

## ■ Chapel Hour (Worship)

Meiji Gakuin University carries on the legacy of Christian-based moral education as its founding principle. Chapel Hour (Worship) is held as an opportunity for people to experience this spiritual legacy of our school's foundation. During Chapel Hour you can hear messages for leading a rich life as a college student and beyond. The messages include such topics as learning, faith, and the teachings of the Bible, told by the university's ministers, faculty members, students and ministers from neighboring churches.

Chapel Hour is open to all students. Why don't you take 20 minutes during lunch hour to spend a moment in the chapel, removed from everyday matters?

Time: 13:00 – 13:20, Mondays to Fridays in weeks when classes are in session

Location: Chapel (Shirokane and Yokohama)

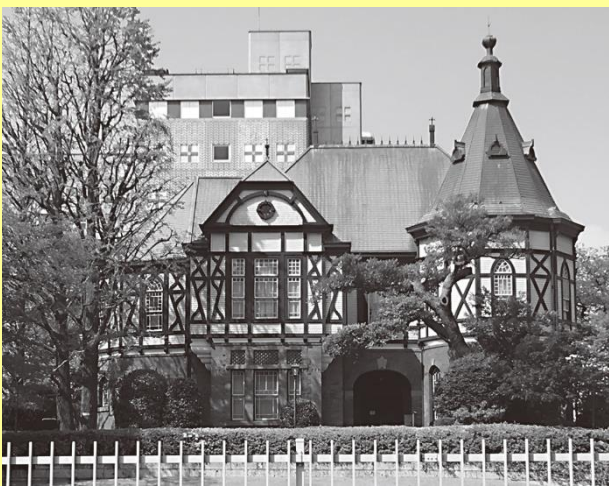
- \* You do not need to bring anything in particular. (The Chapel will lend you a Bible and hymn book.)
- \* You may come or leave in the middle of the service, but please do so quietly out of consideration for others.

### <Christian Activities Office>

**Shirokane** 2F, Memorial Hall

**TEL** 03-5421-5218

**URL** [shukyos@mguad.meijigakuin.ac.jp](mailto:shukyos@mguad.meijigakuin.ac.jp)



**Yokohama** Side of Chapel

**TEL** 045-863-2016

**URL** [shukyos@mguad.meijigakuin.ac.jp](mailto:shukyos@mguad.meijigakuin.ac.jp)



The office carries out other activities related to Christianity in addition to the Chapel Hour. For details, please see the Chapel Newsletter and the university website.

## ■ Classes and tests

### ■ Keeping informed

The Academic Affairs Department uses the student portal site Port Hepburn to communicate important information and announcements or notices to students. Students should access Port Hepburn at least once a day. Failure to notice material presented on Port Hepburn can result in inconvenience and problems for you, so please make a conscientious effort to gather information.

We also use the bulletin boards on campus as a supplemental tool for presenting information. Please check the bulletin boards every day when you come to school.

#### 1. Port Hepburn [URL](https://porthepburn.meijigakuin.ac.jp/) https://porthepburn.meijigakuin.ac.jp/

##### ① Port Hepburn login method

In the university's computer room, you can log in to Port Hepburn by entering your ID and password in the PC's startup screen. For access from home, select Port Hepburn from the student page of the university website or directly enter <https://porthepburn.meijigakuin.ac.jp>. The login screen will then appear.

##### ② Information that can be viewed on Port Hepburn

- |  |  |
|--|--|
| (a) Communications from individual departments   | (i) Supplementary lecture information  |
| (b) Communications to individual students  | (j) End-of-term examination schedules and venues                                     |
| (c) Academic Affairs web services (course registration, course confirmation, checking grades, changing address, searching syllabi) | (k) Report information   |
| (d) Syllabus/course guides, study guides (videos)  | (l) Makeup examination information   |
| (e) Class schedules  | (m) Office hours information   |
| (f) Summer courses and spring courses  | (n) If you have caught an infectious disease at university                           |
| (g) Classroom assignment/changes   | (o) Class cancellation rules for weather warnings and transportation system problems |
| (h) Class cancellations  | (p) Measures upon announcement of "Earthquake Advisory" or "Warning Statement"       |

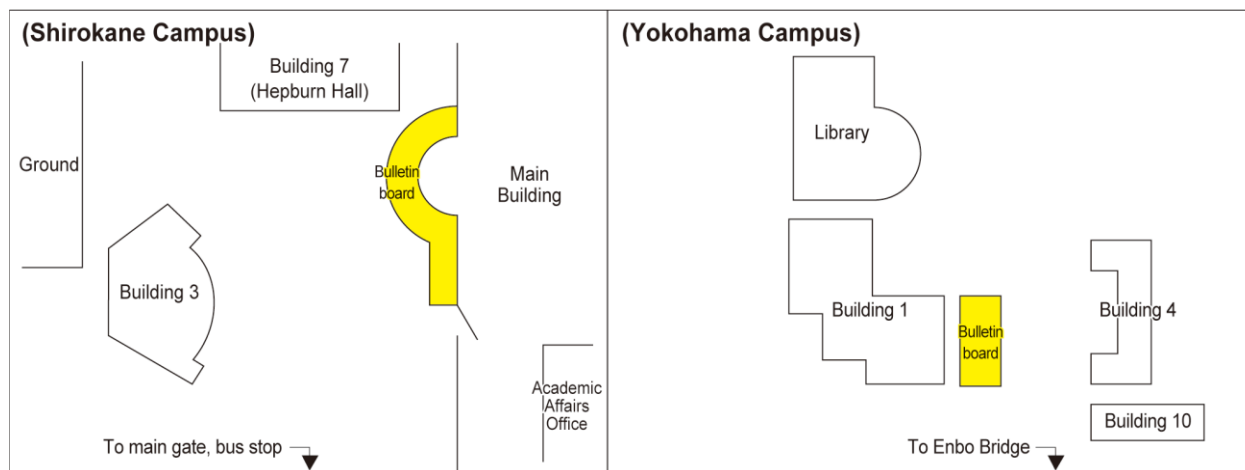
#### 2. Meiji Gakuin University Timetable Official Application [URL](https://mgu.portal.ac/support) https://mgu.portal.ac/support

