students recognized as possessing exceptional character and an outstanding record of academic achievement.

3 The Meiji Gakuin University Hepburn Scholarship shall be awarded to students recognized as facing economic hardship that makes completing their studies exceedingly difficult and as possessing the desire to continue with their studies.

4 The Meiji Gakuin University Overseas Student Academic Achievement Award shall be awarded to non-Japanese students studying at the University recognized as possessing exceptional character and an outstanding record of academic achievement.

5 The Meiji Gakuin University Shirokane no Oka Scholarship shall be awarded to students who have graduated from high schools, etc. in areas other than Tokyo Prefecture (excluding the islands), Kanagawa Prefecture, Saitama Prefecture and Chiba Prefecture, intending to pursue their studies in the University, and who are recognized as needing economic support to complete their studies.

(Combination with Reduction or Exemption of Tuition by the Ministry of Education, Culture, Sports, Science and Technology)

Article 3. Each scholarship specified in Article 2, Paragraph 1, may be combined with reduction or exemption of tuition by the Ministry of Education, Culture, Sports, Science and Technology. However, with regards to (2) and (4), the total amount of the scholarship received and the reduction or exemption of tuition by the Ministry of Education, Culture, Sports, Science and Technology shall not exceed the total amount of tuition and facility fees for that student for the year or term.

#### (Funding)

Article 4. Scholarships shall be funded from the University's current revenue.

#### (Screening and Selection)

Article 5. Scholarship candidates will be screened by the Student Affairs Office Committee and winners will be selected by the University's President.

#### (Administration)

Article 6. The Student Affairs Office shall administer scholarships.

#### (Revision and Abolition)

Article 7. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Office Committee and the University Council.

#### (Detailed Provisions)

Article 8. Procedures related to the administration of scholarships specified in Article 2 shall be stipulated in the detailed provisions of the respective scholarships.

#### Supplement

- 1 These regulations were put into effect on April 1, 1983.
- 2 The Meiji Gakuin University Scholarship Assistance System Regulations in effect until 1982 were abolished in conjunction with

establishment of these regulations.

3 Partial revisions put into effect April 1, 1987 (Article 2, Article 5, Article 7)

4 Partial revisions put into effect April 1, 1991 (Article 1, Article 2, Article 4, Article 5, Article 6, Article 7)

5 Partial revisions put into effect April 1, 1999

6 Partial revisions put into effect April 1, 2000

7 Partial revisions put into effect April 1, 2004 (changes to names of scholarships in Article 2 (1), (2) and (4), elimination of the Short-Term Foreign Exchange Student Scholarship, and changes to Article 4)

8 Partial revisions put into effect April 1, 2011 (changes to names of scholarships in Article 2 (2) and (3), deletion of item (5), deletion of items 3 and 4 in Article 2 and 6 in Article 2, changes to Article 4 and Article 6)

9 Partial revisions put into effect April 1, 2015 (addition of Paragraph 1 (5) and Paragraph 6 to Article 2)

10 Partial revisions put into effect May 1, 2015 (change in Article 2 Paragraph 6)

11 The following regulations were put into effect on April 1, 2016: Deleted Article 2 Paragraph 1 (3) and adjusted the numbers of the subsequent items down, deleted Article 2 Paragraph 4 and adjusted the number of the subsequent paragraph down. Change in Article 6.

12 These regulations were put into effect on April 1, 2020. (Added Article 3, adjusted the numbers of the subsequent items down.)

## ■ Scholarship Regulations related to Overseas Study by Meiji Gakuin University Undergraduate Students

### Section 1 General Provisions

#### (Purpose)

Article 1 These regulations are for the purpose of encouraging study and developing promising talent through the awarding of scholarships to undergraduate students to whom the Meiji Gakuin International Student Exchange Regulations (hereinafter the "International Student Exchange Regulations" in these regulations), Article 5 Paragraph 1 Item 1 or Item 3 apply.

#### (Types)

Article 2 The following scholarships have been established to fulfill the purpose specified in the preceding article.

(1) The Meiji Gakuin University Certified Overseas Study (Long-Term) Scholarship

(2) The Meiji Gakuin University Curriculum International Student Scholarship

2 The Meiji Gakuin University Certified Overseas Study (Long-Term) Scholarship (hereinafter the "Certified Overseas Study (Long-Term) Scholarship") shall be awarded to undergraduate students to which the International Student Exchange Regulations, Article 5 Paragraph 1 Item 1 apply (however, this excludes the students on short-term overseas study specified in the same regulations, Article 8 Paragraph 2).

3 The Meiji Gakuin University Curriculum International Student Scholarship (hereinafter the "Curriculum International Student Scholarship") shall be awarded to undergraduate students to which the International Student Exchange Regulations, Article 5 Paragraph 1 Item 3 apply.

#### (Administration)

Article 3 The Student Affairs Office shall administer the scholarships under these regulations.

### Section 2 The Meiji Gakuin University Certified Overseas Study (Long-Term) Scholarship

#### (Award)

Article 4 The awarded amount of the Certified Overseas Study (Long-Term) Scholarship shall be as follows.

(1) Students in the academic year 2015 and before  
The awarded amount shall be a uniform 200,000 yen, with one award only while enrolled.

(2) Students in the 2016 academic year or later  
The awarded amount shall be as follows in accordance with the categories specified in the items of the International Student Exchange Regulations, Article 8 Paragraph 1.

a. University overseas study programs

The awarded amount shall be 250,000 yen for 1 semester (however, in the case of engaging in overseas study under the programs listed in Attached Table 1, the awarded amount shall be as stated in the table), and shall be awarded for the semesters in which the school registration of the student is "currently engaged in overseas study".

b. Faculty and department overseas study programs

The awarded amount shall be 250,000 yen for 1 semester (however, in the case of engaging in overseas study under the programs listed in Attached Table 1, the awarded amount shall be as stated in the table), and shall be awarded for the semesters in which the school registration of the student is “currently engaged in overseas study”.

**c. Non-contract overseas study**

The awarded amount shall be 250,000 yen for 1 semester, and shall be awarded for the semesters in which the school registration of the student at this university is “currently engaged in overseas study”.

(Procedure for receiving the scholarship)

Article 5 Persons who wish to receive the Certified Overseas Study (Long-Term) Scholarship must undergo the prescribed procedure.

(Return obligation)

Article 6 There is no obligation to return the Certified Overseas Study (Long-Term) Scholarship. However, any person who withdrew or was expelled from the University or received disciplinary action under the University Regulations, Article 34, and any person whose status as a certified international student was cancelled under the International Student Exchange Regulations, Article 16 during the academic year in which the scholarship was awarded shall be made to return any scholarship money that has already been awarded.

2 The amount returnable in the case that the student is made to return scholarship money under the proviso in the preceding paragraph is decided in the Student Affairs Office Committee.

**Section 3 The Meiji Gakuin University Curriculum International Student Scholarship**

(Award)

Article 7 The awarded amount of the Curriculum International Student Scholarship is stipulated in Attached Table 2 for each eligible curriculum.

(Procedure for receiving the scholarship)

Article 8 Persons who wish to receive the Curriculum International Student Scholarship must undergo the prescribed procedure.

(Return obligation)

Article 9 There is no obligation to return the Curriculum International Student Scholarship. However, any person who withdrew or was expelled from this university or received disciplinary action under the University Regulations, Article 34 and any person whose status as an international student was cancelled by the faculty meeting of the faculty to which the person belongs during the academic year in which the scholarship was awarded shall be made to return any scholarship money that has already been awarded.

2 The amount returnable in the case that the student is made to return scholarship money under the proviso in the preceding paragraph is to be decided by the Student Affairs Office Committee.

**Section 4 Revision and Abolition**

(Revision and Abolition)

Article 10 Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Office Committee and the University Council.

Supplement

- These regulations were put into effect on April 1, 2016. However, Section 3 applies to students entering the University and later.
- The Detailed Provisions regarding The Meiji Gakuin University Certified Overseas Study (Long-Term) Scholarship were abolished in conjunction with these regulations going into effect.
- The following regulations were put into effect on July 14, 2017: (Article 7, the existing attached table was renamed as Attached Table 1 and Attached Table 2 was added)
- These regulations were put into effect on April 1, 2018.
- These regulations were put into effect on April 1, 2019.
- These regulations were put into effect on April 1, 2020. (International Contribution Internship Program was added to Attached Table 1)

Attached Table 1: University Overseas Study Programs (Related to Article 4)

Names of the Programs	Awarded amount of the scholarship
UCR Internship Program	For each semester, the lower amount of ¥450,000 or the tuition of this university for the said semesters
International Contribution Internship Program (except for UNYV)	For each semester, ¥250,000 will be provided. In addition, travel assistance and living assistance will be added in one lump sum. The travel assistance and living assistance shall apply the standards for travel assistance and scholarships of JASSO's Study Abroad

Names of the Programs	Awarded amount of the scholarship														
	Support Program (for outgoing students under exchange agreements).  Travel assistance: [amount of travel assistance under the Study Abroad Support Program (for outgoing students under exchange agreements)] Living assistance: [monthly scholarship amount according to study abroad region under the Study Abroad Support Program (for outgoing students under exchange agreements)] × [number of months studying abroad]  * Please refer to JASSO's national and regional code table for the area classification of host institution. If living assistance is provided by the host institution, this program will provide [MGU's living assistance (monthly amount) – host institution's living assistance (monthly amount)] × [number of months studying abroad]. * Living assistance from the host institution shall be rounded to the nearest ¥1,000, and the monthly amount shall be calculated in ¥10,000 increments. The number of months studying abroad shall be handled as shown in the table below.														
	<table border="1"> <thead> <tr> <th>Days studying abroad</th> <th>Months studying abroad</th> </tr> </thead> <tbody> <tr> <td>Up to 31</td> <td>1 month</td> </tr> <tr> <td>32 – 62</td> <td>2 months</td> </tr> <tr> <td>63 – 93</td> <td>3 months</td> </tr> <tr> <td>94 – 124</td> <td>4 months</td> </tr> <tr> <td>125 – 155</td> <td>5 months</td> </tr> <tr> <td>156 – 186</td> <td>6 months</td> </tr> </tbody> </table>	Days studying abroad	Months studying abroad	Up to 31	1 month	32 – 62	2 months	63 – 93	3 months	94 – 124	4 months	125 – 155	5 months	156 – 186	6 months
Days studying abroad	Months studying abroad														
Up to 31	1 month														
32 – 62	2 months														
63 – 93	3 months														
94 – 124	4 months														
125 – 155	5 months														
156 – 186	6 months														
	<p>Note that, if the program finishes 31 or more days earlier than the initially planned study abroad period, the living assistance shall be returned according to the following table.</p> <table border="1"> <thead> <tr> <th>Days shortened</th> <th>Months returned</th> </tr> </thead> <tbody> <tr> <td>Up to 30</td> <td>No return</td> </tr> <tr> <td>31 – 61</td> <td>1 month</td> </tr> <tr> <td>62 – 92</td> <td>2 months</td> </tr> <tr> <td>93 – 123</td> <td>3 months</td> </tr> <tr> <td>124 – 154</td> <td>4 months</td> </tr> <tr> <td>155 – 185</td> <td>5 months</td> </tr> </tbody> </table>	Days shortened	Months returned	Up to 30	No return	31 – 61	1 month	62 – 92	2 months	93 – 123	3 months	124 – 154	4 months	155 – 185	5 months
Days shortened	Months returned														
Up to 30	No return														
31 – 61	1 month														
62 – 92	2 months														
93 – 123	3 months														
124 – 154	4 months														
155 – 185	5 months														
International Contribution Internship Program (UNYV)	For each semester, ¥250,000 will be provided. However, travel assistance and living assistance will not be provided.														

Attached Table 2: Faculty and Department Overseas Study Programs (Related to Article 4)

- The overseas study programs specified in this table shall be the programs in the “Faculty and Department Overseas Study Programs” section of the International Student Exchange Regulations, Article 8 Paragraph 1 Item 2 that the President specifically approves as programs satisfying all of the following conditions (1) to (3).
  - They are overseas study programs that can be implemented university-wide.
  - They are overseas study programs that combine together “global mindset,” “volunteer spirit,” and “career design.”
  - They are programs that qualify as any of the following ① to ③ educational reforms that contribute to promoting globalization.
    - Programs that earn degrees from this university and the overseas university together
    - Programs with the objective of acquiring certificates from the overseas university through systematized educational programs
    - Customized programs for the students of this university linked to the language education programs of this university as the medium-term training of introductory linguistics
- The amount of the scholarship is decided based on the degree that is earned, the type of certificate, and the financial assistance of this university that is deemed to be necessary for overseas study.

Names of the Programs	Awarded amount of the scholarship
Double degree program	For each semester, the total amount of tuition, facilities fees, equipment fees, and education support fees of

	this university in the said semester
Department of French Literature Medium-Term Overseas Study Program	For each semester, ¥350,000

Attached Table 3: Curriculum International Student Scholarship (Related to Article 7)

Target	Awarded amount	Remarks
Department of International Business in the Faculty of Economics (students in the academic year 2016 and later)	¥ 250,000	Regarding the overseas study eligibility for the award, one award only while enrolled
Department of Global Legal Studies in the Faculty of Law [*]	¥ 250,000	Regarding the overseas study eligibility for the award, one award only while enrolled

[\*] This is an elective course in the curriculum but overseas study is required for graduation, so it is considered to be a required course.

### Meiji Gakuin University Regulations on Special Measures for the Reduction or Exemption of the Study Costs of Disaster Victims

(Purpose)

Article 1 These regulations stipulate special measures for the reduction or exemption of study costs (hereinafter "these measures") with the purpose of providing economic relief to undergraduate students hit by a disaster in damaged regions to which the Disaster Relief Act applies or surrounding regions.

(Content of the Measures)

Article 2 These measures carry out the reduction or exemption of university fees, etc. based on the disaster situation.

2 Regarding the application period of these measures in the event of a disaster and the scope of the university fees reduced or exempted, Attached Table 1 shall be applied. However, in the case where Attached Table 2 or Attached Table 3 is to be applied based on the subsequent disaster situation, it shall be applied based on approval by the Board of Directors upon deliberation by the Student Affairs Department Committee and University Council.

(Administration)

Article 3 The Student Affairs Department shall administer these measures.

(Applications, Reviews, and Decisions)

Article 4 Any students wishing to receive the application of these measures must carry out the prescribed application procedures in accordance with the instructions of the Student Affairs Department.

2 The Student Affairs Department reviews and determines for students who have carried out the application procedures in the preceding paragraph the suitability of application of these measures and the details of these measures based on the paragraphs in Article 2, and makes a decision after obtaining the approval of the Student Affairs Department Committee.

(False Declarations)

Article 5 In the case that it is discovered that a student deliberately made a false application under the preceding article and received the application of these measures, application of all or a part of these measures will be cancelled. The details in this case shall be decided in the Student Affairs Department Committee.

(Temporary Suspension or Postponement of Implementation of the Measures)

Article 6 Notwithstanding the provisions up to the preceding article, in the case that any of the circumstances in the following items occur, implementation of these measures may be temporarily suspended or postponed based on approval by the Board of Directors upon deliberation by the Student Affairs Department Committee and University Council.

- (1) In the case that the disaster situation is serious and wide-ranging, so it is difficult for the university to raise the funds necessary to reduce or exempt the costs
- (2) In the case that the university itself stops functioning due to the disaster
- (3) In the case that other circumstances under which implementation is difficult occur

(Revision and Abolition)

Article 7 Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Office Committee and the University Council.

Supplement

- 1 These regulations were put into effect on May 12, 2017.
- 2 These regulations were put into effect on April 1, 2021 (application of Attached Table 1 in the event of a disaster, and addition of

medium-scale half collapse and semi-half collapse).

- 3 These regulations were put into effect on April 1, 2023 (deletion of partial damage from each attached table).

Attached Table 1: Measures implementation period: two semesters

Reduction or exemption category (*1)	Eligible disaster situations	Reduction or exemption amount	
		Measures application: first semester and following semester	
Reduction or exemption pertaining to human suffering (*2)	(1) Death or safety unconfirmed	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	
	(2) Hospitalization of one month or more, or equivalent medical treatment	Exempts half of both the tuition and the facilities fees for each semester	
Reduction or exemption pertaining to sudden worsening of the household budget (*2)	(3) Unemployment or business failure caused by the disaster, and equivalent situations	Exempts the full amount of the tuition for each semester	
Reduction or exemption pertaining to house damage (*3)	(4) Total loss due to complete collapse and fire	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	
	(5) Large-scale half collapse	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	
	(6) Half loss due to medium-scale half collapse, half collapse, and fire	Exempts the full amount of the tuition for each semester	
	(7) Small loss due to semi-half collapse and fire	Exempts half of both the tuition and the facilities fees for each semester	

\*1 Students qualifying for multiple reduction or exemption categories are determined to fall under the reduction or exemption category with the largest reduction or exemption amount.

