

■ 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: 12:40 – 13:00, Mondays to Fridays in weeks when classes are in session

Location: Chapel (Shirokane and Yokohama)

* You do not need to bring anything in particular.

* 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



Yokohama Side of Chapel

TEL 045-863-2016

URL shukyos@mguad.meijigakuin.ac.jp



URL <https://www.meijigakuin.ac.jp/about/christianity/>

Instagram @mgu_christian

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://portheburn.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://portheburn.meijigakuin.ac.jp>. The login screen will then appear.

② Information that can be viewed on Port Hepburn

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

2. MG Academic Affairs App

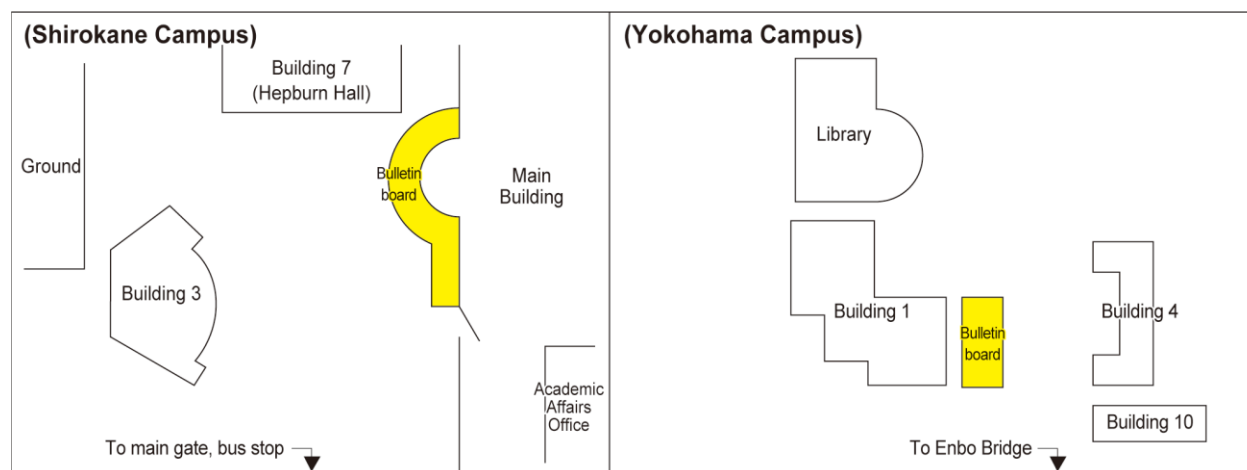
URL <https://meijigakuin.ac.jp/campuslife/app/index.html>

This is the academic affairs app exclusively for Meiji Gakuin University students. With it, you can check your timetable, course instructors, classrooms, etc., and receive push notifications for announcements about class cancellations, makeup classes, classroom changes, etc. Since attendance registration for classes is conducted through the MG Academic Affairs App, please be sure to download it.



3. Campus bulletin boards

Locations



4. Other

① How to make inquiries about classes, examinations, results, etc.

Please inquire by visiting the Academic Affairs Division or from your MG email address (an email address associated with your MG enrollment number, assigned by the university). Consultation about courses and results is not available over the phone.

For inquiries by MG email

Academic Affairs Division **Shirokane** kyomu@mguad.meijigakuin.ac.jp

Yokohama kyomuy@mguad.meijigakuin.ac.jp

Academic Affairs and Teaching Department **Shirokane** mgkyomu2@mguad.meijigakuin.ac.jp

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 03-5421-5149 (Main Building, 2F)

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

■ Meiji Gakuin University's class cancellation rules for weather warnings (storm, heavy snow, blizzard warning; heavy rain, heavy snow, storm, or blizzard emergency warning) and transportation system problems

In the case of the issuance of weather warnings (storm, heavy snow, or blizzard warning; heavy rain, heavy snow, storm, or blizzard emergency warning) 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. If classes are cancelled, an official announcement will be made. If there is no official announcement, classes are not cancelled.

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. Even if the above weather warnings are not issued, all classes may be cancelled if weather conditions worsen and it is anticipated that traveling to and from school could be dangerous.

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, etc.) and act appropriately.

Note that class cancellation affects "face-to-face classes" and "remote classes (simultaneous interactive type)" but does not apply to "remote classes (on-demand type)."

1. When weather warnings are announced or public transportation suspension occurs before 6:00 a.m. and is not expected to resume service

- (1) If the Japanese Meteorological Agency (meteorological observatory) has issued one of the above weather warnings 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) When the following transportation systems are suspended and service resumption is not expected

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 a.m. and is not expected to resume service.

- (1) If weather warnings, etc., the same as those given 1.(1) above are issued after 6:00 a.m., 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.