This is the official timetable app for Meiji Gakuin University students. It is linked to Port Hepburn and the Academic Affairs Department website. With this one app, students can check timetables, class cancellations, classroom information, etc.



#### 3. Campus bulletin boards

##### ① Locations



##### ② Bulletin board types

There are four types of bulletin boards: general bulletin boards, academic department bulletin boards, academic affairs bulletin boards and graduate school bulletin boards.

#### 4. Other

##### ① How to make inquiries

Phone or email inquiries about classes, examinations, results, or graduation can lead to misunderstandings, so please go to the Academic Affairs Division and ask directly if you have any queries.

##### ② About office hours

As a part of our support for the independent learning of the students, we hold Office Hours throughout the university in which students can consult with the relevant faculty member regarding questions about their lectures, ways of solving problems in which they are interested, etc. You can check the available times and how to apply for the Office Hours of each faculty member on Port Hepburn, so please sign up as necessary. If you have any questions for part-time faculty members, you can consult with them after the class has finished.

The details about the Office Hours can be confirmed at the counter of the Academic Affairs Section (Shirokane and Yokohama).

Please be careful to note that the Office Hours are not an opportunity to inquire about grades.

## ■ Academic performance notifications to guarantor

Academic performance notifications to guarantors are posted via Port Hepburn. Students who do not want academic performance notifications to be sent to their guarantor should complete the procedures at the Academic Affairs Division within the prescribed period. You will be contacted about the application period through Port Hepburn.

## ■ Non-degree students

For people preparing to enroll in graduate school or acquire qualifications after graduation from the university, certain courses accept non-degree students after screening. For details, please contact the Faculty Manager in the Academic Affairs Department.

The Faculty Manager in the Academic Affairs Department handles inquiries concerning classes and examinations.

**Shirokane** TEL 03-5421-5148 (Main Building, 2F)

**Yokohama** TEL 045-863-2025 (Building 1, 1F)

**URL** <https://www.meijigakuin.ac.jp/office/educational/>

## ■ Meiji Gakuin University's class cancellation rules for weather warnings and transportation system problems

In the case of the issuance of weather warnings (storm warning, heavy rain warning, flood warning, heavy snow warning, blizzard warning and their respective emergency warnings) or the declaration of an alert level 3 or higher (hereinafter "weather warnings") by the Japanese Meteorological Agency or the suspension of public transportation, the university will make an official decision regarding class cancellation and announce this via the university website, Port Hepburn and other means.

The criteria for judging the class cancellation measures are as follows; however there are cases when the timing of the announcement/lifting of the weather warnings, or the suspension/restart of public transportation is unclear; cases where continued confusion is expected after the restart of public transportation; and cases where special circumstances exist on our own campuses, so please pay careful attention to university announcements.

Class cancellation measures will be taken for the safety of students and faculty, but there may also be cases where you will need to make your own judgment based on your own commuting situation, so please pay attention to the surrounding circumstances and to various information sources (TV, Internet, mobile phone, etc.) and act appropriately.

### 1. When weather warnings are announced or public transportation suspension occurs before 6:00 AM

- (1) If the Japanese Meteorological Agency (meteorological observatory) has issued a weather warning or a local government has declared an alert level 3 or higher within Tokyo's Minato Ward (or a neighboring ward), classes will be cancelled at the Shirokane Campus (including the Takanawa Campus), and if in the city of Yokohama (Totsuka Ward or a neighboring ward/city or the whole of Yokohama), classes will be cancelled at the Yokohama Campus.

- (2) Public transportation service suspension

JR Lines (excluding cases where only service on certain express trains is suspended)	
A	Tokaido Line (Tokyo-Odawara), Yokosuka Line
B	Tokaido Line (Tokyo-Odawara), Yokosuka Line, Chuo Line, Yamanote Line, Sobu Line, Keihin Tohoku Line

Yokohama Campus classes will be cancelled if service is suspended on both the A lines at the same time.

Shirokane Campus classes will be cancelled if service is suspended on 3 or more of the B lines at the same time.

- (3) In cases where the alert in (1) above is lifted or the public transportation in (2) above restarts, the service will be handled as follows.