\*2 This covers the parents of the eligible students or persons who are supporting the household instead of the parents. When determining the disaster situation, the university asks for the submission of supporting documentation that enables confirmation of the facts.

\*3 This covers the homes of the parents of the eligible students or persons who are supporting the household instead of the parents. It does not matter whether the home is owned or rented. Determination of the disaster situation is carried out based on a disaster victim's certificate. Note that in the case that a disaster victim's certificate has not been issued, it may be replaced with other official documentation proving the disaster situation of the relevant house.

Attached Table 2: Measures application: 3rd semester

Reduction or exemption category (*1)	Eligible disaster situations	Reduction or exemption amount	
		Measures application: first semester and following semester	Measures application: 3rd semester
Reduction or exemption pertaining to human suffering (*2)	(1) Death or safety unconfirmed	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Exempts the full amount of the university fees, etc. (including enrollment fees)
	(2) Hospitalization of one month or more, or equivalent medical treatment	Exempts half of both the tuition and the facilities fees for each semester	Not eligible
Reduction or exemption pertaining to sudden worsening of the household budget (*2)	(3) Unemployment or business failure caused by the disaster, and equivalent situations	Exempts the full amount of the tuition for each semester	Exempts half of both the tuition and the facilities fees

Reduction or exemption category (*1)	Eligible disaster situations	Reduction or exemption amount	
		Measures application: first semester and following semester	Measures application: 3rd semester
Reduction or exemption pertaining to house damage (*3)	(4) Total loss due to complete collapse and fire	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Exempts the full amount of the university fees, etc. (including enrollment fees)
	(5) Large-scale half collapse	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Exempts the full amount of the tuition
	(6) Half loss due to medium-scale half collapse, half collapse, and fire	Exempts the full amount of the tuition for each semester	Exempts half of both the tuition and the facilities fees
	(7) Small loss due to semi-half collapse and fire	Exempts half of both the tuition and the facilities fees for each semester	Not eligible

\*1 Students qualifying for multiple reduction or exemption categories are determined to fall under the reduction or exemption category with the largest reduction or exemption amount.

\*2 This covers the parents of the eligible students or persons who are supporting the household instead of the parents. When determining the disaster situation, the university asks for the submission of supporting documentation that enables confirmation of the facts.

\*3 This covers the homes of the parents of the eligible students or persons who are supporting the household instead of the parents. It does not matter whether the home is owned or rented. Determination of the disaster situation is carried out based on a disaster victim's certificate. Note that in the case that a disaster victim's certificate has not been issued, it may be replaced with other official documentation proving the disaster situation of the relevant house.

Attached Table 3: Measures application: 4th semester

Reduction or exemption category (*1)	Eligible disaster situations	Reduction or exemption amount	
		Measures application: first semester and following semester	Measures application: 3rd semester
Reduction or exemption pertaining to human suffering (*2)	(1) Death or safety unconfirmed	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Same as on left
	(2) Hospitalization of one month or more, or equivalent medical treatment	Exempts half of both the tuition and the facilities fees for each semester	Not eligible
Reduction or exemption pertaining to sudden worsening of the household budget (*2)	(3) Unemployment or business failure caused by the disaster, and equivalent situations	Exempts the full amount of the tuition for each semester	Exempts half of both the tuition and the facilities fees
Reduction or exemption pertaining to house damage (*3)	(4) Total loss due to complete collapse and fire	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Same as on left

(5) Large-scale half collapse	Exempts the full amount of the university fees, etc. for each semester (including enrollment fees)	Exempts the full amount of the tuition for each semester
(6) Half loss due to medium-scale half collapse, half collapse, and fire	Exempts the full amount of the tuition for each semester	Exempts half of both the tuition and the facilities fees
(7) Small loss due to semi-half collapse and fire	Exempts half of both the tuition and the facilities fees for each semester	Not eligible

\*1 Students qualifying for multiple reduction or exemption categories are determined to fall under the reduction or exemption category with the largest reduction or exemption amount.

\*2 This covers the parents of the eligible students or persons who are supporting the household instead of the parents. When determining the disaster situation, the university asks for the submission of supporting documentation that enables confirmation of the facts.

\*3 This covers the homes of the parents of the eligible students or persons who are supporting the household instead of the parents. It does not matter whether the home is owned or rented. Determination of the disaster situation is carried out based on a disaster victim's certificate. Note that in the case that a disaster victim's certificate has not been issued, it may be replaced with other official documentation proving the disaster situation of the relevant house.

### ■ Meiji Gakuin University Regulations on Subsidies for Medical Treatment Costs and Condolence Money for Students who are Injured or Die

Article 1. Meiji Gakuin University will provide condolence money in the event of the death of a student enrolled at the University.

Article 2. Condolences will be offered in the form of condolence money and money for flowers.

2. Condolence money shall be in the amount of 30,000 yen.

3. If the University is notified prior to funeral services, the University may provide flowers in the name of Meiji Gakuin University. However, expenditure on flowers shall be in accordance with criteria set by the University.

Article 3. If a student of the University suffers an injury at any of the following times, the University will subsidize the medical costs incurred.

(1) During class or while participating in an event sponsored by the University

(2) While engaging in extracurricular activities of which the University had been informed

(3) While on the University's premises for reasons other than (1) and (2) above.

(4) Other situations comparable to the above

Article 4. The subsidy for medical costs shall be no more than 20,000 yen.

However, if medical costs are less than 20,000 yen, the subsidy shall cover the actual costs incurred.

Article 5. Medical costs covered by Personal Accident Insurance for Students Pursuing Education and Research will not be subject to the subsidy, in principle. However, if medical costs exceed the Personal Accident Insurance for Students Pursuing Education and Research, the difference will be paid up to 20,000 yen.

Article 6. Revision or abolition of these regulations shall be approved by the University Council upon deliberations by the Student Affairs Office Committee.

Supplement

1 These regulations were put into effect on April 1, 1969.

2 Partial revisions to these regulations were put into effect on April 1, 1971.

3 Partial revisions to these regulations were put into effect on April 1, 1975.

4 Partial revisions to these regulations were put into effect on April 1, 1984.

5 Partial revisions to these regulations were put into effect on December 13, 2001.

### ■ Meiji Gakuin University Short-Term Loan Regulations

(Purpose)

Article 1. The purpose of these regulations is to provide temporary

loans to undergraduate students enrolled at Meiji Gakuin University (hereinafter "the University") when emergency financial assistance is needed.

(Funding)

Article 2. This loan program shall be funded through allocations from the Student Credit Union Specified Assets.

(Loan Amounts)

Article 3. The loan amount shall be 5,000 yen per instance and shall be free of interest.

(Application Procedures)

Article 4. Students wishing to receive a loan must submit the prescribed Application Form to the Student Affairs Officer. However, students are not permitted to receive loans simultaneously from the Shirokane and Yokohama Campuses or to receive multiple loans.

(Application Period)

Article 5. As a general rule, applications shall be permitted while class is in session, including regular examinations.

2 Students expecting to graduate in March shall apply no later than the last day of January and students expecting to graduate in September shall apply no later than the last day of August.

(Decisions)

Article 6. Loan decisions are made by the Student Affairs Office upon examining the documents.

(Repayment)

Article 7. Loans shall be repaid within two weeks of the date following the day the loan was received. However, if the repayment date falls on a holiday, etc., the deadline shall be the following day.

2 Notwithstanding the provisions of the preceding paragraph, if the student ceases to be enrolled at the University due to graduation, withdrawal or expulsion, etc., the loan amount must be immediately repaid. Furthermore, students taking leave of absence shall repay loans by the date the leave of absence commences.

3 Repayment of loans in the case of the death of the student shall be determined upon deliberation by the Student Affairs Office Committee.

(Handling of Delinquent Payment)

Article 8. When students who receive loans do not repay the loan amount despite the repayment date having passed, the University will send a reminder notice to the student and the guarantor and will take disciplinary action based on the duration of the delinquency.

Disciplinary actions shall include warnings, loan suspension and loan prohibition.

2 Disciplinary actions for overdue repayment shall be as follows.

- |                     |   |
|---------------------|---|
| (1) 1-7 days        | Warning                                     |
| (2) 8-14 days       | No loans for one year                       |
| (3) 15 days or more | No loans for remainder of enrollment period |

(Administration)

Article 9. Administration of short-term loans under these regulations shall be handled by the Student Affairs Office.

(Revision and Abolition)

Article 10. Revision or abolition of these regulations shall be conducted with the approval of the Board of Directors upon deliberations by the Student Affairs Office Committee and the University Council.

Supplement

- 1 These regulations were put into effect on December 1, 2001. The Meiji Gakuin University Student Credit Union Handling Guidelines were abolished in conjunction with these regulations going into effect.
- 2 Partial revisions put into effect on April 1, 2006 (change in loan period in Article 7 Paragraph 1, change in disciplinary action period for delinquent borrowers in Article 8 Paragraph 2)

## ■ Meiji Gakuin University Special Loan Regulations

(Purpose)

Article 1. These regulations are for the purpose of helping undergraduate students enrolled at Meiji Gakuin University (hereinafter "the University") who face difficulty in paying university fees due to a variety of circumstances to continue their studies by providing them with loans.

(Funding)

Article 2 This loan program shall be funded through allocations from the Student Credit Union Specified Assets.

(Loan Amount)

Article 3 Loan amounts shall be no more than half the total of tuition and facilities fees for the semester and shall be free of interest.

2 Loans shall be provided under a Quasi-Lease Contract for which payment obligations no more than half the total of the student's tuition and facilities fees are the borrowings.

(Application Procedures)

Article 4. Students wishing to receive loans must submit the prescribed Application Form and Quasi-Lease Contract, both co-signed by the student's guarantor, to the Student Affairs Office.

However, students are not permitted to receive loans simultaneously from the Shirokane and Yokohama Campuses or to receive multiple loans.

(Application Deadline)

Article 5. Applications must be received by the day following the last day of the Delayed Payment Request submission period for the semester or the next day if this date falls on a holiday etc.

(Decisions)

Article 6. Decisions on loans shall be made by the University's President following document screening and an interview by the Student Affairs Office.

(Repayment)

Article 7. Loans shall be repaid within six months of the month after the month the loan was received, and repayment shall be made in a lump sum or in installments.

2 Notwithstanding the provisions of the preceding paragraph, if the student ceases to be enrolled at the University due to graduation, withdrawal or expulsion, etc., the loan amount must be immediately repaid. Furthermore, students granted leave of absence shall repay loans by the date the leave of absence commences.

3 Repayment of loans in the case of the death of the student shall be determined by the University's President upon deliberation by the Student Affairs Office Committee.

(Handling of Delinquency)

Article 8. When students who receive loans do not repay the loan amount despite the repayment date having passed, the University will send a reminder notice to the student and the guarantor and will take legal action if the loan is not repaid.

(Administration)

Article 9. Administration of special loans under these regulations shall be handled by the Student Affairs Office.

(Revision and Abolition)

Article 10. Revision or abolition of these regulations shall be conducted upon deliberations by the Student Affairs Office Committee and the University Council and approval by the Board of Directors.

Supplement

- 1 These regulations were put into effect on December 1, 2001. The Meiji Gakuin University Student Credit Union Handling Guidelines were abolished in conjunction with these regulations going into effect.
- 2 Partial revisions were put into effect on April 1, 2005. (Change made to maximum loan amount under Article 3. Changed from "the amount equal to half of the tuition for the applicable semester, plus the facility costs" to the current wording.)
- 3 The following regulations were put into effect on May 10, 2013: Article 3, Article 4.

## ■ Handling Guidelines for Lost Property, Etc.

(Purpose)

Article 1. These guidelines cover the handling of lost and found property at the University.

(Notification)

Article 2. Students losing or finding articles must immediately notify the Student Affairs Division at the Shirokane or Yokohama Campus.

(Ownership Acquisition and Loss)

Article 3. Rules on acquiring or losing ownership of lost and found property shall be pursuant to the provisions of the Civil Code and Lost Property Act.

(Handling of Found Property)

Article 4. The handling of found property shall be as indicated in the following items.

- (i) Cash, wallets, valuables, mobile phones, contraband goods and articles linked to crimes will be delivered to the police station with jurisdiction over the campus involved.
- (ii) Other items will be retained temporarily by the University.

(Revision and Abolition)

Article 5. Revision or abolition of these guidelines shall be conducted on the approval of the Student Affairs Office Committee.

Supplement

These guidelines were put into effect on April 1, 2000. The previous Lost Property Handling Guidelines were abolished in conjunction with these guidelines going into effect.

## ■ Regulations Concerning the Disciplinary Action of Students at Meiji Gakuin University

### Section 1 Purpose and Definitions

(Purpose)

Article 1. These regulations stipulate the procedures and other necessary matters related to the disciplinary action of undergraduate students based on Article 34 of the University Rules of Meiji Gakuin University (hereinafter referred to as the "University Rules").

(Basic Approach to Disciplinary Action)

Article 2. Disciplinary action against students is a punishment that imposes certain disadvantages on students pursuant to the provisions of Article 11 of the School Education Act and Article 26 of the Regulation for Enforcement of the School Education Act.

- 2 In light of the preceding paragraph, it is necessary to thoroughly consider whether a student's behavior warrants disciplinary action before entering into the disciplinary procedure.
- 3 Disciplinary action must be taken based on the requirement that an act subject to disciplinary action has been committed, and after comprehensive consideration of its form, results, impact, etc., with educational considerations taken into account.

### Section 2 Substantive Provisions

(Acts Subject to Disciplinary Action)

Article 3. Acts subject to disciplinary action are as follows:

- (1) Acts that violate criminal laws and regulations
- (2) Dishonest acts in examinations, etc.
- (3) Harassment or other acts that infringe on human rights
- (4) Acts that go against information ethics
- (5) Acts that disrupt the order of the University and interfere with the University's education and research activities or management and administration
- (6) Other acts that significantly damage the honor and credibility of the University

(Types and Contents of Disciplinary Action)

Article 4. The types and contents of disciplinary action are as follows:

- (1) Expulsion: Forfeiture of status as a student.
- (2) Suspension: Suspension of the rights held as a student for an indefinite period (hereinafter referred to as "indefinite suspension") or for a specified period (hereinafter referred to as "fixed-term suspension") to provide time to reflect on one's actions and rehabilitate oneself.
- (3) Reprimand: Giving a written warning and admonishing the student about future conduct.

(Determination of Disciplinary Action)

Article 5. The determination of disciplinary action shall be made by comprehensively considering the following matters:

- (1) The maliciousness of the student's act and the seriousness of the consequences
- (2) The motive leading to the act subject to disciplinary action, and the manner and consequences of the act
- (3) The presence or absence of past acts subject to disciplinary action, and the extent of such acts if present
- (4) The student's usual attitude and demeanor after the act subject to disciplinary action

2 When determining disciplinary action, judgments shall be made in accordance with the circumstances of each individual case and in light of the disciplinary actions taken in previous cases, etc.

3 In the case of dishonest acts in examinations, etc., as specified in Article 3 Item 2, the disciplinary action shall be based on the disciplinary standards guidelines (hereinafter referred to as the "Guidelines") set forth in Attached Table 1 and Attached Table 2.

(Criteria for Judging Maliciousness and Seriousness)

Article 6. The criteria for judging maliciousness and seriousness as stipulated in Article 5 Paragraph 1 Item 1 are as follows:

- (1) Maliciousness shall be judged based on the student's subjective condition, the nature of the act subject to disciplinary action, the motive leading to the act subject to disciplinary action, etc.
- (2) Seriousness shall be judged based on the extent of harm, including mental harm, suffered by the person who was harmed by the act subject to disciplinary action, the impact of the act subject to disciplinary action on society, etc.

### Section 3 Procedural Provisions

(Confirmation of Facts)

Article 7. When an act subject to disciplinary action or a suspicion thereof arises, the Student Affairs Office shall first conduct interviews with the student in question and relevant parties to confirm the facts.

2 When confirming the facts as set forth in the preceding paragraph, the student in question must be given an opportunity to provide an explanation regarding the facts.

3 Notwithstanding the provisions of the preceding paragraph, there may be cases where an opportunity for explanation is not provided if the student in question voluntarily waives the opportunity for explanation (including cases where the student is deemed to have voluntarily waived the opportunity for explanation by not responding to interviews, etc.) or if there are objective and reasonable grounds for not conducting an interview with the student.

(Harassment)

Article 8. Notwithstanding the provisions of the preceding article, in the case of harassment, which is one of the acts specified in Article 3 Item 3, the provisions of the Meiji Gakuin University Harassment and Human Rights Committee Regulations shall apply.