*Neighboring wards (cities)

Within approximately 6 km radius of Shirokane Campus (Minato Ward, Tokyo):

Shinagawa-ku, Ota-ku, Meguro-ku, Setagaya-ku, Shibuya-ku, Shinjuku-ku, Chiyoda-ku, Chuo-ku, Koto-ku

Within approximately 6 km radius of Yokohama Campus (Totsuka Ward, Yokohama City):

Izumi-ku, Hodogaya-ku, Minami-ku, Konan-ku, Isogo-ku, Sakae-ku, Kanazawa-ku, Kamakura City, Fujisawa City

■ 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 Port Hepburn (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/>

■ 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.

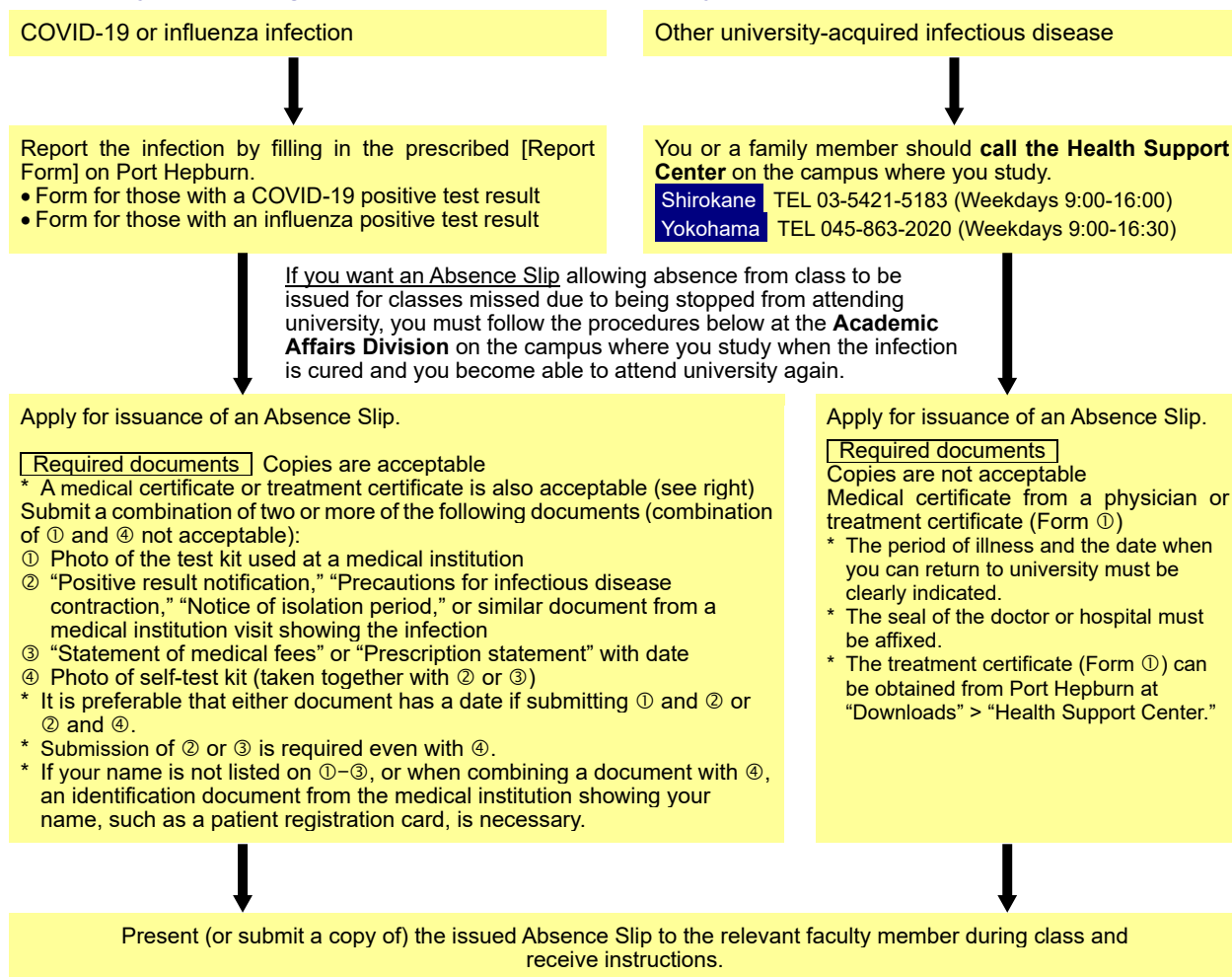
If you do this, we will take care to ensure that your absence from class does not disadvantage you.