Time of alert lifting or public transportation restart	Class period for start of classes
	Undergraduate/Graduate
Lifting/restart by 6:00	Start from 1st period (as normal)
Lifting/restart by 10:00	Start from 3rd period (1 & 2 cancelled)
Lifting/restart by 12:00	Start from 4th period (1-3 cancelled)
No lifting/restart by 12:00	Classes cancelled all day

### 2. When weather warnings are announced or public transportation suspension occurs after 6:00 AM

- (1) If weather warnings, etc., the same as those given 1.(1) above are issued after 6:00 AM, classes following the announcement will be cancelled, with class restart being handled as defined in 1.(3) above.
- (2) If a public transportation service listed in 1. (2) above is suspended after 6:00 AM, except in cases of a temporary suspension due to accident, etc., all classes will be cancelled as of that point in time. In this case the restarting of classes will be handled as defined in 1.(3) above.

## ■ Measures upon announcement of “Earthquake Advisory” or “Warning Statement”

In order to avoid confusion and minimize damage from an earthquake, the following measures will be taken.

1. If an advisory of a major earthquake, warning statement or volcanic eruption advisory for the 23 wards of Tokyo or eastern Kanagawa Prefecture is issued by the Japan Meteorological Agency, classes will be cancelled immediately.
  2. If public transportation is operating, students will be sent home.
  3. If transportation is not operating and students are still in the university, the university will not start moving them unreasonably. (All sending home will be constrained.)
  4. The university will continue to cancel classes until the advisory or warning statement is lifted.
  5. In the case of an advisory/warning issued on a non-school day or early in the morning or late at night, as a general rule people should stay at home until instructed otherwise.
- \* In addition to earthquakes, if any other emergency information is broadcast using the “J-Alert,” etc. please act in accordance with the instructions on campus, including emergency broadcasts, etc. Cancellations and the resuming of classes will also be communicated through Port Hepburn and the website.
- \* In the case that you are in the university when a “warning statement” is issued and you are going home even though transportation is not operating, please cut out and fill in the “Emergency Evacuation Destination Form” that is the last page of the “MG DIARY” and submit the form at the nearest office counter or gate house.

When the advisory or warning statement is lifted, the restarting of classes will be handled as follows.

1. Advisory/warning lifted by 5:00 AM: Classes held as usual
2. Advisory/warning lifted by 7:00 AM: Classes held as usual beginning with 3rd period
3. Advisory/warning lifted by 12:00 noon: Classes held as usual beginning with 6th, 7th periods

### [Important] About the Safety Confirmation System

The university is operating a Safety Confirmation System in order to confirm the safety status of all our students in the event of a large-scale disaster such as an earthquake, etc. For example, if an earthquake measuring upper 5 or more on the Japanese intensity scale occurs in the Greater Tokyo Area or Kanagawa Prefecture, this system will immediately and automatically send out a safety confirmation email, so please be sure to answer it.

This safety confirmation email will be sent out to both of the following addresses:

- The personal email address that you notified to the university (Academic Affairs Division)
- The email address based on the enrollment number assigned to you by the university

Please answer from one or the other address.

If you are connected with the ANPIC app or LINE, you may reply from there.

If your personal email address has changed please notify us of the new one immediately using the Academic Affairs Department website.

Please contact the Student Affairs Division if you have any inquiries about the Safety Confirmation System.

**Shirokane** TEL 03-5421-5157 (Main Building, 1F)

**Yokohama** TEL 045-863-2029 (Building 1, 1F)

**URL** <https://www.meijigakuin.ac.jp/gakusei/>

Please contact the Educational Affairs Manager in the Academic Affairs Department if you have any inquiries about notification or change of a personal email address.

**Shirokane** TEL 03-5421-5147 (Main Building, 2F)

**Yokohama** TEL 045-863-2024 (Building 1, 1F)

**URL** [https:// www.meijigakuin.ac.jp/office/educational/](https://www.meijigakuin.ac.jp/office/educational/)

## ■ If you have caught an infectious disease at university

In order to prevent the spread of infectious diseases within the university, any student who has caught an infectious disease\* must stop attending classes. This measure is required under the School Health and Safety Act and the Ordinance for Enforcement of the School Health and Safety Act.

If you have been diagnosed by a medical institution as having caught an infectious disease, please undergo the prescribed procedures immediately.

If you do this, we will take care to ensure that your absence from class does not disadvantage you.

\* Infectious diseases that should be prevented in the university include the following.

Type 1	Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg disease, Lassa fever, acute poliomyelitis, diphtheria, severe acute respiratory syndrome, Middle East respiratory syndrome, specific avian influenza, COVID-19 (*as of November 2021)
Type 2	Influenza, pertussis, measles, epidemic parotitis, rubella, chickenpox, pharyngoconjunctival fever (pool fever), tuberculosis, meningococcal meningitis
Type 3	Cholera, bacillary dysentery, enterohemorrhagic Escherichia coli infection, abdominal typhus, paratyphoid, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, other infectious diseases (infectious gastroenteritis including norovirus, etc., mycoplasma infections)

Note: Check the Health Support Center website and Port Hepburn for the estimated period during which the students will be stopped from attending university.

### Procedure 1: Contact regarding infectious diseases [Health Support Center]

If you contract an infectious disease, you or a family member should call the Health Support Center on the campus where you study.

Health Support Center

**Shirokane** TEL 03-5421-5183 (Main Building, 1F) [Hours: weekdays 9:00 a.m. to 4:00 p.m.]

**Yokohama** TEL 045-863-2020 (Building B) [Hours: weekdays 9:00 a.m. to 4:30 p.m.]

The following is for students who want a Notification Allowing Absence from Class to be issued.