(Disciplinary Procedures and Enforcement)

Article 9. When the dean of the faculty to which the student who committed the act subject to disciplinary action belongs recognizes the need to discipline the student based on the results of the confirmation of facts through interviews, etc., pursuant to Article 7 or the investigation results by the Harassment and Human Rights Committee pursuant to Article 8, the dean shall initiate disciplinary procedures.

2 The faculty council may conduct interviews with the student in question and relevant parties to further confirm the facts related to the act subject to disciplinary action. However, in the case of Article 7 Paragraph 3, an opportunity for explanation shall be provided. If the student still does not respond, it shall be deemed that the student has waived the opportunity for explanation.

3 The faculty council shall deliberate on the necessity, type, and determination of disciplinary action based on the results of the investigation of the facts.

4 The dean shall report the results of the deliberation under the preceding paragraph to the President.

5 The President shall decide on disciplinary action upon receiving the report on the results of the deliberation by the faculty council as set forth in the preceding paragraph.

6 If the President has doubts about the results of the deliberation by the faculty council, the President may request the faculty council to conduct a reinvestigation.

7 The effective date of disciplinary action shall be the date the President decides as the effective date of disciplinary action. However, if the student has been ordered to stop attending school pursuant to Article 11, the effective date may be retroactively set to the start date of the school attendance stoppage period.

8 If the President decides not to take disciplinary action, the dean must immediately lift the disciplinary procedures and the stoppage of school attendance pursuant to Article 11 and take necessary measures.

(Notification and Announcement of Disciplinary Action)

Article 10. The President shall notify the student in question and the student's guarantor in writing of the content of the disciplinary action and the content of Article 17. However, this shall not apply if the student or guarantor refuses to accept the notification, their whereabouts are unknown, or if the notification cannot be made for other reasons.

2 When disciplinary action is taken, the President shall promptly announce the fact within the University as follows:

(1) In principle, the announcement shall include the faculty, department, year of study, type and determination of disciplinary action, and the reason for disciplinary action of the student who has been disciplined.

(2) The announcement period shall be within one month.

(Stoppage of School Attendance)

Article 11. When it is recognized that the facts of the act subject to disciplinary action stipulated in Article 3 are clear, the dean may order the student in question to stop attending school before the decision on disciplinary action is made.

2 The period of stoppage of school attendance may be counted toward the period of suspension.

(Suspension)

Article 12. Suspension shall be for an indefinite period or a fixed period of up to six months, and the following items shall apply:

(1) The period of suspension shall be included in the number of years of enrollment, but in principle, it shall not be included in the number of years of study. However, only for suspensions of three months or less, the period may be included in the number of years of study.

(2) During the period of suspension, unless otherwise instructed by the University, the student shall not, in principle, be allowed to enter the University premises or use University facilities, including attending classes and examinations. Participation in extracurricular activities conducted by the University is also not permitted.

(3) During the period of suspension, leave of absence pursuant to

the provisions of Article 29 of the University Rules and study abroad pursuant to the provisions of Article 27 of the University Rules cannot be approved.

- 2 If a student who is on a leave of absence receives a suspension, the permission for the leave of absence may be revoked.

(Lifting of Indefinite Suspension)

Article 13. When the dean recognizes that it is appropriate to lift the disciplinary action for a student who has been subject to an indefinite suspension after comprehensively judging the degree of the student's reflection and motivation to study, etc., the dean may propose the lifting of the disciplinary action.

- 2 In principle, an indefinite suspension cannot be lifted until after six months have elapsed.
- 3 The lifting of an indefinite suspension shall be decided by the President after deliberation by the faculty council.
- 4 The effective date of lifting an indefinite suspension shall be the date on which the President decides on the lifting.
- 5 The President shall notify the student in question and the student's guarantor in writing of the lifting of an indefinite suspension.
- 6 The provisions of Article 10 Paragraph 1 shall apply mutatis mutandis to the notification stipulated in the preceding paragraph.

#### Section 4 Matters Related to Disciplinary Action

(Handling of Grades for Students Subject to Disciplinary Action)

Article 14. The handling of grades for students whose disciplinary action has been finalized shall be as follows. In the case of dishonest acts in examinations, etc., as specified in Article 3 Item 2, the measures accompanying the disciplinary action stipulated in each attached table shall apply.

Reprimand	No measures accompanying the disciplinary action shall be taken.
Fixed-term suspension	Registration for all or some of the courses taken during the semester to which the suspension period belongs may be deleted.
Indefinite suspension	Registration for all courses taken during the semester to which the suspension period belongs shall be deleted.
Expulsion	Registration for all courses taken in the current semester shall be invalidated as of the date of expulsion.

(Disciplinary Action and Changes in Registration)

Article 15. If a student who has committed an act subject to disciplinary action submits a request for voluntary withdrawal or leave of absence before the decision on disciplinary action is made, the dean shall not accept this request.

- 2 In addition to the case stipulated in the preceding paragraph, the same shall apply to students who are in the period between the finalization of disciplinary action and the start date of disciplinary action.
- 3 If a student who is suspended submits a request for voluntary withdrawal or a request for leave of absence that includes the suspension period, the dean shall not accept this request.

(University Fees, Etc. for Students Subject to Disciplinary Action)

Article 16. The handling of university fees for students whose disciplinary action has been finalized shall be in accordance with the provisions of the Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees, Etc.

(Request for Re-examination)

Article 17. A person who has been subject to disciplinary action may request a re-examination if any of the following reasons apply:

- (1) If it is found that the evidence that formed the basis for the determination of facts related to the act subject to disciplinary action was forged or altered.
  - (2) If it is found that the testimony of a witness that formed the basis for the determination of facts related to the act subject to disciplinary action was false.
  - (3) If significant evidence is newly discovered after the determination of facts related to the act subject to disciplinary action.
  - (4) If there was an omission in the judgment regarding important facts that affect the decision on disciplinary action.
- 2 The request for re-examination stipulated in the preceding paragraph may be made only once.
  - 3 When the President accepts the request for re-examination stipulated in the preceding paragraph, the President shall instruct the relevant faculty council to conduct a re-examination, and the faculty council must conduct a re-examination.
  - 4 The President shall notify the person who filed the request for re-examination of the results of the examination based on the request for re-examination in writing.
  - 5 If the President changes the content of the disciplinary action as a result of the request for re-examination, the President must take necessary measures such as revoking the disciplinary action already taken.

6 The provisions of Article 10 Paragraph 1 shall apply mutatis mutandis to the notification stipulated in Paragraph 4.

(Severe Warning)

Article 18. When a student's act does not lead to disciplinary action, the dean may give a severe warning to the student as follows:

- (1) A severe warning is given to make the student aware of the problematic nature of the act and to encourage the student to reflect on it.
- (2) A severe warning shall be given orally or in writing.

(Disclosure of Information on Disciplinary Action)

Article 19. In consideration of the future of the student who has been subject to disciplinary action, in principle, the content of the disciplinary action shall not be stated in the academic transcript or other documents related to the student's grades and academic status that may be viewed by persons other than the disciplined student and University-related persons.

(Preservation of Records Related to Disciplinary Action)

Article 20. Documents related to the school registration of a student who has been subject to disciplinary action, as well as records and related materials of investigations related to the act subject to disciplinary action, shall be properly preserved in accordance with the Meiji Gakuin Educational Corporation Rules on Document Handling.

(Confidentiality Obligation of Relevant Persons)

Article 21. Faculty members involved in matters related to student disciplinary action, etc., must not disclose any secrets that they have learned in the course of their duties in order to avoid infringing on the honor and privacy of the student. The same shall apply after they have left their position.

(Miscellaneous)

Article 22. In addition to what is stipulated in these regulations, necessary matters for the implementation of disciplinary action shall be separately determined through deliberation by the Student Affairs Office Committee.

(Revision and Abolition)

Article 23. Revision or abolition of these regulations shall be based on a proposal of the Student Affairs Office Committee, and shall be approved by the Board of Directors upon deliberation by the faculty council of each faculty and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 2024.

### ■ Meiji Gakuin University Rules on the Handling of "Dishonest Acts" in Examinations and Other Assessments

(Purpose)

Article 1. These rules, based on Article 22 of the Regulations Concerning the Disciplinary Action of Students at Meiji Gakuin University (hereinafter referred to as the "Regulations"), stipulate the handling of dishonest acts committed by students in examinations and reports as defined in Article 3 Item 2 of the Regulations.

(Measures Taken When Dishonest Acts Occur in Examinations)

Article 2. When examination supervisors determine that a dishonest act has taken place, they will immediately order the student committing the act to stop the examination and will collect the student's ID card, documents demonstrating evidence of the act and the answer sheet.

(Drafting of Incident Report by Related Department)

Article 3. After the examination is completed, or upon discovery in the case of report evaluators, the examination supervisor or report evaluator will inform the Academic Affairs Department that a dishonest act has occurred and report the details of the dishonest act to the Student Affairs Office using the prescribed document (Form 1).

- 2 The Student Affairs Office must provide the student with an opportunity to defend themselves.
- 3 The Student Affairs Office will notify the student regarding the right to a defense and will ask the student to write down the facts of the incident on the prescribed document (Form 2).
- 4 The Student Affairs Office will submit the above related documents to the faculty to which the student is affiliated along with the incident report written by the Student Affairs Office (Form 3), containing the written recommendation of the head of the Student Affairs Office regarding disciplinary action to be taken against the student.

(Examination by the Faculty Meeting)

Article 4. Immediately following completion of the testing period, the faculty meeting will examine the dishonest act committed by the student based on the related documents submitted by the Student Affairs Office and will determine the disciplinary action to be taken.

The dean of the faculty and the Chair of the department to which the student belongs may interview the examination supervisor or report evaluator and student on the circumstances of the case before conducting a disciplinary investigation.

(Standards for Disciplinary Action)

Article 5. If the investigation by the faculty meeting determines that a dishonest act was committed by the student, the disciplinary action to be taken against the student shall be decided based on standards adopted by the faculty while taking into account the attached tables in the Regulations, as stipulated in Article 5 Paragraph 3 of the Regulations.

(Approval and Announcement by the University President)

Article 6. The faculty dean will report the decision of the faculty meeting regarding disciplinary action to be taken against the student and the President of the University will decide whether to confirm it.

2 The President of the University will announce on campus the disciplinary action to be taken against the student in the name of the University.

(Notification of the Student and Guarantor)

Article 7. The faculty dean will notify the student and the student's guarantor immediately after approval by the University's President of the content of the disciplinary action that has been decided.

(Follow Up by Related Offices)

Article 8. The Student Affairs Office shall be responsible for the administrative matters under Articles 6 and 7.

2 The dean of faculty shall be responsible for notifying the Academic Affairs Department of the disciplinary action that was decided on using the prescribed document (Form 3), and the Academic Affairs Department shall be responsible for handling the administrative matters based on the notification.

(Guidance for the Student)

Article 9. The faculty shall provide appropriate guidance for the student based on the level of disciplinary action, including regular interviews with the student.

(Request for Re-examination)

Article 10. The student may request re-examination based on Article 17 of the Regulations.

(Revision and Abolition)

Article 11. Revision or abolition of these rules shall be approved by the Student Affairs Office Committee.

Supplement

1 These rules were put into effect on July 19, 2024. With the establishment of these rules, the "Meiji Gakuin University Rules on the Handling of 'Dishonest Acts'" are abolished.

## ■ Regulations for Use of Classrooms by Meiji Gakuin University Students

(Purpose)

Article 1. The purpose of these regulations is to organize classroom use by official student groups (hereinafter "official groups"), unofficial student groups (hereinafter "student groups") and individual students and to facilitate appropriate activities by official groups, student groups and individual students.

(Order of Priority)

Article 2. When official groups, student groups or individual students use classrooms for extracurricular and other activities, the following order of priority applying to the entire University shall be observed in connection with extracurricular use of classrooms.

- (1) University and other Meiji Gakuin events
- (2) Academic and educational activities recognized by the University (academic conferences, etc.)
- (3) Events and extracurricular activities of official groups
- (4) Extracurricular activities of student groups and individual students
- (5) Renting out to external groups

However, use of classrooms corresponding to (1), (2) and (5) above are outside the scope of these regulations.

(Offices in Charge)

Article 3. Administration of processing, permission, cancellations, changes, etc. related to classroom use by official groups, student groups and individual students shall be handled at the Shirokane Campus by the Student Affairs Division in the Student Affairs Department and at the Yokohama Campus by the Yokohama Student Affairs Division in the Student Affairs Department. However, regarding Article 5 Paragraph 1 Item 3 and Item 4, processing may be delegated to the Aikoukai Council and the Cultural Organization Federation Administration, which are both official groups. In such cases, both executive boards must submit a list showing how classrooms are being used and a report on administration to the Student Affairs Section in charge.

(Hours of Use)

Article 4. The hours of use shall be as follows.

	Shirokane Campus	Yokohama Campus
Weekdays	9 a.m. to 10:30 p.m.	9 a.m. to 8:30 p.m.
Saturday	9 a.m. to 10:30 p.m.	9 a.m. to 6 p.m.

(Start Date of Reception and Order of Priority)

Article 5. The timing of applications to use classrooms shall be the following in principle, and the order of priority shall be the order the applications are received. If any of the reception commencement dates shown below fall on a Sunday or holiday, the date shall be moved to the next working day.

Shirokane Campus

- (1) For usage during class hours from first period to seventh period from Monday to Friday; no later than two office days prior to Monday of the week prior to the week of the desired date of use
- (2) For usage during lunch breaks, fifth period on Wednesdays, from first period to fifth period on Saturdays and after class hours: Official groups apply to the authority designated under Article 3 on Monday or Tuesday of the week prior to the week of the desired date of use, and that authority applies to the Student Affairs Section after the end of the authority's office hours on the Tuesday of the week prior.

Student groups and individual students apply to the Student Affairs Section no later than two office days prior to the Monday in the week prior to the implementation date. However, results of applications will only be announced after use by official groups is finalized.

Yokohama Campus

- (3) Lunch breaks from Monday to Saturday and after class hours: Official groups apply to the authority designated under Article 3 on Monday and Tuesday in the week prior to the desired day of use, and that authority applies to the Yokohama Student Affairs Section by the Friday of the week prior. Student groups and individual students apply to the Yokohama Student Affairs Section starting on the Monday of the week of the desired date of use.
- (4) Fourth and fifth period on Wednesdays: Official groups, student groups and individual students apply to the Yokohama Student Affairs Section by the Monday of the week of the desired date of use

Both Shirokane and Yokohama Campuses

- (5) Spring and summer break, etc.: Official groups apply to the authority designated under Article 3 beginning the day falling one month before the start of the break. The application deadline varies with the academic year, so the executive board delegated to under Article 3 should confirm classroom use with the Student Affairs Section on the corresponding campus. Student groups and individual students apply to the Student Affairs Section on the corresponding campus for classroom use up to two weeks prior to the start of the break and no later than two office days prior to the actual usage date. However, results of applications will only be announced after use by official groups has been finalized.
- (6) Events of official groups (lectures, public performances, general meetings, etc.): Applications shall be submitted no earlier than the first day of the month six months prior to the desired date and no later than 12 office days prior.

(Cancellation and Changes)

Article 6. The University may cancel permission to use classrooms or change the classroom if it becomes urgently necessary to do so.

(Classroom Buildings Available for Use)

Article 7. The following classroom buildings shall be available for use.

	Shirokane Campus	Yokohama Campus
Weekdays	Main Building	Building 4, Building 5,
Saturdays	Building 2	Building 6, Building 7,
Public holidays	Building 3	Building 9, Building 10

(Periods When Use is Prohibited)

Article 8. Use of classrooms shall be prohibited during the following periods.

- (1) Anniversary of the University's founding
- (2) Christmas
- (3) Class periods during the first two weeks of the semester
- (4) During the regular examination period and the week prior
- (5) General entrance examination period
- (6) Summer and winter vacation periods
- (7) Sundays and public holidays
- (8) Other periods specially designated by the University

2 Regarding Item 7 in the preceding paragraph, special use of classrooms may be allowed under bylaws stipulated separately.

(Compliance Rules)

Article 9. Compliance with the following rules is required when using classrooms. If the rules are violated, subsequent use of

classrooms may not be allowed.

- (1) Do not inhibit research and educational activities and do not obstruct University administration
- (2) Do not dirty or damage the classrooms when using them
- (3) Clean classrooms after use and return them to how they were before use
- (4) Smoking is not allowed in any classroom

(Payment of Expenses)

Article 10. If a classroom or its equipment and fixtures, etc. are damaged, lost or defaced, etc., the group or student using the classroom must bear the costs necessary to restore the room to its original state.

(Consultation)

Article 11. Matters not stipulated in these regulations shall be determined by the Student Affairs Office upon consultation with official groups.