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

Type 2	Influenza, COVID-19, measles, rubella, chickenpox, mumps, pharyngoconjunctival fever (pool fever), tuberculosis, pertussis, meningococcal meningitis
Type 3	Infectious gastroenteritis (including norovirus), mycoplasma infections, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, cholera, bacillary dysentery, enterohemorrhagic Escherichia coli infection, abdominal typhus, paratyphoid

Note: Type 1 is omitted. Check the Health Support Center website and Port Hepburn for the estimated period during which the students will be stopped from attending university.

Procedures if you have caught an infectious disease at university



Contact the Academic Affairs Division on the campus where you study for inquiries regarding the Absence Slip. Please be sure to send inquiries from your MG email (email address associated with your MG enrollment number) to confirm your identity.

Shirokane Email: kyomu@mguad.meijigakuin.ac.jp

Yokohama Email: kyomuy@mguad.meijigakuin.ac.jp

■ 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. However, if malicious intent is recognized, the suspension can exceed three months.	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. Improper use of electronic devices such as mobile phones, smartphones, wearable devices, tablets, IC recorders, earphones, music players, 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 and admonished for cheating.	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. However, if malicious intent is recognized, the suspension can exceed three months.	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 was more malicious
		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 other courses holding examinations by reports in the given term is “0.”	Students who deserve to be disciplined for cheating 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 intentionally submitted without specifying the source(s) 2. When someone else’s report is plagiarized and submitted as one own composition
Reprimand		5	Student reprimanded and admonished for cheating.	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

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. The purposes are to show information pertaining to the maintenance of the ethics that researchers, etc. must comply with when engaging in research, prevent acts which could invite suspicion or distrust regarding the fairness of research, and ensure the trustworthiness and fairness of academic research. The "researchers, etc." here includes not only full-time faculty members and researchers but also students (undergraduate and graduate students).

Please learn in advance about what research is, what you must be careful about when engaged in research activities, and the university's research ethics standards, so that you will not become involved in dishonest acts without realizing it. (See the MG DIARY Supplement "University Rules and Regulations")

Main dishonest acts in research activities

Fabrication	Making up data and research results that do not exist
Falsification	Changing research materials, equipment, and processes to make the results, etc. obtained from the data and research activities untrue
Plagiarism	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 persons under the age of 20. (Note that smoking is prohibited everywhere other than designated locations.)
- ② The use of mobile phones or smartphones during class (unless you have special permission from the relevant faculty member) and during examinations.
- ③ Lighting fires or involvement in dangerous games such as ball games or skateboarding in unapproved areas.
- ④ Unapproved merchandise sales, donation solicitation, signature solicitation and surveys.
- ⑤ Consumption of alcoholic beverages, including the consumption by persons under the age of 20 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. However, if commuting by public transportation, bicycle, or on foot is impossible, please consult with the Student Affairs Division. Permission will be granted only to those who meet certain conditions and have completed the prescribed procedures. 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 at a nearby convenience store and on residential premises 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. 86).

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.

■ Express bus service and the Meiji Gakuin University Route Semester 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: On weekdays and national and public holidays when classes are held (excluding Saturdays)
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. 86)
Meiji Gakuin University main Gate: The same as for buses on general routes
Meiji Gakuin University South Gate: Behind the bus stop for buses on general routes.

[Meiji Gakuin University Route Semester 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)) at a special university price. You can ride as many times as you like during term.

* The pass can be used for express buses and buses that stop at every stop.

* Commuter passes can only be purchased at especially prepared locations on the Yokohama Campus during the designated period in the spring and fall semesters.

■ Student bulletin boards

There are bulletin boards freely available for student use at both campuses. When posting something, please clearly specify the person responsible for the posted material (student ID number and name) and the posting start date.

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).

■ 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 make sure to 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.).

■ Theft

Every year, the university receives reports of thefts in rooms, cafeterias, libraries, student lounges, gymnasiums, changing rooms, and elsewhere on both 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. Also, if you use a locker, please be sure to lock it. If you are the victim of a theft, please consult with the Student Affairs Division.

■ 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.

time job, engaged in such work, or want to get out but can't, please have the courage to consult with the police (Police Consultation Dedicated Phone Number #9110).

The key to choosing a safe part-time job is to use reliable job posting sites. Please check "Part-time work information" on page 35.

④ Malicious business practices

A diverse range of malicious business methods are in widespread use, including multilevel marketing (network businesses, MLM, and so-called friendship-based businesses), 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, malicious businesses such as these use clever techniques to get people to divulge personal information and sign a contract. Before you know it, you become complicit in a malicious business method, invite your friends, and become a perpetrator. If you have signed a contract, 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/>
- Japan Legal Support Center <https://www.houterasu.or.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 as of April 1, 2022. 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.

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/>

■ 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 and (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



*2

*1. Guidelines for the Use of Social Media

*2. Five watchwords for social media that MG students came up with

■ 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^{*1} 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^{*2} and power harassment.^{*3}

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/>

■ 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.

■ 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.

■ 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

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

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.