Contact, **at the counter or by email**, the Academic Affairs Division on the campus where you study.

Academic Affairs Division

**Shirokane** Counter hours: Check on the university's website      Email: [kyomu@mguad.meijigakuin.ac.jp](mailto:kyomu@mguad.meijigakuin.ac.jp)

**Yokohama** Counter hours: Check on the university's website      Email: [kyomuy@mguad.meijigakuin.ac.jp](mailto:kyomuy@mguad.meijigakuin.ac.jp)

\* In the case of email, be sure to send it from an email address associated with your MG enrollment number, so that your identity can be confirmed.

### Procedure 2: Submission of a treatment certificate (Form ①) or a medical certificate

When the infection is cured and you become able to attend university again, submit a treatment certificate (Form ①) or a medical certificate issued by a medical institution [clearly stating the duration of the disease and the day on which you can attend university again] to the Academic Affairs Division.

\* The treatment certificate (Form ①) can be downloaded from Port Hepburn at "Downloads" > "Health Support Center."

\* In the case of COVID-19, submit the receipt from the time of your first visit.

### Procedure 3: Filling out and submission of the Application to Issue a Notification Allowing Absence from Class arising from Being Stopped from Attending University due to Catching an Infectious Disease (Form ②)

Submit a treatment certificate (Form ①) or a medical certificate to the Academic Affairs Division to get the Application to Issue a Notification Allowing Absence from Class arising from Being Stopped from Attending University due to Catching an Infectious Disease (Form ②), fill in the necessary information, and submit it.

### Procedure 4: Issuance of the Notification Allowing Absence from Class arising from Being Stopped from Attending University due to Catching an Infectious Disease (Form ③)

The Academic Affairs Division issues the necessary number of copies of the Notification Allowing Absence from Class arising from Being Stopped from Attending University due to Catching an Infectious Disease (Form ③) based on Form ②, and the student him/herself submits it to the faculty members in charge of his/her classes.

## ■ Guidelines for disciplinary standards for “cheating”

### [Guidelines for disciplinary standards for cheating on exams]

Discipline	Level	Discipline Description	Incidental Disciplinary Measures	Subject Persons	
Expulsion	1	Position as a student of this university is cancelled.	All course registrations for the given year are cancelled.	Students who ask another person to take an examination in his/her place. Students who take an examination at another's request. Students who engage in cheating multiple times. Students who commit misconduct of an equivalent level of seriousness.	
Suspension	Indefinite suspension	2	Rights as a student of this university are suspended for an indefinite period.	① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all other courses in the given term is “0.”	Students who take an examination at another's request and for whom there are deemed to be extenuating circumstances; also, persons committing misconduct of an equivalent level of seriousness.
	Fixed-term suspension	3	Rights as a student of this university are suspended for a three-month period, but the suspension period shall not extend into the following school year.	① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all other courses in the given term is “0.”	Students who possess and/or use unapproved materials during an examination. Students who commit misconduct of an equivalent level of seriousness. Examples: 1. Preparation and/or use of cheat sheets 2. Exchanging examination papers 3. Use or lending/borrowing of unapproved documents 4. Lending/borrowing of approved documents without the consent of the person in charge of the courses 5. Writing answers or similar information on a desk, student ID, personal belongings, walls, etc. 6. Sneaking a look at an answer sheet 7. Giving or getting answers by voice, gesture, etc. 8. Use of mobile phones, etc.
		4	Same as above	① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all courses holding regular examinations in the given term is “0.”	Of those persons committing cheating similar to that above, those for which there are deemed to be extenuating circumstances.
Reprimand	5	Student reprimanded for cheating and remorse demanded.	The grade for the given course for the given term is 0 points.	Students who do not follow the instructions of the examination supervisor. Persons committing improper conduct of an equivalent level of seriousness.	

Note: These guidelines explicitly apply to regular (end-of-term) examinations and makeup examinations, and they should also be considered to apply to re-examinations and ordinary tests (tests taken in class).



**[Guidelines for disciplinary standards for cheating on reports]**

Discipline		Level	Discipline Description	Incidental Disciplinary Measures	Subject Persons
Suspension	Indefinite suspension	2	Rights as a student of this university are suspended for an indefinite period.	① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all other courses in the given term is “0.”	When the faculty determines that there is no prospect for improvement regarding students who have repeatedly engaged in cheating on reports
	Fixed-term suspension	3	Rights as a student of this university are suspended for a three-month period, but the suspension period shall not extend into the following school year.	① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all other courses in the given term is “0.”	When the faculty determines that the cheating of a person who falls under the following examples was more malicious
		4		① The grade for the subject course for the subject year (subject term for half-year courses) is “unable to grade (disqualified).” ② The grade for all other courses holding examinations by reports in the given term is “0.”	Students who cheated in the following way(s) on a report indicated in the General Posting of Report Assignments in each term Examples: 1. When a report created by combining text quoted from a website, book, or literature is submitted without specifying the source(s) 2. When someone else’s report is plagiarized and submitted as one own composition
Reprimand	5	Student reprimanded for cheating and remorse demanded.	The grade for the given course for the given term is “0.”	When the faculty determines that there is room for leniency for students who fall under the above cases	

Note: Here, “report” refers to a report indicated in the General Posting of Report Assignments in each term.