(Revision and Abolition)

Article 12. Revision or abolition of these regulations must be approved by the Board of Directors following deliberation by the Student Affairs Office Committee and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 1993.
- 2 The Classroom Rental Memorandum of Understanding and the Shirokane Campus Regulations on the Use of Facilities during Holidays were abolished.
- 3 Partial revisions to usage times were put into effect on April 1, 1996.
- 4 Partial revisions to these regulations were put into effect on July 14, 1998.
- 5 Partial revisions to these regulations were put into effect on April 1, 2000.
- 6 Partial revisions to these regulations were put into effect on April 1, 2009.
- 7 The name of these regulations was changed from "Regulations for Use of Classrooms by Students" to "Meiji Gakuin University Regulations for Use of Classrooms by Students" as of April 1, 2014. In conjunction with this, the following regulations were put into effect on the same date. (Article 5: Change to the reception period, Article 12: Change to the approval category.)

## ■ Bylaws on the Use of Classrooms on Sundays and Public Holidays

- 1 These bylaws cover student use of classrooms on Sundays and public holidays in accordance with Article 8 Paragraph 2 of the Regulations for Use of Classrooms by Students.
- 2 Classroom buildings that may be used are those stipulated in Article 7 of the Regulations for Use of Classrooms by Students.
- 3 Student use of classrooms on Sundays and public holidays shall be limited to events held by official student groups (hereinafter "official groups") and other extracurricular activities held by official groups, unofficial groups (hereinafter "student groups") and individual students that have been specially allowed by the head of the Student Affairs Office. Classrooms may be used between the hours of 9 a.m. and 6 p.m.
- 4 Official groups, student groups and individual students using classrooms on Sundays must exercise care in not disrupting Sunday religious services for affiliated faculty and students in light of the founding spirit of the University.
- 5 Regarding the use of classrooms in Building 2 on the Shirokane Campus on Sundays and public holidays, priority will be given to renting the classrooms out to external groups, notwithstanding the provisions of Article 2 of the Regulations for Use of Classrooms by Students.
- 6 As general rule, official groups wishing to use classrooms on a Sunday or public holiday must apply to and obtain permission from the Student Affairs Division of the corresponding campus no earlier than the first of the month six months prior to the date of use and no later than 12 office days prior to the date of use. However, applications may not be accepted before the calendar for the next academic year and classroom assignments for courses have been finalized, so the application period should be confirmed with the Student Affairs Division of the corresponding campus.
- 7 As a general rule, student groups and students wishing to use classrooms on a Sunday or a public holiday must apply to and obtain permission from the Student Affairs Division of the corresponding campus no earlier than 11 office days prior to the date of use and no later than five office days prior (or if a holiday, the next office day). Official groups unable to apply during the period stipulated in Paragraph 6 due to special circumstances may have their applications approved during this period. However, applications may not be accepted before the calendar for the next academic year and classroom assignments for

courses have been finalized, so the application period should be confirmed with the Student Affairs Division of the corresponding campus.

- 8 Revision or abolition of these bylaws shall be approved by the Student Affairs Office Committee.

Supplement

These bylaws were put into effect on April 1, 2009.

## ■ Regulations on the Management and Operation of Facilities for Extracurricular Activities on the Yokohama Campus

(Purpose)

Article 1 The purpose of these regulations shall be to stipulate matters necessary for the management and operation of facilities used for extracurricular activities on the Meiji Gakuin University Yokohama Campus (hereinafter, "extracurricular activities") in order to ensure the facilities are used effectively.

(Facility Types)

Article 2. "Extracurricular facilities" refers to the following facilities.

- (1) Health and sports-related facilities
  - (i) Gymnasium (first floor, second floor, third floor, training floor, changing rooms, shower rooms, storeroom)
  - (ii) Hepburn Field
  - (iii) Tennis courts
  - (iv) Archery fields
  - (v) Japanese archery field
  - (vi) Firing range
  - (vii) Golf practice range
- (2) Facilities for cultural activities
  - (i) Multi-purpose hall (Building E: including control room and storeroom)
  - (ii) Music rooms (Building E: 103, 104, 109, 110, 111)
  - (iii) Instrument storeroom (Building E)
  - (iv) Audio room (Building E)
  - (v) Broadcasting room (Building E)
  - (vi) Darkroom (Building E)
  - (vii) Japanese-style room (Building E)
  - (viii) Cooking room (Building E)
- (3) Auxiliary facilities for extracurricular activities
  - (i) Club rooms (Building E, Building F, Building G)
  - (ii) Locker rooms (Building G)
  - (iii) Storeroom (Building E)
  - (iv) Storeroom 2 (Hepburn Field)
- (4) Others
  - (i) Student Hall (Building D)
  - (ii) Student Lounges (Building G, Building 5)

(Order of Priority for Facility Use)

Article 3. When extracurricular facilities are rented out, the order of priority for use shall be as follows.

- (1) Event hosted by the University
- (2) Official course classes
- (3) Events hosted by the faculties, departments or offices of the University
- (4) Events of student groups officially recognized by the University, including official sports events and joint public performances
- (5) Extracurricular activities of student groups officially recognized by the University
- (6) Sports activities and cultural activities of students (including graduate students)
- (7) Sports activities and cultural activities of faculty members
- (8) Other people who have been given special permission by the University to use the facilities

(Management Format)

Article 4. The University shall bear responsibility for managing and operating extracurricular facilities, and the Student Affairs Office shall be responsible for coordination.

(Locking and Unlocking Facilities)

Article 5 As a general rule, the locking and unlocking of extracurricular facilities shall be handled by the Student Affairs Department (including custodians to whom the operations are outsourced by the Student Affairs Department).

(Cleaning and Patrolling Facilities)

Article 6. The University shall clean and patrol extracurricular facilities.

- 2 Day-to-day cleaning of club rooms shall be conducted by students on a voluntary basis, but regular cleaning and the cleaning of common areas such as halls shall be conducted by the University.
- 3 The University will patrol club rooms as necessary to maintain security and prevent fires, crimes, etc.

(Management and Operation Committee)

Article 7. The University shall establish the Meiji Gakuin University Yokohama Campus Committee for the Management and

Operation of Facilities for Extracurricular Activities (hereinafter the "committee") for the appropriate management and operation of extracurricular facilities.

- 2 The committee shall be made up of the head of the Student Affairs Department, the head of the Yokohama General Affairs Department, two junior assistant professors in charge of health and sports sciences, the deputy chief of the Student Affairs Department, the head of the Yokohama Student Affairs Division and the head of the Property Administration Division; other concerned parties may be allowed to attend committee meetings as necessary.

- 3 The committee shall be chaired and convened by the head of the Student Affairs Department.

(Committee Deliberations)

Article 8. The committee shall deliberate on the following matters.

- (1) Basic policies on the management and operation of facilities and equipment
  - (2) Other basic matters deemed necessary to fulfill the purpose indicated in Article 1
- 2 If deliberations by the committee involve matters concerning other committees, such as the Student Affairs Department Committee, the committee must report the results of its deliberations to these committees and have them deliberate on the matters in question.

(Committee Administration)

Article 9. Committee administration shall be carried out by the Yokohama Student Affairs Division.

(Detailed Provisions Regarding Use)

Article 10. Detailed provisions regarding use of extracurricular facilities are stipulated separately.

(Revision and Abolition)

Article 11. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Yokohama Campus Committee for the Management and Operation of Facilities for Extracurricular Activities and the University Council.

Supplement

- 1 These regulations were put into effect on October 1, 2000.
- 2 The Meiji Gakuin University Yokohama Campus Regulations on the Use of Physical Education Facilities were abolished in conjunction with these regulations going into effect.
- 3 Partial revisions put into effect April 1, 2006
- 4 Partial revisions put into effect April 1, 2008
- 5 The following regulations were put into effect on March 11, 2016: Change to Article 2, Paragraph 1, Item 4 ②, Article 5, Article 7, Paragraph 2, and Article 11.
- 6 The following regulations were put into effect on April 1, 2021: Deletion of Article 2, Item 1, Automobile garage, and change to Article 7, Paragraph 2.

## ■ Detailed Provisions regarding the Use of Facilities for Extracurricular Activities on the Yokohama Campus

### Section 1 General Provisions

(Purpose)

Article 1 The purpose of these detailed provisions regarding use shall be to specify matters necessary for ensuring the smooth use of facilities in accordance with Article 10 of the Regulations on the Management and Operation of the Facilities for Extracurricular Activities on the Yokohama Campus (hereinafter the "Regulations").

(Scope)

Article 2. These detailed provisions regarding use shall stipulate matters related to facilities specified in Article 2 of the Regulations.

(Definitions)

Article 3 In these detailed provisions regarding use, the student groups officially recognized under Article 3 of the Regulations are stipulated as follows. Of the student groups officially recognized by the University, the Sports Association, the Federation of Cultural Groups, the Oendan Cheerleaders Club and Aikoukai are referred to as the "four official groups." All other student groups officially recognized by the University are referred to as "voluntary groups."

(Procedures for Facility Use)

Article 4. Unless otherwise stipulated, anyone wishing to use extracurricular facilities must apply to the Student Affairs Department through the online system and obtain permission.

(Schedule of Use)

Article 5. The Student Affairs Department receives applications from applicants wishing to use facilities, approves use and creates a usage schedule.

- 2 Usage schedules are created each month.
- 3 Each group shall be limited to using the facilities four hours per day during term and five hours per day during vacation periods.

However, this does not apply to groups officially recognized by the University.

(Application Period and Date Use Permission Finalized)

Article 6. As a general rule, applications for use of facilities for extracurricular activities shall be made during the following periods. Application start dates, end dates and use finalization dates may change if they fall on a holiday or for other reasons.

- (1) Applications to use facilities for events hosted by the University, official course classes, events hosted by the faculties, departments or offices of the University, and events hosted by the graduate school shall be made no earlier than the first day of the month one year prior to the desired date of use and no later than the fifteenth of the month four months prior. Use permission will be determined and finalized when applications are submitted.
- (2) Applications to use facilities for events run by student groups officially recognized by the University (official sport events, concerts, public performances, etc.) shall be made no earlier than the first of the month six months prior to the month including the date of use and no later than the ninth of the month three months prior to the date of use. Permission for use is finalized on the sixteenth of the month three months prior to the desired date of use. However, the date permission for use is finalized may be changed if permission for use for applicants in (1) above has not been finalized.
- (3) Applications for use for extracurricular activities by the four official groups shall be made no earlier than the first of the month two months prior to the desired date of use and no later than the ninth of the month two months prior. Permission for use is finalized on the first of the month prior to the date of use.
- (4) Applications for use for extracurricular activities by voluntary groups shall be made no earlier than the twentieth of the month two months prior to the desired date of use and no later than the last day of the month two months prior. Permission for use is finalized on the first of the month prior to the month of the desired date of use.
- (5) Applications for use by individual students (including graduate students) for sports and cultural activities, by faculty members for sports activities, and by other people wishing to use the facilities who have been specially approved by the University shall be made no earlier than the first of the month prior to the month of the desired date of use and no later than the day of the desired date of use.

2 Regarding extracurricular activities on Hepburn Field by groups officially recognized by the University, notwithstanding the provisions of the preceding paragraph, voluntary groups shall be given preferential use on Mondays. However, the application period and date permission for use is finalized shall be the same at Item 4 of the preceding paragraph.

(Permission Cancellation and Change)

Article 7. If unavoidable circumstances arise, the Student Affairs Department may cancel permission for use or change conditions of use.

(Change Notification)

Article 8. If use of the facilities is rendered unnecessary, the applicant must inform the Student Affairs Department immediately, regardless of whether or not permission for use has been granted.

(Hours of Use)

Article 9. Facilities may be used during the following hours.

Mondays to Saturdays	7:30-20:30
Sundays and Public Holidays	9:00-18:00

- (1) Facilities may not be used during class hours or associated hours.
- (2) Groups using facilities on Sundays must exercise care in their behavior in light of the founding spirit of the University.
- (3) Groups (including the four official groups) and individuals using facilities shall prepare, tidy up and clean, etc. during the permitted hours of use.
- (4) If use of facilities outside permitted hours is desired for unavoidable circumstances, permission must be obtained from the Student Affairs Department.

(Periods When Use is prohibited)

Article 10 Use of the facilities shall be prohibited during the following periods.

- (1) During the period of the University's general entrance examination
- (2) During the summer and winter periods when the campus is shut down
- (3) Christmas
- (4) During other periods deemed necessary by the University

(Locking and Unlocking Facilities)

Article 11. Locking and unlocking facilities shall be based on the following categories.

- (1) Locked and unlocked by custodians
  - (i) Gymnasium

- (ii) Tennis courts
- (iii) Locker rooms
- (2) Keys borrowed from custodians
  - (i) Archery field
  - (ii) Japanese archery field
  - (iii) Firing range
  - (iv) Multiple-purpose hall
  - (v) Music rooms
  - (vi) Musical instrument storage room
  - (vii) Audio room
  - (viii) Broadcasting room
  - (ix) Darkroom
  - (x) Japanese-style room
  - (xi) Kitchen
  - (xii) Storeroom
  - (xiii) Storeroom 2 (Hepburn Field)
  - (xiv) Lighting panel
  - (xv) Pump room
- (3) Always open
  - (i) Hepburn Field
  - (ii) Golf practice range

(Compliance Rules)

Article 12. Users must comply with the following rules.

- (1) Do not transfer usage rights
- (2) Be extremely careful not to start fires
- (3) Comply with the regulations, etc. of the University
- (4) Smoking, eating and drinking only in designated areas
- (5) Do not modify the facilities without permission
- (6) Do not use or remove any fixtures or equipment, etc. belonging to the University without permission
- (7) Take care to be clean and tidy at all times
- (8) Clean and tidy the facilities after use and return them to how they were before use
- (9) Do not wear footwear with metal spikes on Hepburn Field
- (10) Use prescribed footwear when inside the gymnasium on the first and third floors
- (11) Remove your shoes to use the second floor (tatami mats)
- (12) Refrain from actions that will upset the neighbors such as making loud noises
- (13) Follow the instructions of the custodians
- (14) Refrain from actions that will upset other users
- (15) Refrain from applying for use of the facilities without a specific plan for how they will be used

(Disciplinary Actions)

Article 13. Where there is a violation of Article 8 or Article 12, the Student Affairs Department may cancel permission for use and may prohibit subsequent use of the facilities for a period of time.

(Compensation for Damages)

Article 14. If facilities, equipment or fixtures, etc. are lost, damaged or defaced etc., the custodians etc. must be notified immediately. If there was intention or negligence involved, the Student Affairs Department may claim payment of compensation for damage.

## Section 2 Provisions for Individual Facilities

(Free Use)

Article 15. Times for free use of Hepburn Field, the gymnasium, tennis courts and golf practice range have been established as follows. However, reservations must be made for use of the golf practice range and the tennis course with the Yokohama Student Affairs Division no earlier than two weeks before the desired date of use and no later than the day of use

Mondays to Fridays                      12:25-13:25 (60 minutes)

- 2 There are no free use times for facilities during vacation periods or other periods specifically designated by the head of the Student Affairs Department.

(Application for Use of the Multi-Purpose Hall)

Article 16. When the multi-purpose hall is used for events such as theater productions and regular cultural performances (hereinafter "special use"), the provisions of Article 6 shall apply.

- 2 In the case of special use, permission for use will be determined and finalized in the order applications are received, irrespective of the other orders of priority for use.

(Music Rooms)

Article 17. Music rooms 103, 104, 109 and 110 shall be primarily used for practicing with electric instruments (band practice), and music room 111 shall be primarily used for practicing non-amplified music.

- 2 The order of priority for use by students shall be as follows.
  - (i) The four official groups
  - (ii) Students who do not belong to the four official groups

However, music room 103 shall be assigned first to (i) students who do not belong to the four official groups and then to (ii) the four official groups.

(Japanese-style Room and Kitchen)

Article 18. The provisions of Article 6 shall apply to applications for use of the Japanese-style room and the cooking room.

(Audio Room and Broadcasting Room)

Article 19. The audio room and the broadcasting room shall be primarily used for audio and video recording and editing, etc.

- 2 As a general rule, the audio room and the broadcasting room shall be used together.
- 3 Applications for use are accepted no earlier than two weeks prior to the desired date of use.
- 4 Hours of use shall be limited to three hours per session and one session per day. However, hours may be extended if there is additional time available on the day in question.
- 5 Use shall be finalized in the order applications are received.
- 6 The handling of devices, machinery and materials, etc. must comply with the Manual for the Use of Devices, etc. stipulated separately.

(Darkroom)

Article 20 For the time being the darkroom shall be primarily used by photography-related clubs

(Club Rooms)

Article 21 Club rooms shall be primarily used by the four official groups.

- 2 Use of club rooms and management of keys shall be governed by the provisions of the Regulations on the Loan and Use of Club Rooms.

(Locker Rooms)

Article 22 Locker rooms shall be primarily used by voluntary groups.

(Special Facilities)

Article 23. As a general rule, only the following groups may use special facilities such as the archery field.

- (1) Archery field: Archery Club
- (2) Japanese archery field: Japanese Archery Club
- (3) Firing range: Shooting Club

(Abolition and Revision)

Article 24 Abolition or revision of these provisions must be approved by the Yokohama Campus Committee for the Management and Operation of Facilities for Extracurricular Activities.

Supplement

- 1 These detailed provisions regarding use were put into effect on October 1, 2000.
- 2 The Regulations on the Loan and Use of Club Rooms specified in Article 21 Paragraph 2 replaced the Regulations on the Use of Club Room Building 1 and Club Room Building 2 (Yokohama Campus) and the Regulations on the Use of Club Rooms (Shirokane Campus) that were in effect until March 31, 2001.
- 3 Partial revisions to these detailed provisions regarding use were put into effect on April 1, 2008. The Bylaws regarding the Use of the Yokohama Campus Facilities for Extracurricular Activities on Holidays were abolished in conjunction with these revisions.
- 4 These detailed provisions were put into effect on June 1, 2021. (Due to systematization of facility reservations, Article 4, Paragraph 3, and Article 6 changed, and Article 5, Paragraph 4 deleted; due to discontinuance of the automobile garage, Article 11, Item 3 (iii) and Article 23 Item 4 deleted; due to discontinuance of Detailed Provisions regarding Use of the Meiji Gakuin University Hepburn Field, Article 6, Paragraph 2, Article 12, Item 9 added and Article 15, Paragraph 1 changed)

## ■ Regulations on the Use of the Yokohama Campus Student Hall and Student Lounges

(Purpose)

Article 1. The student hall (Building D) and the student lounges (Building G and Building 5) shall be used as common rooms and conversation rooms for students.

(Hours of Use)

Article 2. As a general rule, the student hall and the student lounges may be used between the hours of 8:30 a.m. and 8:30 p.m. (7:30 p.m. on Saturdays).

(Holiday Use)

Article 3. As a general rule, use of the student hall and student lounges is not allowed on holidays.

(Compliance Rules)

Article 4. When using the student hall or student lounges, students must be quiet and keep the areas clean and tidy and must be alert to the risks of fire and theft.

(Prohibitions)

Article 5. The following are prohibited in the student hall and in the student lounges.

- (1) Posting notices without the permission of the head of the Student Affairs Department
- (2) Selling goods, raising money, soliciting, collecting signatures and other such actions without the permission of the head of the

Student Affairs Department

- (3) Moving fixtures, furniture, etc. without permission
- (4) Monopolistic use by specific groups, etc.  
(Compensation for Damages)
- Article 6. If the facilities or fixtures of the student hall or the student lounges are damaged or lost, the user shall notify the University and provide compensation for damages.  
(Special Permission)
- Article 7. The head of the Student Affairs Department may permit use by groups when deemed particularly necessary.  
(Abolition and Revision)
- Article 8 Abolition or revision of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Department Committee and the University Council.
- Supplement
- 1 These regulations were put into effect on April 1, 1985.
- 2 Partial revisions to these regulations were put into effect April 1, 2002.
- 3 Partial revisions to the regulations were put into effect April 1, 2008.
- 4 Partial revisions to these regulations were put into effect June 1, 2015.
- 5 Partial revisions to these regulations were put into effect February 12, 2016.

## ■ Regulations on the Management and Operation of the International Lounge

(Purpose)

Article 1. These regulations shall be for the purpose of stipulating matters necessary for management and operation of the international lounge, established on the first floor of Building 8 on the Yokohama Campus to facilitate international exchange and further enrich student life, and to ensure it is used effectively.

(Types of Facilities)

Article 2. These regulations refer to the following facilities.

- (1) The International lounge (hereinafter the "lounge")
- (2) Meishosha (hereinafter the "tea room")

(Use of Facilities)

Article 3 The facilities shall be used as follows.

- (1) The lounge shall be used as a regular student lounge. Use of the lounge for events, etc. shall follow the provisions of Article 4.
- (2) The tea room may only be used in accordance with the provisions of Article 4.

(Order of Priority for Facility Use)

Article 4. The following order of priority for use shall be observed when authorizing use of the facility.

- (1) Events hosted by the University
- (2) Official course classes
- (3) International exchange activities or cultural activities, etc. hosted by the faculties, departments or the University's offices
- (4) International exchange activities or cultural activities, etc. by student groups officially recognized by the University
- (5) International exchange activities or cultural activities, etc. held by faculty members
- (6) International exchange activities or cultural activities conducted by students (including graduate students)
- (7) Other international exchange activities or cultural activities for which special permission has been obtained from the head of the Student Affairs Department

(Management Format)

Article 5. The University shall bear responsibility for managing and operating the facility, and the Student Affairs Department shall be responsible for coordination.

(Cleaning and Patrolling the Facility)

Article 6. The University shall be responsible for cleaning and patrolling the facility. However, facilities and equipment rented from the University by the food services vendor shall be the responsibility of the vendor.

(Management and Operation Committee)

Article 7. The International Lounge Management and Operation Committee (hereinafter the "committee") shall be established to ensure appropriate management and operation of the facility.

- 2 The committee shall include the head of the Student Affairs Department, the head of the Yokohama General Affairs Department, the deputy head of the Student Affairs Department, the head of the Yokohama General Affairs Division, the head of the Property Administration Division, the head of the International Exchange Division, and the head of the Yokohama Student Affairs Division. Other concerned parties may attend committee meetings as necessary.
- 3 The committee shall be chaired and convened by the head of the Student Affairs Department.

(Committee Deliberations)

Article 8. The committee shall deliberate on the following matters.

- (1) Basic policies on facility management and operation
  - (2) Other basic matters deemed necessary to fulfill the purpose specified in Article 1
- 2 If deliberations by the committee involve matters concerning the Student Affairs Department Committee, the committee must report the results of its deliberations to the Student Affairs Department Committee and have it deliberate on the matters in question.  
(Committee Administration)
- Article 9. Administrative work related to the committee shall be the responsibility of the Student Affairs Department.  
(Detailed Provisions on Use)
- Article 10. Detailed provisions on use of the facilities shall be stipulated separately.  
(Revision and Abolition)
- Article 11. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the International Lounge Management and Operation Committee, the Student Affairs Department Committee and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 2011.
- 2 The following regulations were put into effect on April 1, 2013:  
Article 7, Paragraph 2: change to the members of the committee.
- 3 The following regulations were put into effect on March 10, 2023:  
change to Article 1 and Article 4 Items 3 to 7.

## ■ Detailed Provisions on Use of the International Lounge

(Purpose)

Article 1. The purpose of these detailed regulations shall be to stipulate matters necessary for the smooth use of facilities under Article 10 of the Regulations on the Management and Operation of the International Lounge (hereinafter the "Regulations").

(Scope)

Article 2. These detailed provisions shall stipulate matters related to the facility specified in Article 2 of the Regulations.

(Definitions)

Article 3. In these detailed provisions, student groups officially recognized by the University specified in Article 4 (4) of the Regulations shall be the Sports Association, the Federation of Cultural Groups, the Oendan Cheerleaders Club, the Aikoukai and independent student groups.

(Procedures for Use)

- Article 4. People wishing to use the facility must submit the prescribed application form for use to the Student Affairs Department and obtain permission unless otherwise provided for.
- 2 When conducting events, etc. specified in Article 4 (1), (3) and (5) of the Regulations, the application form for use must be submitted to the Yokohama General Affairs Department and once the reservation is finalized, an application form for the event must be submitted to the General Affairs Department and approved by the University.
- 3 When official course classes specified in Article 4 (2) of the Regulations are conducted, the application form for use must be submitted to the Student Affairs Department and once the reservation is finalized, the Academic Affairs Department must be contacted regarding the desire to make a classroom change.

(Application Period and Permission for Use)

- Article 5. As a general rule, the application period for facilities specified in Article 2 of the Regulations shall be as follows.  
Application start dates, end dates and use permission finalization dates may be changed if they fall on a holiday or for other reasons.
- 2 Applications for use under Article 4 (1), (2) or (3) of the Regulations shall be made no earlier than one year prior to the desired date of use and no later than one month prior.
- 3 Applications for use under Article 4 (4) of the Regulations shall be made no earlier than one month prior to the day following the desired date of use and no later than two weeks prior.
- 4 Applications for use under Article 4 (5), (6) or (7) of the Regulations shall be made no earlier than 13 days prior to the date of use and no later than one week prior.
- 5 If use of the facility has not been finalized during the application periods stipulated in Article 5 Paragraphs 2, 3 and 4 of these detailed provisions, applications for use shall be accepted until the day of use.
- 6 Use of the facility shall be finalized for applications that are approved by the Student Affairs Department upon deliberation.

(Permission Cancellation and Changes)

Article 6. When unavoidable circumstances occur, the Student Affairs Department may cancel permission for use or change the terms of use.

(Notification of Change)

## ■ Meiji Gakuin University Regulations for Management and Operation of the Facilities for Extracurricular Activities at Palette Zone Shirokane

Article 7. If use of the facility is rendered unnecessary, the applicant must inform the Student Affairs Department immediately regardless of whether or not permission for use has been determined.

(Hours of Use, etc.)

Article 8 The facilities may be used during the following hours:

- (1) International Lounge (hereinafter the "lounge")
 

Monday to Saturday	Hours	9:00 a.m. - 8:30 p.m.
Sunday & Holidays	Hours	9:00 a.m. - 6:00 p.m.
- (2) Meishosha (hereinafter the "tea room")
 

Monday to Saturday	Hours	9:00 a.m. - 8:30 p.m.
Sundays & Holidays	Hours	9:00 a.m. - 6:00 p.m.
- 2 Regarding Paragraph 1 (1), the facility is likely to be crowded for lunch on Monday to Friday from 11:30 a.m. to 1:30 p.m. while class is in session, so events, etc. may not be permitted during these hours depending on their nature.
- 3 Regarding use specified in Article 4 (4), (5), (6) and (7) of the Regulations, as a general rule while classes are in session, the facilities may not be used during class periods or break times. However, events such as displays that do not monopolize the seats may be allowed.
- 4 Users shall prepare, tidy up and clean, etc. during the permitted hours of use.
- 5 If use of facilities outside permitted hours is desired due to unavoidable circumstances, permission must be obtained from the Student Affairs Department in advance.

(Periods when Use is Prohibited)

Article 9. The facilities may not be used during the following periods:

- (1) The University's entrance examination period
- (2) Summer and winter break periods observed by the entire University
- (3) Anniversary of the University's founding
- (4) Christmas
- (5) Other periods deemed necessary by the University

(Scope of Use, etc.)

Article 10. The scope of use, etc. of the facilities shall be as follows:

- (1) Restrictions may be placed on the scope of use in order to prioritize use stipulated in Article 3 (1) of the Regulations.
- (2) The tea room may be unavailable for use due to events, etc. in the lounge.

Compliance Rules

Article 11. User must comply with the following rules:

- (1) Do not transfer usage rights
- (2) Observe the Regulations etc.
- (3) Never use fire
- (4) Do not smoke
- (5) Do not alter the facilities without permission
- (6) Do not use or remove any fixtures or equipment, etc. belonging to the University without permission
- (7) Keep the facilities clean and orderly
- (8) Always clean after use and return the facilities to their pre-use state
- (9) In the tea room, do not wear shoes of any kind or use items that may damage the facility
- (10) Do not engage in actions that may upset other users such as making noise
- (11) Do not use the facilities for commercial purposes

(Disciplinary Action)

Article 12. If the provisions of Article 10 or the preceding articles are violated, the Student Affairs Department may revoke permission to use the facility and may ban subsequent use for a period of time.

(Compensation for Damages)

Article 13. If the facilities, equipment or fixtures, etc. are lost, damaged or defaced, etc., the Student Affairs Department, and the department responsible for coordinating the facilities must be notified immediately. If damage is intentional or due to negligence, the Student Affairs Department may demand compensation.

(Revision and Abolition)

Article 14. Revision or abolition of these detailed provisions shall be approved by the Student Affairs Department Committee upon deliberation by the International Lounge Management and Operation Committee.

Supplement

- 1 These detailed provisions on use were put into effect on April 1, 2011.
- 2 These detailed provisions on use were put into effect on April 1, 2021 (change to kanji used to write "Oendan" for the Oendan Cheerleaders Club in Article 3 of the Japanese version and revision of the name of the committee in Article 14.)
- 3 These detailed provisions on use were put into effect on December 21, 2022 (change due to change in the responsible department in Article 4 Paragraph 2).

(Purpose)

Article 1. The purpose of these regulations shall be to specify matters necessary for the management and operation of facilities for extracurricular activities at Meiji Gakuin University Palette Zone Shirokane (hereinafter "extracurricular facilities") in order to facilitate their effective utilization.

(Types of Facilities)

Article 2. "Extracurricular facilities" refers to the following facilities:

- (1) Physical education facilities
  - (i) Arena
  - (ii) Second arena
  - (iii) Third arena
  - (iv) Training room
- (2) Cultural facilities
  - (i) Art Hall
  - (ii) Art Hall annex
  - (iii) L studio
  - (iv) M studio
  - (v) S studios 1-4
  - (vi) Japanese-style room and kitchen
  - (vii) AV studio recording room and control room
  - (viii) AV studio mixing room
  - (ix) Atelier
  - (x) Darkroom
- (3) Auxiliary facilities for extracurricular activities
  - (i) Club Offices
  - (ii) Club rooms
  - (iii) Trunk rooms 1-2
  - (iv) Musical instrument storage rooms 1 and 2
  - (v) Arena storerooms 1 and 2
  - (vi) Locker rooms 1 and 2
  - (vii) Printing room
  - (viii) Meeting room
  - (ix) Changing room
  - (x) Shower room
- (4) Other facilities
  - (i) Dining lounge
  - (ii) Inner square "Sun Sun"
  - (iii) Information lounge

(Order of Priority for Facility Use)

Article 3. When the extracurricular facilities are loaned out, the order of priority for their use shall be as follows:

- (1) Events hosted by the University
- (2) Official course classes
- (3) Events hosted by the faculties, departments or offices of the University
- (4) Events of student groups officially recognized by the University, including official sports events and joint public performances
- (5) Extracurricular activities of student groups officially recognized by the University
- (6) Sports and cultural activities of students (including graduate students)
- (7) Sports and cultural activities of faculty members
- (8) Other people wishing to use the facilities who are given special permission to do so by the University

(Management Format)

Article 4. The University shall bear responsibility for managing and operating the extracurricular facilities, and the Student Affairs Department shall be responsible for coordination.

2 The University shall establish management offices and appoint full-time custodians to them in order to ensure the smooth management and operation of the extracurricular facilities.

(Locking and Unlocking Facilities)

Article 5. As a general rule, the locking and unlocking of the extracurricular facilities will be handled by custodians.

(Cleaning and Patrolling Facilities)

Article 6. The University shall clean and patrol inside the extracurricular facilities.

2 Daily cleaning inside club offices and club rooms shall be carried out by students voluntarily, but regular cleaning and the cleaning of hallways and other common areas shall be conducted by the University.

3 The University shall patrol club offices and club rooms as necessary to maintain security and prevent fires, crime, etc.

(Management and Operation Committee)

Article 7. The University shall establish the Committee for the Management and Operation of Facilities for Extracurricular Activities at Meiji Gakuin University Palette Zone Shirokane

(hereinafter the "committee") in order to properly manage and operate the extracurricular facilities.

- 2 The committee shall be comprised of the head of the Student Affairs Department, Executive Director, the head of the General Affairs Department, the head of Property Administration Department, the deputy head of the Student Affairs Department and one specialized lecturer in charge of health and sports sciences; other people involved may be allowed to attend committee meetings as necessary.

- 3 The head of the Student Affairs Department shall chair and convene the committee.

(Committee Deliberations)

Article 8. The committee shall deliberate on the following matters:

- (1) Basic policies on the management and operation of facilities and equipment
  - (2) Other basic matters recognized as necessary to fulfill the purpose specified under Article 1
- 2 If deliberations by the committee involve matters deliberated on by other committees, such as the Student Affairs Department Committee, the committee must report the results of its deliberations to these committees and have them deliberate on the matters in question.

(Committee Administration)

Article 9. The Student Affairs Department shall be responsible for administration related to the committee.

(Detailed Provisions)

Article 10. Detailed provisions on use of the extracurricular facilities shall be stipulated separately.

(Revision and Abolition)

Article 11. Revision or abolition of these regulations shall be approved by the University Council upon deliberation by the Committee for the Management and Operation of Facilities for Extracurricular Activities at Palette Zone Shirokane.