**■ Ethical Standards in Research Activities**

This university has established the Meiji Gakuin University Research Ethics Standards (See the MG DIARY Supplement “University Rules and Regulations”) with the purposes of showing information pertaining to the maintenance of the ethics that researchers, etc. must comply with when engaging in research, preventing acts which could invite suspicion or distrust regarding the fairness of research, and ensuring the trustworthiness and fairness of academic research. These standards apply to not only the faculty members and researchers of this university, but also the undergraduate students and graduate students as well.

Please learn in advance about what research is and what you must be careful about when engaged in research activities, so that you will not become involved in dishonest acts without realizing it.

**Main dishonest acts in research activities**

<b>Fabrication</b>	Making up data and research results that do not exist
<b>Falsification</b>	Changing research materials, equipment, and processes to make the results, etc. obtained from the data and research activities untrue
<b>Plagiarism</b>	Using the data, research results, or theses of other researchers, etc. without the consent or appropriate indication of said researchers, etc.

## ■ Basic rules and suggestions concerning student life

The university has a presence in society, and the university itself is a kind of society. Thus it is only natural that there are rules that should be followed. Please act with common sense and decency. If there is anything you want to talk about with respect to student life as a whole, please ask at the Student Affairs Division.

### ■ Rules to be observed on campus

Please be aware that the following actions are prohibited under any and all circumstances.

- ① Smoking in other than designated locations, smoking while walking, smoking by underage persons. Note that campus smoking areas are strictly segregated.
- ② The use of mobile phones during class (unless you have special permission from the relevant faculty member) and during examinations.
- ③ Lighting fires or involvement in other dangerous activities such as skateboarding and unapproved ball games.
- ④ Unapproved merchandise sales, donation solicitation, signature solicitation and surveys.
- ⑤ Consumption of alcoholic beverages, including the consumption by underage persons off campus.
- ⑥ Unapproved political activities/solicitation and religious activities.
- ⑦ Remaining on campus outside of open hours (Shirokane 7:00 to 23:00, Yokohama 7:00 to 21:00).
- ⑧ Acts violating University Regulations; other acts defying common sense.

### ■ Commuting by car, motorcycle and bicycle

#### [Commuting by car]

This is prohibited at both the Shirokane and Yokohama campuses. For cases such as commuting by injured or disabled persons or the transportation of materials for club activities, please inquire (apply) in advance at the Student Affairs Division.

#### [Commuting by motorcycle]

Shirokane Campus: prohibited

Yokohama Campus: It is prohibited in principle, but in the case of students for whom it would be exceptionally difficult to commute by public transportation, commuting by motorcycle can be approved if the student participates in university-sponsored training and satisfies certain criteria, such as having vehicle insurance in addition to the basic mandatory insurance, etc., an on-campus parking lot can be used. If on-campus parking is used, annual renewal is necessary.

#### [Commuting by bicycle]

Shirokane Campus: prohibited

Yokohama Campus: permission is given via a notification system. Please present your student ID at the security station at Bicycle Parking Area 1 beneath Building 5 and complete the necessary procedures.

- \* There has been an increase in accidents in which bicycles and motorbikes ridden by students from the university have hit pedestrians or cars. Please take out personal accident insurance as a precaution. The Meiji Gakuin Service and Meiji Gakuin Co-op on both campuses handle inquiries concerning personal accident insurance.
- \* In Kanagawa Prefecture, bicycle liability insurance, etc. is mandatory under prefectural ordinances.

### ■ Manners when commuting to and from school

At the Yokohama Campus, we are receiving a stream of complaints from community residents concerning the poor manners of students. Examples include littering, smoking, shouting and blocking cars/pedestrians while walking between the campus and Totsuka Station, and bad manners by students riding the bus. Unauthorized automobile and bicycle parking in the parking lot of a nearby convenience store is also a major problem. If you commute to school on foot, be sure to follow the routes to and from school shown in the MG DIARY (p. 84).

There are many dark places on the road to the station, so when leaving the university, please avoid dark roads with few people and take the bus whenever possible.

At the Shirokane Campus, there are problems with motorcycle and bicycle parking near campus. We ask you not to commit such acts under any circumstances, as it annoys and inconveniences others.



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## ■ Express bus service and the Meiji Gakuin University Route Semester Commuter Pass (Special Discount Commuter Pass)

In order to reduce congestion on the roads when commuting to and from school and out of consideration for local residents, the Yokohama Campus operates an express bus service directly between Totsuka Station and the Yokohama Campus (Main Gate and South Gate).

### [Express bus overview]

- Service period: Only on weekdays when classes are held (excluding Saturdays and national and public holidays when classes are held)
- Route: Meiji Gakuin University South Gate – Main Gate – Totsuka Station (both directions)
- Express bus stops: Totsuka Station East Gate (Upper-Level Gate): Express bus lane at the back (see p. 84)  
Meiji Gakuin University main Gate: The same as for buses on general routes  
Meiji Gakuin University South Gate: Just before the usual bus stop for buses on general routes.

### [Meiji Gakuin University Route Semester Commuter Pass (Special Discount Commuter Pass)]

You can buy a commuter pass for a route between Totsuka Station and Meiji Gakuin University South Gate (plus a route between Meiji Gakuin University South Gate and Chikyu Shimin Plaza (Plaza for Global Citizenship)) for ¥11,000 per semester. You can ride as many times as you like during term. If you commute four times a week, you will save about ¥30,000 per year.