Supplement

- 1 These regulations were put into effect on April 1, 2008. The Meiji Gakuin University Regulations on the Management and Operation of the Welfare Buildings were abolished in conjunction with these regulations going into effect.

## ■ Meiji Gakuin University Detailed Provisions regarding the Use of Facilities for Extracurricular Activities at Palette Zone Shirokane

### Section 1 General Provisions

(Purpose)

Article 1. The purpose of these detailed provisions shall be to stipulate matters necessary for the smooth use of facilities under Article 10 of the Meiji Gakuin University Regulations on the Management and Operation of the Facilities for Extracurricular Activities at Palette Zone Shirokane (hereinafter the "Regulations").

(Scope)

Article 2. These detailed provisions shall stipulate matters related to physical education facilities, cultural facilities, auxiliary facilities for extracurricular activities and other facilities specified in Article 2 of the Regulations.

(Definitions)

Article 3. In these detailed provisions, the student groups officially recognized under Article 3 of the Regulations are stipulated as follows. Of the student groups officially recognized by the University, the Sports Association, the Federation of Cultural Groups, the Oendan Cheerleaders Club and Aikoukai are referred to as the "four official groups." All other student groups officially recognized by the University are referred to as "independent student groups."

(Procedures for Facility Use)

Article 4. Unless otherwise stipulated, anyone wishing to use extracurricular facilities must apply to the Student Affairs Department through the online system and obtain permission.

Article 5. The Student Affairs Department receives applications from applicants wishing to use the facilities, approves use and creates a use schedule.

- 2 Use schedules are created in increments of one month.
- 3 Each group shall be limited to using the facilities four hours per day during term and five hours per day during vacation periods. However, this does not apply to groups officially recognized by the University.
- 4 For use under Article 3 (1) (3) and (4) of the Regulations, facilities may be used for three consecutive days: a day for preparations, the day of the event, and a day for clean-up.

(Application Period and Date Use Permission Finalized)

Article 6. As a general rule, applications for use of physical education facilities (excluding training rooms) specified in Article 2 of the

Regulations shall be made during the following periods. Application start dates, end dates and use finalization dates may change if they fall on a holiday or for other reasons.

- (1) Applications for use for events hosted by the University, official course classes, events hosted by the faculties, departments or offices of the University shall be made no earlier than the first day of the month one year prior to the desired date of use and no later than the fifteenth of the month four months prior. Use permission will be determined and finalized when applications are submitted.
- (2) Applications for use for events run by students groups officially recognized by the University (official sport events, concerts, public performances, etc.) shall be made no earlier than the first of the month six months prior to the date of use and no later than the ninth of the month three months prior to the date of use. Permission for use is finalized on the sixteenth of the month three months prior to the desired date of use. However, the date permission for use is finalized may be changed if permission for use for applicants in (1) above has not been finalized.
- (3) Applications for use for extracurricular activities by the four official groups shall be made no earlier than the first of the month two months prior to the desired date of use and no later than the ninth of the month two months prior. Permission for use is finalized on the first of the month prior to the date of use.
- (4) Applications for use for extracurricular activities by voluntary groups shall be made no earlier than the twentieth of the month two months prior to the desired date of use and no later than the last day of the month two months prior. Permission for use is finalized on the first of the month prior to the month of the desired date of use.
- (5) Applications for use by individual students (including graduate students) for sports and cultural activities, by faculty members for sports activities, and by other people wishing to use the facilities who have been specially approved by the University shall be made no earlier than the first of the month prior to the desired date of use and no later than the day of the desired date of use.

(Permission Cancellation and Change)

Article 7. If unavoidable circumstances arise, the Student Affairs Department may cancel permission for use or change conditions of use.

(Notification of Change)

Article 8. If use of the facilities is rendered unnecessary, the applicant must inform the Student Affairs Department immediately, regardless of whether or not permission for use has been determined.

(Hours of Use)

Article 9. Facility hours shall be as follows.

Monday to Saturday	
Hours	9:00 a.m. - 10:30 p.m.
Sunday and Holidays	
Hours	9:00 a.m. - 6:00 p.m.

- 2 Users shall prepare, tidy up and clean, etc. during the permitted hours of use.
- 3 If use of facilities outside permitted hours is desired due to unavoidable circumstances, permission must be obtained from the Student Affairs Department in advance.

(Periods Use Prohibited)

Article 10. Use of the facilities shall be prohibited during the following periods.

- (1) During the period of the University's general entrance examination
- (2) During summer and winter vacation periods
- (3) The anniversary of the University's founding
- (4) Christmas
- (5) During other periods deemed necessary by the University

(Locking and Unlocking Facilities)

Article 11. Management related to locking and unlocking facilities shall consist of the following management categories.

- (1) Locked and unlocked by custodians  
Arena, second arena, third arena, training room, club offices, club rooms, locker rooms 1 and 2, changing rooms, shower rooms, information lounge
- (2) Locked and unlocked by users who borrow keys from management offices  
Art Hall, Art Hall annex, L studio, M studio, S studios 1-4, Japanese-style room and kitchen, AV studio recording room and control room, AV studio mixing room, atelier, darkroom, trunk rooms 1-3, musical instrument storage rooms 1 and 2, arena storerooms 1 and 2, printing room, meeting room

(Compliance Rules)

Article 12. Users must comply with the following rules:

- (1) Do not transfer usage rights.
- (2) Be extremely careful not to start fires.

- (3) Comply with the regulations etc. of the University.
- (4) Smoking, eating and drinking only in the designated areas.
- (5) Do not modify the facilities without permission.
- (6) Do not use or remove any fixtures or equipment, etc. belonging to the University without permission.
- (7) Take care to be clean and tidy at all times.
- (8) Clean and tidy the facilities after use and return them to how they were before use.
- (9) Use the prescribed footwear in the arena.
- (10) Use the second and third arenas without shoes.
- (11) Refrain from actions that will upset the neighbors such as making noise.
- (12) Follow the instructions of the custodians.
- (13) Refrain from actions that will upset other users.

(Disciplinary Action)

Article 13. If the provisions of Article 8 or the preceding article are violated, the Student Affairs Department may revoke permission to use the facility and may ban subsequent use for a period of time.

(Compensation for Damages)

Article 14. If the facilities, equipment or fixtures, etc. are lost, damaged or defaced, etc., the custodians, etc. must be notified immediately. If damage is intentional or due to negligence, the Student Affairs Department may demand compensation.

## Section 2 Provisions for Individual Facilities

(The Use of Arena including Free Use)

Article 15. The arena shall be used primarily for volleyball, basketball, badminton, table tennis and five-a-side football.

2 Regular students and faculty members may use the arena without making a reservation only during the following free use times. However, when classes use the arena, classes shall be given priority upon deliberation by the Student Affairs Department.

Free use times: Monday to Saturday  
12:25 p.m. - 1:25 p.m. and 4:35 p.m. - 5:35 p.m.

3 No free use times shall be established during vacation periods.

(Use of the Second Arena)

Article 16. The second arena shall be used primarily for kendo and karate.

(Use of the Third Arena)

Article 17. The third arena shall be used primarily for judo, aikido, Shorinji Kempo and Nippon Kempo.

(Training Room)

Article 18. The training room must be used by two or more people at a time. However, this rule shall not apply if a lecturer is present.

2 The training room may be used without a reservation.

(Use of Art Hall)

Article 19. The Art Hall shall be used primarily for lecture presentations, theater and dance, and concerts.

(Use of L/M Studio)

Article 20. The L studio and M studio shall be used primarily for music practice, dance and concerts.

(Use of S Studios 1-4)

Article 21. S studios 1-4 shall be used primarily for performances with electrical instruments (band performances).

2 The users shall be as follows.

- (1) S studio 3 shall be used by students outside the official groups
- (2) S studios 1, 2 and 4 shall be used by members of the four official groups

(Use of the Japanese-style Room and Kitchen)

Article 22. The Japanese-style room and kitchen shall be used primarily for flower arrangement, tea ceremony, cooking and yose-style storytelling performances, etc.

2 As a general rule, the Japanese-style room and kitchen shall be used together by the same applicant.

(Use of the AV Studio Recording Room and Control Room)

Article 23. The AV studio recording room and control room shall be used primarily for audio and video recording and editing of audio, video, etc.

2 As a general rule, the AV studio recording room and control room shall be used together by the same applicant.

3 In using and handling devices, machinery and materials, etc., users must comply with the Manual for Use of Devices, etc. stipulated separately.

(Use of the AV Studio Mixing Room)

Article 24. The AV studio mixing room shall be used primarily for the editing of visual and audio data and various forms of dubbing.

(Atelier etc.)

Article 25. The atelier, darkroom and printing room shall generally be used by the following groups.

- (1) Atelier: arts-related clubs
- (2) Darkroom: photography-related clubs
- (3) Printing room: the four official groups

(Meeting Room)

Article 26. The meeting room shall be used primarily by the four official groups. Administrative processes may be delegated to the executive boards of the four official groups.

(Club Office and Club Rooms)

Article 27. The club office and club rooms shall be used primarily by the four official groups, the Shirokane Festival Executive Committee and the Freshman Orientation Executive Council.

2 Use of the club office and club rooms and management of keys shall accord with the provisions of the Regulations on the Loan and Use of Club Rooms.

(Information Lounge)

Article 28. The information lounge shall be used primarily for student group meetings and similar functions.

(Locker Rooms 1 and 2)

Article 29. Lockers rooms 1 and 2 shall be used primarily by independent student groups.

(Revision and Abolition)

Article 30. Revision or abolition of these detailed provisions shall be approved by the Committee for the Management and Operation of Facilities for Extracurricular Activities at Palette Zone Shirokane.

Supplement

1 These detailed provisions were put into effect on April 1, 2008. The Meiji Gakuin University Detailed Provisions regarding Use of the Welfare Buildings and the Bylaws on the Usage of Welfare Facilities on Holidays were abolished in conjunction with these detailed provisions going into effect.

2 Partial revisions put into effect on September 24, 2010 (change to free use hours in Article 15)

3 Partial revisions put into effect on April 1, 2011 (elimination of free use hours on Saturdays in Article 15)

4 The following detailed provisions went into effect on April 1, 2013: Article 15: Change to the free use times.

5 These detailed provisions went into effect on June 1, 2021. (Due to operational changes in facility reservations, Article 4, Article 5, and Article 6 changed)

## ■ Regulations for Loan and Use of Club Rooms

(Purpose)

Article 1. The purpose of these regulations shall be to stipulate matters related to the loan and use of the club office and club rooms at Palette Zone Shirokane on the Shirokane Campus (hereinafter, read as "club rooms") and club rooms in Building E, Building F and Building G on the Yokohama Campus.

(Loan of Club Rooms)

Article 2. Club rooms shall be loaned out for various academic, cultural and physical education activities for the purpose of raising the quality of student life at the University.

(Loan Procedures)

Article 3. Representatives of groups wishing to use club rooms shall apply to the head of the Student Affairs Department using the prescribed form.

2 The head of the Student Affairs Department shall review applications by student groups and make decisions accordingly.

(Loan Period)

Article 4. The loan period for club rooms is from April 1 to March 31 of the following year.

(Hours of Use)

Article 5. Club rooms may be used at the following times.

	Shirokane Campus	Yokohama Campus
Monday to Saturday	9:00 a.m. - 10:30 p.m.	7:30 a.m. - 8:30 p.m.
Holidays	9:00 a.m. - 6:00 p.m.	9:00 a.m. - 6:00 p.m.

(Club Room Management)

Article 6. Club rooms shall be the responsibility of the group's representative, such as the team captain.

2 Groups must take care to keep club rooms clean and orderly at all times.

(Key Management)

Article 7. Keys to club rooms shall be managed by the management offices or security stations.

(Prohibitions)

Article 8 The following actions are prohibited in club rooms:

- (i) Smoking
- (ii) Allowing people in who are not students of the University without a valid reason
- (iii) Overnight stays
- (iv) Extending or modifying club rooms without permission
- (v) Taking out fixtures belonging to the University without permission
- (vi) Commercial activities, fund raising, solicitation, collecting signatures and other such actions
- (vii) Starting fires
- (viii) Consuming alcohol

(Compensation for Damages)

Article 9. If the facilities or fixtures in club rooms are lost, damaged or destroyed, the head of the Student Affairs Department must be notified immediately. If damage is intentional or due to negligence, compensation for damages must be paid.

(Disciplinary Action)

Article 10. If these regulations are violated, the Student Affairs Department may ban subsequent use of club rooms for a period of time or revoke permission to use them.

(Revision and Abolition)

Article 11. Revision or abolition of these regulations shall be approved by the University Council upon deliberation by the Student Affairs Department Committee.

Supplement

- 1 Put into effect on April 1, 2001
- 2 The previous Regulations on the Use of Club Rooms (Shirokane Campus) and Regulations on the Use of Club Room Building 1 and Club Room Building 2 (Yokohama Campus) were abolished in conjunction with these regulations going into effect.
- 3 Partial revisions put into effect on April 1, 2008.

## ■ Bylaws for Handling of Promotional Activities using Posters, Fliers or Standing Signs

(Purpose)

Article 1 The purpose of these bylaws shall be to stipulate matters related to the handling of promotional activities by students using posters, fliers and standing signs on the Shirokane and Yokohama Campuses.

(Procedures)

Article 2. Except in cases in which the approval of the head of the Student Affairs Department is deemed necessary, students must receive the permission of the head of the Student Affairs Division or the head of the Yokohama Student Affairs Division to put up posters, distribute fliers or install standing signs, etc.

2 Permission is not required to put posters, etc. on student bulletin boards.

(Promotion Period)

Article 3. Promotion periods shall be as follows.

- |                                    |                 |
|------------------------------------|-----------------|
| (1) Display of posters, etc.       | 30 days or less |
| (2) Distribution of fliers         | 14 days or less |
| (3) Installation of standing signs | 14 days or less |

(Size)

Article 4. The maximum size of promotions shall be as follows.

- |                                    |                        |
|------------------------------------|------------------------|
| (1) Display of posters, etc.       | A1 size                |
| (2) Distribution of fliers         | A4 size                |
| (3) Installation of standing signs | 180 cm (h) × 90 cm (w) |

(Location)

Article 5. Promotions may be conducted at the following locations:

Shirokane Campus

- |                                    |   |
|------------------------------------|---|
| (1) Display of posters, etc.       | Student bulletin boards, university bulletin boards |
| (2) Distribution of fliers         | Outdoors on campus                                  |
| (3) Installation of standing signs | Outdoors on campus                                  |

Yokohama Campus

- |                                    |   |
|------------------------------------|---|
| (1) Display of posters, etc.       | Student bulletin boards, university bulletin boards |
| (2) Distribution of fliers         | Outdoors from Building C to Building 7              |
| (3) Installation of standing signs | Outdoors from Building C to Enbo Bridge             |

(Quantity)

Article 6. The quantity of promotions for the same purpose shall be limited to the following:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| (1) Display of posters, etc.       | One per bulletin board           |
| (2) Distribution of fliers         | 1,000 fliers (as a general rule) |
| (3) Installation of standing signs | Two signs                        |

(Compliance Rules)

Article 7. Students must comply with the following rules:

- (1) Posters and standing signs must be removed immediately following the end of the period specified in Article 3.
- (2) Standing signs must be installed so as not to impede foot or vehicle traffic. Furthermore, safety must be taken into consideration.
- (3) Do not damage the beauty of the campus

(Prohibited Actions)

Article 8. The following actions shall be prohibited:

- (1) Promotions for commercial gain such as by travel agents
- (2) Posters for national and local government elections
- (3) Materials contrary to public order and morality

(Exceptions)

Article 9. The head of the Student Affairs Department may permit

exceptions to rules regarding promotion periods, locations, etc. for the Shirokane Festival, the Totsuka Festival and freshman orientation only.

(Disciplinary Action)

Article 10. If these regulations are violated, appropriate measures may be taken, including cancelling or withdrawing permission etc. Furthermore, subsequent promotional activities may be prohibited for a period of time.

(Revision and Abolition)

Article 11. Abolition or revision of these regulations must be approved by the University Council upon deliberation by the Student Affairs Department Committee.

Supplement

- 1 Put into effect on April 1, 2000
- 2 The Regulations on the Handling of the Display of Posters, Fliers, etc. (Shirokane Campus) and the Regulations on the Handling of the Display of Posters, Fliers, etc. (Yokohama Campus) were abolished in conjunction with these regulations going into effect.
- 3 The following bylaws were put into effect on April 1, 2015: Article 2: Change to the approving bodies, addition of text. Article 5: Addition of locations at which promotions may be conducted.

## ■ Regulations on the Meiji Gakuin University Incentive Awards for Extracurricular Activities

(Purpose)

Article 1. The Meiji Gakuin University incentive awards for extracurricular activities (hereinafter "incentive awards") shall be established to encourage Meiji Gakuin University students to participate in extracurricular activities. Students shall be granted incentive awards for sports, culture and the arts, volunteering and other social contributions in order to recognize their achievements and encourage ongoing contributions.