\* The pass can be used for express buses and general route buses.

\* Special discount commuter passes can only be purchased at especially prepared locations on the Yokohama Campus during the designated period in the spring and fall semesters. Please note that they cannot be purchased at Enoden Bus sales offices and information offices. The dates and places of purchase will be announced separately on Port Hepburn.

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## ■ Student bulletin boards

At both, there are bulletin boards freely available for general use, but when you post something please clearly specify who is responsible for the posted material.

For details, see the “Bylaws for Handling of Promotional Activities using Posters, Fliers or Standing Signs” (the MG DIARY Supplement “University Rules and Regulations” or the Student Affairs Department web page).

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## ■ Forwarding of post, fielding of telephone calls

Post to officially recognized student organizations will be forwarded by the Student Affairs Division (cash on delivery is not allowed). In these cases, please address packages to the student organization. We do not handle post for individual students. Except for emergency situations, we do not transfer telephone calls to individual students or call students to answer telephone calls. In accordance with the provisions of the Act on the Protection of Personal Information, we never respond to inquiries concerning student personal information (address, telephone number, guarantor information, etc.).

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## ■ Theft

Many incidents of theft have occurred in rooms, cafeterias, libraries, student lounges, gymnasiums, and elsewhere on the Shirokane and Yokohama campuses. Theft is a crime. If discovered, it will be discussed by the faculty, which will decide how to deal with the case. Also, please be sure to keep your valuables with you, and keep a careful eye on wallets, bags and other personal items at all times. If you are the victim of a theft, please consult with the Student Affairs Division.

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## ■ Lost and found articles

### [Found articles]

If you come across a lost article on campus, please take it to the Student Affairs Division (or to one of the gate-houses outside the opening hours of the Student Affairs Division counter) where it will be handled as follows.

If owner is known	Owner will be contacted by telephone or Port Hepburn.
If owner is not known	The article will be displayed for three months in the lost and found locker of the Student Affairs Division (valuables will be stored separately from the displayed items.)

### [Lost articles]

If you lose an article on campus, notify the Student Affairs Division. If someone delivers a similar item, you will be notified.

Article held by the Student Affairs Office	Show your student ID to obtain the article.
Article that the university delivered to the police	Obtain “Lost Article Return Application Form” at the Student Affairs Division and submit the form to the police.

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## ■ Crime prevention measures for people living alone

In today's society, various dangers and problems can occur without warning, and this applies to everyone, not just to people living alone. It is a mistake to think that you are the exception and that you are safe. Always be aware that an incident or accident could happen to you anytime and anywhere.

- ① Properly lock your doors when you are out and also when you are at home (especially when you are sleeping). Be sure to use double locks. Get in the habit of always locking your counters and the veranda door. In addition, laundry hanging out to dry on a veranda can indicate from outside whether the resident is a woman living alone. For this reason, women should dry their laundry inside whenever possible.
- ② Exercise caution concerning visitors. Always use the door peephole and attach the chain before opening the door. If you let in a door-to-door salesperson, it can be difficult to refuse to buy. Handle the matter with the chain still attached, and clearly refuse unnecessary offers.
- ③ When going out, walking alone on dark streets should be avoided at all costs. If you are returning home late from club activities or a part-time job, please have a friend escort you home or take a taxi. Just before entering your room, check to see that there is no one close by. If something happens, yell loudly for help.
- ④ Crime prevention buzzers can be borrowed from the Student Affairs Division or the security stations. Please feel free to ask.

### [Police stations near our campuses]

- Yokohama Campus Kanagawa Prefectural Police, Totsuka Police Station 045-862-0110
  - Kanagawa Prefectural Police Crime Prevention Points <https://www.police.pref.kanagawa.jp/mes/mesd0095.htm>
  - Shirokane Campus Prefecture Metropolitan Police Department, Takanawa Police Station 03-3440-0110
  - Metropolitan Police Department Safe Living <http://www.keishicho.metro.tokyo.jp/kurashi/>
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## ■ Temptations faced by university students

In modern society, university students are targeted by a diverse temptations, from cult religions and unscrupulous business practices to illegal drugs. Casually giving out personal information like your mobile phone number or email address in seemingly enjoyable club activities or in response to skilled persuasion can end up entangling you in unforeseen trouble so please exercise due care.

### ① Religious organizations about a which caution is advised

Certain religious organizations are a subject of concern in society. These include the Family Federation for World Peace and Unification (formerly Unification Church), Collegiate Association for the Research of Principles (CARP), Providence and Aum Shinrikyo. Many people have become victims of organizations like these.

There are also many other religious organizations that have caused problems in society with their relentless member solicitation and other activities. At our university, there have been many such cases in the past, resulting in student complaints and questions. A distinctive characteristic of their activities is the clever use of invitations to concerts, club activities, meals, etc. to lure people in. At first, nothing is said about religion, but after you begin to participate, you may get drawn into a cult. If something strikes you as being strange or questionable, please immediately consult with the Student Affairs Division. Meiji Gakuin University is a member of the Nationwide University Network for Anti-Cult Action.