(Types of Incentive Awards)

Article 2. There shall be three types of incentive awards.

- (1) Meiji Gakuin Incentive Awards for Sports Activities  
Awards of this type encourage individuals and groups with an outstanding record of achievement in sports
- (2) Meiji Gakuin University Incentive Awards for Cultural and Artistic Activities  
Awards of this type encourage individuals and groups with an outstanding record of achievement in cultural and artistic activities or whose activities have been covered by newspapers, magazines, television, radio or other media.
- (3) Meiji Gakuin University Incentive Awards for Social Contribution Activities  
Awards of this type encourage individuals and groups with an outstanding record of achievement in social activities such as volunteering, community service or environmental protection or whose activities have been covered by newspapers, magazines, television, radio or other media.

(Method of Encouragement)

Article 3. Encouragement shall be given by providing award certificates in the name of the President of the University and by granting financial incentives along with the award certificates.

(Selection of Individuals and Groups for Awards)

Article 4. Individuals and groups shall be selected for awards through a screening process conducted by the Student Affairs Department Committee, with final decisions made by the President of the University.

(Granting of Awards)

Article 5. Incentive awards shall be granted at the Conference of University and External Advisors, as a general rule.

(Detailed Provisions)

Article 6. Matters necessary for implementing these regulations shall be stipulated in the Detailed Provisions on the Meiji Gakuin University Incentive Awards for Extracurricular Activities.

(Revision and Abolition)

Article 7. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Department Committee and the University Council.

Supplement

- 1 These regulations were put into effect on April 1, 2012. The Meiji Gakuin University Extracurricular Activities Commendation Regulations and the Meiji Gakuin University Detailed Provisions regarding Commendations for Extracurricular Activities were abolished in conjunction with these regulations going into effect.

## ■ Regulations on the Meiji Gakuin University Evaluation-Based Financial Incentives for Extracurricular Activities

(Purpose)

Article 1. The Meiji Gakuin University Evaluation-Based Financial Incentives for Extracurricular Activities (hereinafter "financial incentives") shall be established to broadly invigorate extracurricular activities by undergraduates of Meiji Gakuin University (hereinafter "this university" in order to improve the quality of student education at this university and contribute to the realization of the educational philosophy of this university.

(Recipients of Payments)

Article 2. The financial incentives shall be paid to official groups of this university or groups comprised only of students enrolled in faculties of this university, or undergraduates.

(Outcomes, Activities, etc. Eligible for Payment)

Article 3. The financial incentives shall be paid for outstanding activities or outcomes by the groups or individuals stipulated in the preceding article, and activities, outcomes, etc. that contribute to the realization of the educational philosophy of this university.

(Applications and Screening)

Article 4. Groups and individuals who wish to be paid the financial incentives must fill out the necessary information in the prescribed application form, attach a certificate providing evidence of the activities, outcomes, etc. and submit the form and certificate to the Student Affairs Office.

2 In the screening, the groups and individuals that should receive payment are selected by the Student Affairs Office and recommended to the Student Affairs Office Committee and the official screening result is reached after the approval of the Student Affairs Office Committee has been received.

(Funding)

Article 5. The funds for the financial incentives shall be allocated from out of the extracurricular activities expenses.

(Other)

Article 6. Other matters necessary for implementing these provisions shall be stipulated in the Detailed Provisions on the implementation of the Meiji Gakuin University Evaluation-Based Financial Incentives for Extracurricular Activities.

(Revision and Abolition)

Article 7. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Office Committee and the University Council.

Supplement

1 These regulations were put into effect on April 1, 2013.

## ■ Bylaws for the Handling the Establishment and Management of Official Student Groups

### Section 1 General Provisions

(Purpose)

Article 1. The purpose of these bylaws shall be to stipulate matters related to the handling of official student groups (hereinafter "official groups") in order to encourage and support sound extracurricular activities by them.

(Definitions)

Article 2. "Official groups" refers to groups that have carried out the procedures stipulated in these bylaws and have been certified by the University as student groups of the University.

(Submissions)

Article 3. Notifications, requests and other documents specified in these bylaws must be submitted to the Student Affairs Division on the Shirokane Campus or the Yokohama Campus.

2 Notifications, requests and other documents must be stamped with the official seal of an advisor or group leader. However, this shall not apply to the Application Form for Groups Preparing for Establishment.

### Section 2 Establishment of Official Groups

(Procedures)

Article 4. In order to become an official group, groups must submit the Official Group Certification Request and undergo examination by the head of the Student Affairs Office.

(Official Group Certification Request)

Article 5. Official Group Certification Requests may only be submitted by groups meeting the following requirements.

- (1) Prior submission of the Application Form for Groups Preparing for Establishment
- (2) Record of activities for at least one year (considered a group preparing for establishment during this period)
- (3) Submission of an activities report for the one-year period (once)

(Examination)

Article 6. The head of the Student Affairs Department shall examine the following matters and determine whether or not to certify as an official group:

- (1) Whether activities conducted soundly over the past one or more

years

- (2) Whether as a general rule there have been group members for two or more academic years and a total of eight or more members

- (3) Whether group rules have been established

- (4) Whether there is an advisor or group leader

- 2 If the activities of the student group run counter to the spirit of the University's founding, it shall not be certified as an official group (Certificate)

Article 7. If a group is certified as an official group, the head of the Student Affairs will issue an Official Group Certificate to that group.

### Section 3 Rights and Obligations of Official Groups

(Rights of Official Groups)

Article 8. Official groups shall possess the following rights:

- (1) Use of the University's facilities for group activities
- (2) Receipt of assistance money from the University and Guarantors Association
- (3) Receipt of insurance coverage under the Personal Accident Insurance for Students Pursuing Education and Research
- (4) Receipt of support from the University in the event of an accident, etc.
- (5) A description of the group in the Student Handbook
- (6) Publication of information on the Internet (Advisor and Group Leader)

Article 9. The advisor or group leader of an official group must be a specialized lecturer of the University.

2 In the following cases a new advisor or group leader must be appointed or a proxy named:

- (1) When there is no advisor or group leader
- (2) When the advisor or group leader is absent for a long period of time during use of a research sabbatical system, etc.
- (3) When the advisor or group leader is unable to perform his or her duties satisfactorily due to an illness, etc.

(Group Registration)

Article 10. Official groups must register as groups every year within the prescribed period.

2 Group registrations must clearly state the following items:

- (i) Group name
- (ii) Full name of advisor or group leader
- (iii) Full names of manager and coach
- (iv) Full names of the team captain, deputy captain, secretary and treasurer
- (v) Purpose of activities
- (vi) Annual activities plan
- (vii) Annual budget plan
- (viii) List of the names of the group members
- (ix) Other matters stipulated by the University

(Training Camp Notification and Requests to Hold Events)

Article 11. Official groups planning to hold a training camp must submit the Training Camp Notification.

2 When holding events such as concerts, official groups must submit the Request to Hold an Event and obtain the approval of the head of the Student Affairs Office.

### Section 4 Suspension, Reactivation and Disbanding of Official Groups

(Suspension)

Article 12. If the activities of the group are discontinued due to a decline in the number of group members or other reasons, the Suspension Notification and list of the names of the group members must be submitted.

2 Groups shall not possess the rights and obligations of official groups while suspended

3 Groups may be suspended for up to two years in increments of one term. However, members must be enrolled during the suspension period.

4 Groups cannot be suspended within two years of being made official groups

(Reactivation)

Article 13. Suspended groups that resume activities must submit the Reactivation Request.

(Disbanding)

Article 14. When a group disbands for any reason, the Disbanding Notification must be submitted.

2 As a general rule, groups shall disband if they are not able to resume activities despite being suspended for over two years or if there are no longer any members who are enrolled.

3 Groups that discontinue activities within two years of becoming an official group must conduct disbanding procedures; suspension shall not be allowed.

(Suspension of Activities Break-up Orders, etc.)

Article 15. When any of the following circumstances apply, the head

of the Student Affairs Office may order an official group to suspend its activities or break up:

- (1) When the group has caused a serious accident intentionally or through negligence
- (2) When the group has engaged in activities contrary to public order and morality
- (3) When the group has engaged in activities that are contrary to the University's founding spirit

### Section 5 Other Provisions

(Revision and Abolition)

Article 16. Revision or abolition of these bylaws shall be conducted upon deliberation by the Student Affairs Office Committee.

Supplement

- 1 These bylaws were put into effect on April 1, 2000.
- 2 Official groups that have been suspended three or more years as of April 1, 2004 shall be subject to disbanding.
- 3 Revisions put into effect on April 1, 2004 upon approval by the Student Affairs Office Committee on February 5, 2004.
- 4 Revisions put into effect on April 1, 2007 upon approval by the Student Affairs Office Committee on December 20, 2006.
- 5 These bylaws were put into effect on April 1, 2016. (Change Article 15 title from "Break-up Order" to "Activities Stop, Break-up Order, etc.")
- 6 These regulations were put into effect on July 17, 2019. (Article 12, Paragraph 1 and Paragraph 3, and Article 14, Paragraph 2)
- 7 These regulations were put into effect on April 1, 2020. (Changed the name of the system in Article 9, Paragraph 2, Item 2.)

### ■ Meiji Gakuin Regulations on the Management and Operation of Unoki Ground

(Purpose)

Article 1. The purpose of these regulations shall be to stipulate matters necessary for the management and operation of facilities at Meiji Gakuin Unoki Ground (hereinafter "Unoki Ground").

(Types of Facilities)

Article 2. Unoki Ground consists of the following facilities:

- (1) Multi-purpose ground
- (2) Unoki Ground clubhouse
- (3) Sprinkler system

(Priority of Applications for Facilities Use)

Article 3. The following order of priority shall be assigned to applications for use of Unoki Ground, etc.:

- (1) Events hosted by Meiji Gakuin (corporate, university, high school and junior high school)
  - (2) Official course classes
  - (3) Events hosted by the faculties, departments or offices of the University
  - (4) Official sports events of officially recognized student groups
  - (5) Extracurricular activities of student groups officially recognized by the University and extracurricular activities of high schools
  - (6) Sports activities of students (including graduate students)
  - (7) Other people given special permission by the University to use the facilities
- 2 When there are applications from general users on a general open day as defined in the private use authorization conditions of the Ministry of Land, Infrastructure, Transport and Tourism, such users shall be allowed to use the facilities on a priority basis, notwithstanding the provisions of the preceding paragraph.

(Management Format)

Article 4. The Students Affairs Office and Property Administration Department shall be responsible for the management and operation of Unoki Ground and the other related facilities.

2 The Student Affairs Office shall be responsible for the following operations:

- (1) Operations related to facility reservations, etc. (excluding general opening)
  - (2) Operations related to contract management of the facilities
- 3 Property Administration Department shall be responsible for the following operations:
- (1) Operations related to private use applications
  - (2) Operations related to facilities inspection, maintenance, repair and construction
  - (3) Operations related to inspection, maintenance, repair and construction of the facilities
  - (4) Operations related to general opening

Article 5. The University shall establish the Meiji Gakuin Unoki Ground Management and Operation Committee (hereinafter the "committee") in order to ensure Unoki Ground is managed and operated properly.

2 The committee shall be composed of the head of the Student Affairs Department, the deputy principals of the high schools, the

head of Property Administration Department, the deputy of the head of the Student Affairs Department, the head of the Property Administration Division and the head of the Student Affairs Division; other people involved may be allowed to attend committee meetings as necessary.

3 The head of the Student Affairs Office shall chair and convene the committee.

(Committee Deliberations)

Article 6. The committee shall deliberate and make decisions on the following matters:

- (1) Important matters related to the management and operation of facilities and equipment
  - (2) Other matters deemed necessary to fulfill the purpose stipulated in Article 1
- 2 If the committee's deliberations or decisions involve the operations or responsibilities of specific institutions at the University, the committee must consult with the relevant bodies.

(Committee Administration)

Article 7. The Student Affairs Office shall be responsible for administration related to the committee.

(Detailed Provisions)

Article 8. Detailed provisions regarding use of Unoki Ground shall be stipulated separately.

(Revision and Abolition)

Article 9. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Unoki Ground Management and Operation Committee.

Supplement

- 1 The multi-purpose ground in Article 2 (1) is located in Unoki, 2-chome, Ota Ward, Tokyo.
- 2 The Unoki Ground clubhouse (1) in Article 2 (2) is located at 3-34-18 Unoki, Ota Ward, Tokyo and the Unoki Ground clubhouse (2) is located at 2-41-14 Unoki, Ota Ward, Tokyo.
- 3 The sprinkler system in Article 2 (3) consists of pipes to supply water to sprinklers for the exercise ground located in Unoki, 2-chome, Ota Ward, Tokyo.
- 4 These regulations were put into effect on April 1, 2007.
- 5 The following regulations were put into effect on April 1, 2012: Change to the statement in Article 2, Paragraph 1, Item 2 as a consequence of the cancellation of the lease contract of the Unoki Ground clubhouse (2)

### ■ Detailed Provisions regarding Use of the Meiji Gakuin Unoki Ground

#### Chapter 1 General Provisions

(Purpose)

Article 1. The purpose of these detailed provisions shall be to stipulate matters necessary for the smooth use of the facilities at Unoki Ground (hereinafter "facilities") based on Article 8 of the Meiji Gakuin Regulations on the Management and Operation of Unoki Ground (hereinafter the "Regulations").

(Definitions)

Article 2. In these detailed provisions, the student groups officially recognized under Article 3 of the Regulations are stipulated as follows. Of the student groups officially recognized by the University, the Sports Association, the Federation of Cultural Groups, the Oendan Cheerleaders Club and Aikoukai are referred to as the "four official groups." All other student groups officially recognized by the University are referred to as "independent student groups." Furthermore, pupil groups officially recognized by high schools shall be groups affiliated with the high school student councils.

(Procedures for Facility Use)

Article 3. Unless otherwise provided for, people wishing to use Unoki Ground must apply to the Student Affairs Department through the online system and obtain permission.

(Use Schedule)

Article 4. The Student Affairs Office receives applications from applicants wishing to use the facilities, approves use and creates a use schedule.

- 2 The use schedule is created in increments of one month.
- 3 Each group shall be limited to using the facilities four hours per day during term and five hours per day during vacation periods. However, this does not apply to groups officially recognized by the University.

(Application Period and Date Use Permission Finalized)

Article 5. As a general rule, the application periods for Unoki Ground shall be as follows. Application start dates, end dates and use finalization dates may change if they fall on a holiday or for other reasons.

- (1) Applications for use for events hosted by Meiji Gakuin (governing body, university, high school, junior high school), official course

classes, and events hosted by the faculties, departments or offices of the University shall be made no earlier than the first day of the month one year prior to the desired date of use and no later than the fifteenth of the month four months prior. Use permission will be determined and finalized when applications are submitted.

- (2) Applications to use the facilities for official sports events of student groups officially recognized by the University and pupil groups officially recognized by the high schools shall be made no earlier than the first day of the month six months prior to the desired date of use and no later than the ninth of the month three months prior. Permission for use shall be finalized on the sixteenth of the month three months prior to the desired date of use. However, the date permission for use is finalized may be changed if permission for use for applicants in the preceding item has not been finalized.
- (3) Applications to use the facilities for the extracurricular activities of high schools shall be made no earlier than the first of the month three months prior to the desired date of use and no later than the ninth of the month three months prior. Permission for use shall be finalized on the first of the month prior to the desired date of use.
- (4) Applications for use by the four official groups shall be made no earlier than the first of the month two months prior to the desired date of use and no later than the ninth of the month two month prior. Applications shall be coordinated with requests made by high schools for use of the facilities under the preceding item and permission for use shall be finalized on the first of the month prior to the desired date of use.
- (5) Applications for use for extracurricular activities by voluntary groups shall be made no earlier than the twentieth of the month two months prior to the desired date of use and no later than the last day of the month two months prior. Permission for use is finalized on the first of the month prior to the month of the desired date of use.
- (6) Applications to use the facilities for the sports activities of students (including graduate students) and by other people wishing to use the facilities who are given special permission to do so by the University shall be made no earlier than the first of the month prior to the desired date of use and no later than day of use.

(Permission Cancellation and Change)

Article 6. If unavoidable circumstances arise, the Student Affairs Office may cancel permission for use or change conditions of use.

(Notification of Change)

Article 7. If use of Unoki Ground is rendered unnecessary, the applicant must inform the Student Affairs Office immediately regardless of whether or not permission for use has been determined.

(Periods Use Prohibited)

Article 8. Use of Unoki Ground shall be prohibited during the following periods:

- (1) Summer and winter vacation periods
- (2) Periods for which it is deemed necessary by the University

(Vehicle Use)

Article 9. No vehicles shall be permitted to enter Unoki Ground.