### ② Unscrupulous business practices

A diverse range of unscrupulous business methods are in widespread use, including multilevel marketing (network businesses and MLM), door-to-door sales, fictitious invoices, one-click fraud, appointment sales (telephone solicitation with high pressure to make an appointment to meet at a later date), high-pressure street sales ("catch sales"), hypnosis sales schemes (advertising course sales and SF sales schemes), mail order sales, telephone solicitation sales, negative option sales, and side-job sales. Targeting students, unscrupulous businesses such as these use clever techniques to get people to divulge personal information and sign a contract. Before you know it, you become a part of the unscrupulous group and might start inviting your friends to join. Please make use of cooling-off period rules or consult with a consumer center or the Student Affairs Division.

- Consumer Hotline 188 (no area code)
- National Consumer Affairs Center of Japan <http://www.kokusen.go.jp/>

### [Examples of periods in which cooling-off can be achieved]

8 days	Telephone solicitation sales, door-to-door sales (including catch sales and appointment sales), door-to-door purchases (door-to-door buy outs), specified continuous service offers (beauty treatment, etc.)
20 days	Chain sales (multilevel marketing), business opportunity sales transactions (homeworking scheme)

Give written notification to the sales company within the cooling-off period (the period includes the day on which the contract is received)

▼

Full refund of the paid funds

### Attention Required [About the lowering of the age of adulthood]

The age of adulthood has been lowered to 18. From the age of 18, a person is considered to be an “adult who is responsible and has judgment,” and it is possible to conclude various contracts such as loans and credit cards without the consent of a parent or guardian. On the other hand, even if you are misled by clever tricks and end up making a malicious transaction contract, there is a risk that you will not be able to cancel the contract. You should therefore be very careful.

\*The legal age for drinking alcohol and smoking is still 20 years old, the same as before.

### ③ Illegal drugs and dangerous drugs

Incidents of illegal marijuana cultivation and marijuana use and abuse of drugs by university students have been widely reported. The use of illegal drugs and dangerous drugs is a crime under laws such as the Cannabis Control Act, the Stimulants Control Act, and the Pharmaceutical Affairs Act. Such drugs have a huge psychological and physical impact, in some cases leading to addiction or even death. You can end up ruining your life by casually trying a drug once. Marijuana and other illegal drugs (including the so-called “dangerous drugs”) are the prime cause of many problems in society. You need to resist pressure from peers and others. You must never use or sell such substances.

Ministry of Education, Culture, Sports, Science and Technology “About Educational Materials on Substance Abuse Prevention for University Students, etc.”

[http://www.mext.go.jp/a\\_menu/kenko/hoken/1344688.htm](http://www.mext.go.jp/a_menu/kenko/hoken/1344688.htm)

Ministry of Health, Labour and Welfare List of Drug Abuse Prevention Consultation Counters

<http://www.mhlw.go.jp/bunya/iyakuhin/yakubuturanyou/other/madoguchi.html>

The Student Affairs Division handles inquiries concerning these matters.

**Shirokane** TEL 03-5421-5155 (Main Building, 1F)

**Yokohama** TEL 045-863-2030 (Building 1, 1F)

**URL** <https://www.meijigakuin.ac.jp/gakusei/>

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## ■ About the use of social media

Here we publish an extract of part of the Guidelines for the Use of Social Media (\*1) which are a compilation of matters that faculty staff and students, etc. of Meiji Gakuin University should be aware of when using social media.

Please understand the benefits and dangers of social media to gain the maximum benefit from social media.

### [Benefits and dangers]

In order to gain the full benefits of Social Media, you must also be fully aware of the dangers that come with its use. .

#### (1) Benefits

- The ability to instantaneously collect a wide range of information about various matters.
- The ability to express your own thoughts as information and distribute them instantaneously to a broad audience.
- The ability to gather responses and feedback in relation to information that has been transmitted.
- The ability to share your own thoughts and information you gathered.
- Encourages personal communication.

#### (2) Dangers

- Unable to completely delete information once it has been transmitted.
- The recipient of the information may be all users of the internet, even if that was not the intended target.
- There is a possibility that you may be identified due to the content of the information that is transmitted, regardless of whether you are directly identified or if that information contains your personal name.
- Due to the above dangers, by using social media you may get caught up in a range of problems, irrespective of the place, time, or method of use.

### [Matters to be observed]

When using social media, the following points, as a minimum, must be observed.

#### (1) Legal compliance

#### (2) Observation of human rights and ethics

#### (3) Protection of intellectual property

#### (4) Protection of personal information

#### (5) Responsible protection of privacy and the protection of confidential information

#### (6) Transmission of correct information

#### (7) Awareness of your place in the university community

[Use of social media as part of student life]

In order to gain the maximum benefit from Social Media, Students of Meiji Gakuin, etc. should read the “5 Rules of Social Network Usage as Developed by Students” (\*2). In addition, if a student, etc. is a party to any dispute, whether they are the injured party or the party that has inflicted injury, if they are an undergraduate student, they should consult the Student Affairs Department, and if they are a graduate student, they should consult the Graduate School Office without delay.

Reference: Examples of issues caused by the use of social media

- Posts about underage drinking, drinking all at once, or cheating, etc.
- Social media posts that include derogatory remarks about friends
- Posts that include confidential information from a place of employment
- Using pictures of your favorite celebrities on your profile page
- Copying music of your favorite artists and publishing it on social media
- Using the logo of your favorite company without permission and publishing it on social media
- Posting personal information of your friends or family members without permission
- Posting about the friendships and associations of your friends or family members
- Creating and operating another person’s account
- Spreading malicious rumors or incorrect information
- Posts that are a nuisance to others

\*1: <https://www.meijigakuin.ac.jp/socialmedia/guideline>

\*2: <https://www.meijigakuin.ac.jp/campuslife/campuslife/sns/index.html>

## ■ Harassment Prevention

Meiji Gakuin University has stipulated the Harassment Prevention Declaration and takes a resolute attitude toward harassment. For this reason, we have established a Harassment Human Rights Committee and a Harassment Counseling and Support Center and are endeavoring to prevent and solve the problem of harassment on campus.

### ■ Harassment Prevention Declaration

Meiji Gakuin University created the Meiji Gakuin University Sexual Harassment Prevention Declaration and established the Committee on Human Rights and Sexual Harassment in 1998 and has been working on the prevention of sexual harassment\*<sup>1</sup> ever since. We issued the Meiji Gakuin University Harassment Prevention Declaration in 2011 in order to develop the principle further to tackle and prevent all forms of harassment including academic harassment\*<sup>2</sup> and power harassment.\*<sup>3</sup>

Meiji Gakuin University believes that nothing is more important than building and sustaining an environment where all students and faculty are respected as individuals and are able to devote themselves to their studies, extracurricular activities, research, and work with mutual trust. Harassment cannot be permitted as it is an act that infringes the dignity of individuals and damages mutual trust, and not only violates our Christian founding spirit, but also threatens scholarship and freedom of speech and places at risk the university’s position as a place of education, research, and work.

For this reason, this university has declared that it has established the Harassment Human Rights Committee and the Harassment Counseling and Support Center in order to carry out educational activities aimed at preventing harassment, earnestly handle consultations from students and faculty, and take a resolute attitude toward harassment.

\*1 Sexual harassment

Causing psychological or physical suffering or uncomfortable feelings to another person through sexual words or actions that cause the other person discomfort, whether or not this is intentional.

\*2 Academic harassment

A person in a superior position in education and research situations worsens the study and research environment or causes psychological or physical suffering to another person by words, actions, or instructions that go beyond what is appropriate in scope.

\*3 Power harassment

A person in a superior position in the workplace causes psychological or physical suffering to another person or worsens the working environment by carrying out words, actions, or instructions that go beyond what is appropriate in scope.

### ■ Harassment Human Rights Committee

The Harassment Human Rights Committee conducts educational activities, such as lectures, symposia and leaflet distribution, in order to preemptively prevent harassment at the university and to construct an environment in which everyone spending time together at this university can enjoy learning, researching and working.

Members of the Harassment Human Rights Committee are also harassment advisors who can be consulted about harassment.

[URL https://www.meijigakuin.ac.jp/campuslife/campuslife/hcsc/jinken/](https://www.meijigakuin.ac.jp/campuslife/campuslife/hcsc/jinken/)

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## ■ Solving harassment

The Harassment Human Rights Committee and the Harassment Counseling and Support Center aim to restore an environment in which the persons who seek consultation can learn and work with peace of mind, by taking various measures based on the situation of that individual while listening to what they want.

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## ■ Confidentiality and protection of persons who seek consultation or give evidence

Both the act of consultation and the matters discussed are treated as strictly confidential. The counseling specialists of the Harassment Counseling and Support Center and the harassment advisors will never, either during or after their terms as counselors, leak to other parties the information they learned as counselors.

Students and faculty who seek consultation concerning harassment or provide evidence during an investigation of harassment will never suffer adverse impact of any kind. If adverse impact is suffered, the victim can consult with any of the counselors under the same procedures that exist for victims of harassment.

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## ■ Who to contact for harassment consultations

Students and faculty who feel they have been a victim of harassment can (after making an appointment by email or telephone) consult with any of the counseling specialists of the Harassment Counseling and Support Center or with any of the harassment advisors under the management of the faculty (and members of the human rights committee) that you feel are easy to talk to, at any time. Even if you do not know if your experience qualifies as harassment or do not wish to have the perpetrator punished, if you are in trouble, we will think about ways to solve the problem together, so please do not suffer in isolation, and be sure to consult someone. Anonymous consultations are also offered.

These consultations are not only for persons who are the direct victims of harassment, but are also available for students and faculty who find harassment troubling or who have been asked for counseling by people who have been harmed. In addition, persons who have already graduated or resigned from a university position can also receive consultation concerning harassment that occurred when they were enrolled or employed at the university. For details, refer to the Meiji Gakuin University Guidelines for Harassment Prevention and Resolution below.

### ○The Harassment Counseling and Support Center

**Shirokane** TEL 03-5421-5212 (Main Building, 9F)

Email address for making consultation appointments: [jinkens@mguad.meijigakuin.ac.jp](mailto:jinkens@mguad.meijigakuin.ac.jp)

Opening days: Monday, Wednesday and Friday

Opening hours: 10:00 - 17:00 (Closed on national holidays during term time)

**Yokohama** TEL 045-863-2218 (Building 1, 1F)

Email address for making consultation appointments: [jinken@yokohama.meijigakuin.ac.jp](mailto:jinken@yokohama.meijigakuin.ac.jp)

Opening days: Monday, Tuesday and Friday

Opening hours: 10:00 - 17:00 (Closed on national holidays during term time)



the Meiji Gakuin  
University Guidelines  
for Harassment  
Prevention and  
Resolution

### ○Harassment advisor list

Harassment advisors' names and contact information are posted on Port Hepburn.