(Compensation for Damage)

Article 10. If the facilities, equipment or fixtures, etc. of Unoki Ground are lost, damaged or defaced, etc., the Student Affairs Office must be notified immediately. If damage is intentional or due to negligence, the Student Affairs Office may demand compensation.

## Section 2 Multi-Purpose Ground

(Hours of Use)

Article 11. As a general rule, the multi-purpose ground shall be available for use during the following hours:

- (1) October to February 7:00 a.m. - 6:00 p.m.  
March to September 7:00 a.m. - 7:00 p.m.
- (2) Groups (including the University's four official groups and high school groups) and individuals using the multi-purpose ground shall prepare, tidy up and clean, etc. during the permitted hours of use.

(Restrictions on Use)

Article 12. As a general rule, the ground may not be used when it is raining or snowing or immediately thereafter.

(Compliance Rules)

Article 13. Users must comply with the following rules:

- (1) Do not transfer usage rights
- (2) Comply with the regulations, etc. of the University
- (3) Spray the ground with water as necessary to reduce airborne dust when the multi-purpose ground is used
- (4) Do not lose the keys to the water supply facilities (compensation shall be paid if keys are lost)
- (5) Do not make copies of the keys to the water supply facilities

- (6) As a measure to protect against flooding caused by rising water levels in the Tamagawa River due to a typhoon, etc., users of soccer goals (goals), structures licensed under the River Act, must move the goals to a safe place at the edge of the multi-purpose ground on the embankment side beforehand in accordance with instructions from the Ministry of Land, Infrastructure, Transport and Tourism.
- (7) The first users of the goals after the typhoon has passed must return the goals to their prescribed location on the premises of the multi-purpose ground.
- (8) Do not drink alcohol or smoke on the premises of the multi-purpose ground.
- (9) Do not modify the facilities etc. without permission.
- (10) Do not use the fixtures, equipment, etc. of the multipurpose ground or remove them without permission.
- (11) Always clean and tidy the multi-purpose ground after use and return it to its pre-use state.
- (12) Refrain from actions that will upset the neighbors such as making noise.
- (13) Refrain from actions that will upset other users.

## Section 3 Unoki Ground Clubhouse

(Hours of Use)

Article 14. As a general rule, the Unoki Ground clubhouse (hereinafter, "clubhouse") shall be available for use during the following hours:

October to February	7:00 a.m. - 6:00 p.m.
March to September	7:00 a.m. - 7:00 p.m.

(Locking and Unlocking Facilities)

Article 15. The custodians shall be responsible for locking and unlocking the clubhouse.

(Compliance Rules)

Article 16. Users must comply with the following rules:

- (1) Do not transfer usage rights
- (2) Comply with the regulations, etc. of the University
- (3) Do not lose the keys to the storeroom (compensation shall be paid if keys are lost)
- (4) Do not make copies of the keys to the storeroom
- (5) Be extremely careful not to start fires
- (6) Do not drink alcohol or smoke inside the clubhouse
- (7) Do not modify clubhouse facilities without permission
- (8) Do not use or remove the fixtures, equipment, etc. in the clubhouse without permission
- (9) Keep the clubhouse clean and orderly
- (10) Clean and tidy the facilities after use and return them to how they were before use
- (11) Use the prescribed indoor footwear at the facilities
- (12) Refrain from actions that will upset the neighbors such as making noise
- (13) Follow the instructions of the custodians
- (14) Refrain from actions that will upset other users

## Section 4 Disciplinary Action

(Disciplinary Action)

Article 17. If Article 7, Article 13 or Article 16 is violated, the Student Affairs Office may rescind permission to use Unoki Ground and prohibit its subsequent use for a period of time.

(Abolition and Revision)

Article 18. Abolition or revision of these detailed provisions shall be approved by the Unoki Ground Management and Operation Committee.

Supplement

- 1 These detailed provisions were put into effect on April 1, 2007.
- 2 Partial revisions to these detailed provisions were put into effect on April 1, 2008.
- 3 The following detailed provisions were put into effect on April 1, 2012: Article 12 deleted. Change to the statement in Article 15 [Article 14 in the new detailed provisions] as a consequence of the cancellation of the lease contract of the Unoki Ground clubhouse (2). Due to the deletion of Article 12, each article number from Article 13 onwards is reduced by one.
- 4 These detailed provisions went into effect on June 1, 2021. (Due to operational changes in facility reservations, Article 3, Article 4, and Article 5 changed)

## ■ Regulations on the Management and Operation of the Meiji Gakuin Totsuka Ground

(Purpose)

Article 1. These regulations shall stipulate matters necessary for the management and operation of the facilities of the Meiji Gakuin Totsuka Ground (hereinafter "Totsuka Ground").

(Types of Facilities)

Article 2. Totsuka Ground consists of the following facilities:

- (1) Baseball field
- (2) Multi-purpose ground
- (3) Tennis courts
- (4) Reimeikan Hall

(Order of Priority for Facility Use)

Article 3. The order of priority for facility use shall be as follows.

- (1) Events hosted by Meiji Gakuin (governing body, university, high school, junior high school)
- (2) Official course classes
- (3) Events hosted by the faculties, departments or offices of the University
- (4) Events of student groups officially recognized by the University, including official sports events and joint public performances
- (5) Extracurricular activities and seminar activities of student groups officially recognized by the University
- (6) Sports and cultural activities of students (including graduate students)
- (7) Sports and cultural activities of faculty members
- (8) Other people wishing to use the facilities who are given special permission to do so by the University

(Management Format)

Article 4. The University shall be responsible for the management and operation of Totsuka Ground, and the Student Affairs Office shall serve as the coordinating office for day-to-day management and operations.

- 2 Administration of day-to-day management and operation of Totsuka Ground under the preceding paragraph may be outsourced to Meiji Gakuin Service Inc.
- 3 The Management and Administration Office shall be established at Totsuka Ground, and the head of the Totsuka Ground Management and Administration Office and a custodian shall be appointed to the office.

(Management and Operation Committee)

Article 5. The University shall establish the Meiji Gakuin Totsuka Ground Management and Operation Committee (hereinafter the "committee")

- 2 The committee shall be composed of the head of the Student Affairs Office, one specialized lecturer in charge of health and sports sciences, the head of the university secretariat, the head of Property Administration Department and the head of the Totsuka Ground Management and Administration Office; other people involved may be allowed to attend committee meetings as necessary.
- 3 The head of the Student Affairs Office shall chair and convene the committee and shall chair its meetings.

(Committee Deliberations)

Article 6. The committee shall deliberate on the following matters:

- (1) Basic and important matters related to the management and operation of facilities and equipment
- (2) Other matters deemed necessary for fulfilling the purpose stipulated in Article 1
- 2 When the committee's deliberations on the above matters involve specific institutions at the University, the committee must consult with the corresponding institutions.

(Committee Administration)

Article 7. The Yokohama Student Affairs Office shall be responsible for administration related to the committee.

(Detailed Provisions)

Article 8. Detailed provisions on use of Totsuka Ground shall be stipulated separately.

(Revision and Abolition)

Article 9. Revision or abolition of these regulations shall be approved by the University Council upon deliberation by the Totsuka Ground Management and Operation Committee.

Supplement

- 1 These regulations were put into effect on December 17, 1997.
- 2 Partial revisions to these regulations were put into on effect April 1, 2001.
- 3 Partial revisions to these regulations were put into effect on April 1, 2008.

## ■ Detailed Provisions regarding Use of the Meiji Gakuin Totsuka Ground

### Section 1 General Provisions

(Purpose)

Article 1. The purpose of these detailed provisions shall be to stipulate matters necessary to ensure the smooth use of the facilities of Totsuka Ground (hereinafter "facilities") based on Article 8 of the Regulations on the Management and Operation of the Meiji Gakuin Totsuka Ground (hereinafter the "Regulations").

(Definitions)

Article 2. In these detailed provisions, the student groups officially

recognized under Article 3 of the Regulations are stipulated as follows. Of the student groups officially recognized by the University, the Sports Association, the Federation of Cultural Groups, the Oendan Cheerleaders Club and Aikoukai are referred to as the "four official groups." All other student groups officially recognized by the University are referred to as "independent student groups."

(Procedures for Facility Use)

Article 3. Unless otherwise provided for, people wishing to use Totsuka Ground must apply to the Student Affairs Department through the online system and obtain permission.

(Use Schedule)

Article 4. The Student Affairs Office receives applications from applicants wishing to use the facilities, approves use and creates a use schedule.

- 2 The use schedule is created in increments of one month.
- 3 Each group shall be limited to using the facilities four hours per day during term and five hours per day during vacation periods. However, this does not apply to groups officially recognized by the University.

(Application Period and Date Use Permission Finalized)

Article 5. As a general rule, the application periods for Totsuka Ground shall be as follows. Application start dates, end dates and use finalization dates may change if they fall on a holiday or for other reasons.

- (1) Applications for use for events hosted by Meiji Gakuin, regular classes in the University's curriculum, and events hosted by the faculties, departments or offices of the University shall be made no earlier than the first day of the month one year prior to the desired date of use and no later than the fifteenth of the month four months prior. Use permission will be determined and finalized when applications are submitted.
- (2) Applications for use for events run by students groups officially recognized by the University (official sport events, etc.) shall be made no earlier than the first of the month six months prior to the date of use and no later than the ninth of the month three months prior to the date of use. Permission for use is finalized on the sixteenth of the month three months prior to the desired date of use. However, the date permission for use is finalized may be changed if permission for use for applicants in (1) above has not been finalized.
- (3) Applications for use for extracurricular activities or seminar activities by the four official groups shall be made no earlier than the first of the month two months prior to the desired date of use and no later than the ninth of the month two months prior. Permission for use is finalized on the first of the month prior to the date of use.
- (4) Applications for use for extracurricular activities by voluntary groups shall be made no earlier than the twentieth of the month two months prior to the desired date of use and no later than the last day of the month two months prior. Permission for use is finalized on the first of the month prior to the month of the desired date of use.
- (5) Applications to use the facilities for the sports activities of students (including graduate students), the sports and cultural activities of faculty members shall be made no earlier than the first of the month prior to the desired date of use and no later than day of use.
- (6) The application period of other people wishing to use the facilities who are given special permission to do so by the University shall be stipulated in each case after taking into consideration the content of the use. The finalization date shall be on or after the fifteenth of the month four months prior after the application period of the events hosted by Meiji Gakuin, etc. stipulated in Item (1).

(Permission Cancellation and Change)

Article 6. If unavoidable circumstances arise, the Student Affairs Office may cancel permission for use or change conditions of use.

(Notification of Change)

Article 7. If use of the facilities is rendered unnecessary, the applicant must inform the Student Affairs Office immediately regardless of whether or not permission for use has been determined.

(Regular Facility Closure)

Article 8. As a general rule, the facilities shall be closed on Mondays. However, use may be allowed under special circumstances upon obtaining the permission of the Student Affairs Office.

(Opening and Closing Times)

Article 9. The opening and closing times, etc. of the facilities shall be as follows.

- |                     |            |
|---------------------|------------|
| (1) Opening time    | 8:00 a.m.  |
| (2) Closing time    | 11:00 p.m. |
| (3) Custodian hours |            |



(3) Dinner 5:30 p.m. - 7:30 p.m.  
 (Consecutive Night Stays)  
 Article 23. Stays shall be limited to five nights and six days.  
 (Accommodation and Meal Charges)  
 Article 24. Accommodations and meals are charged separately.  
 (Payment of Charges)  
 Article 25. Charges must be paid in full no later than seven days prior to the day of commencement of use, excluding days on which the Yokohama Student Affairs Division is closed. Permission to use the facility may be cancelled if charges are not paid by the deadline.  
 (Refunds of Charges)  
 Article 26. As a general rule, charges that have been paid will not be refunded.  
 However, refunds may be made in the following cases:  
 (1) When use of the facility is rendered impossible due to unforeseen circumstances  
 (2) Accommodation charges may be refunded when guests request to cancel their reservation no later than two days prior to the first day of their stay, excluding days on which the Yokohama Student Affairs Division is closed  
 (3) Meal charges may be refunded when guests cancel their reservations no later than seven days prior to the first day of their stay, excluding days on which the Yokohama Student Affairs Division is closed  
 (4) When caused by circumstances recognized by the University  
 (Revision and Abolition)  
 Article 27. Revision or abolition of these detailed provisions shall be approved by the Meiji Gakuin Totsuka Ground Management and Operation Committee.

Supplement

- 1 These detailed provisions were put into effect on April 1, 2001.
- 2 The Detailed Provisions regarding Use of the Totsuka Ground and the Reimeikan Hall were abolished in conjunction with these detailed provisions going into effect.
- 3 Partial revisions to these detailed provisions were put into effect on April 1, 2008.
- 4 These detailed provisions regarding use were put into effect on April 1, 2018.
- 5 These detailed provisions regarding use were put into effect on June 1, 2021. (Due to operational changes in facility reservations, Article 3, Article 4, and Article 5 changed)
- 6 These detailed provisions regarding use were put into effect on May 1, 2022 (change in attached table due to revision of meal charges).

(Attached Table)

Accommodation charges	Per night	Meal charges	Breakfast	Lunch	Dinner
	1,500 yen		420 yen	510 yen	700 yen

As of June 1, 2021

**Regulations on the Usage and Management of Student Lockers at Meiji Gakuin Facilities for Extracurricular Activities**

(Purpose)

Article 1. The purpose of these regulations shall be to stipulate matters necessary for the use and management of student lockers installed by Meiji Gakuin University (hereinafter "lockers").

(Definitions)

Article 2. The lockers referred to in these regulations include the student lockers installed at Palette Zone Shirokane, in the changing rooms at the Yokohama campus gymnasium and at other facilities.

(Management Format)

Article 3. Locker management shall be conducted by custodians assigned full-time to the facilities, and the Student Affairs Office shall be responsible for management.

(Locking and Unlocking Facilities)

Article 4. As a general rule, lockers shall be locked and unlocked by users, but custodians may act on behalf of users in the following cases:

- (1) When the user forgets the combination (the custodian may open the locker after confirming the person's identify with a student ID, etc. and obtaining a signed request)
- (2) To collect articles left after the usage period has expired
- (3) If the locker contains food or beverages, dangerous articles, foul-smelling articles, articles causing foul odors etc.
- (4) Other instances handled in accordance with the University's instructions

(Cleaning and Inspecting Facilities)

Article 5 Custodians shall regularly clean and inspect lockers in accordance with the University's instructions.

2 Custodians shall report inspection findings to the Student Affairs Office.

(Hours of Use)

Article 6. Lockers shall be available for use during the following times:

(1) Palette Zone Shirokane

Monday to Saturday 9:00 a.m. - 10:30 p.m.  
 Sundays and holidays 9:00 a.m. - 6:00 p.m.

(2) Yokohama Campus Extracurricular Activity Facilities

Monday to Saturday 7:30 a.m. - 8:30 p.m.  
 Sundays and holidays 9:00 a.m. - 6:00 p.m.

(3) Users may not use lockers outside the hours of use each day.

(Periods Use Prohibited)

Article 7. Use of lockers shall be prohibited during the following periods:

- (1) University entrance examination period
- (2) Summer and winter vacation periods
- (3) Christmas
- (4) Other periods for which it is deemed necessary by the University

(Management of Left Articles)

Article 8. Articles left in lockers shall be handled as follows.

(1) Articles left in lockers after the hours of use shall be collected by the custodian during the facility's operating hours on a subsequent day and handled in accordance with the Handling Guidelines for Lost Property, etc.

(2) Left articles shall be stored temporarily in the left-article storage locker at the facility.

(3) Custodians will return lost articles upon confirming the person's identify with a student ID, etc. and obtaining a signed request.

(Compliance Rules)

Article 9. Users must comply with the following rules:

- (1) Use lockers in a clean and hygienic manner and do not damage them
- (2) Do not store food or beverages, dangerous articles, or articles that cause foul odors in lockers
- (3) Do not use lockers outside the hours of use each day

(Disciplinary Action)

Article 10. The Student Affairs Office may prohibit subsequent use of lockers by people who violate the preceding article or do not abide by the instructions of the custodians.

(Compensation for Damages)

Article 11. If locker fixtures, etc. are damaged or defaced, the custodian must be notified immediately. If damage is intentional or due to negligence, the Student Affairs Office may demand compensation.

(Managerial Liability)

Article 12. The University shall bear no liability should articles stored in lockers be stolen or damaged.

(Revision and Abolition)

Article 13. Revision or abolition of these regulations shall be approved by the Board of Directors upon deliberation by the Student Affairs Office Committee and University Council.

Supplement

1 These regulations were put into effect on December 10, 2010.

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