What is required of us during the COVID-19 crisis?
〜Balancing a preventive lifestyle with a successful student life〜

“Resuming economic activity does NOT mean you can do whatever you want”

In order to protect yourself and others, please be aware of your responsibilities to help prevent the spread of COVID-19.

Although there are restrictions, Ritsumeikan University would like you to experience a meaningful student life. We all hope that you have wonderful experiences in the coming academic years. Please be aware of the risks and be responsible for the safety and success of everyone, not only yourself. After every dark night there follows a bright dawn.

For details, see the following URL
(The latest version will be up in October.)
http://www.ritsumei.ac.jp/file.jsp?id=458274
Part 1 For a Safe and Secure Student Life

I. Dangers surrounding college students
   (commuting · daily-life · part-time jobs · alcohol)

II. Troubles caused by SNS, including smartphones

III. Various crimes and malice which target college students
   (dangerous solicitations · marketing scams, etc.)

IV. Ritsumeikan University Rules

---

I. Dangers surrounding college students
   <Commuting>

- Riding while using a mobile phone
- Riding with headphones
- Riding while using an umbrella
- Night-riding with no headlights
- Two people riding one bike
- Drunk riding (driving)

⇒Violation of the law (fine!)
⇒Risk of accident!
I. Dangers surrounding college students

<Commuting>

- **Follow traffic safety rules and laws**
  
  Complete anti-theft registration and liability insurance.
  
  Attend the “Driving Safety Lecture” (required).
  
  Commuting by motorcycle is not recommended, and cars are prohibited.

- **In case you have a traffic accident:**
  
  Call **110** to report the accident.
  
  If injured, call **119** for an ambulance.
  
  Contact your insurance company.

  Consult with either the International Center, your Administrative Office, or the Office of Student Affairs.

---

I. Dangers surrounding college students

<Daily Life>

- Theft and robbery are common!! The campus is not safe, especially the library, multi-media room, and bike parking areas, which anyone can access. Protect your valuables.

- Keep your valuable items with you
- Do not leave baggage on your seat, even for a moment
- When you use a gym locker, lock it properly
- Bicycles and motorcycles should be double locked
- Be attentive when you are walking or riding a bike, and protect your personal belongings from theft

**Common Stolen Items:**
- Wallet
- PC
- iPod
- Smartphone
- Keys
- Bicycle
- Shoes
I. Dangers surrounding college students

<Daily Life>

- Your neighborhood and the commute to campus may not be safe!
  Incidents such as sexual harassment, stalking, molesting are on the rise.
- **Do not walk while using a mobile phone.**
  →Your attention is distracted.
  May prevent you from noticing danger signs.
- Choose a path with as many people as you can.
- **Avoid being alone outside at night.**

**If you are harmed, please do not hesitate to get help!**
[On Campus, Contact] Office of Student Affairs · Student Support Room · Medical Service Center
[Off Campus Resource (for women)]
  - Kyoto Pref. Ladies 110 Tel: 075-411-0110
  - Shiga Pref. Police Crime Victim Support Tel: 077-521-8341
  - Osaka Pref. Women Line Tel: 06-6941-0110

---

I. Dangers surrounding college students

<Part-time job>

(Only for students who have a work permit)

- Common troubles at part-time jobs
  “I thought I found a good job from a well-know magazine ad (or webpage), but it was very different from what was written about the job and wage.” “The employer won’t let me quit my job,” etc....

**Important points to check before signing a contract:**

1. Length of the contract period
2. The rules of the contract renewal
3. Place and content of your work
4. Hours, breaks, and days off of your work
5. Wage payment method
I. Dangers surrounding college students

<Alcohol>

- Underage drinking, dangerous “Ikki (chugging)” drinking, forcing someone to drink, and drunk driving are criminal acts.

  - Alcohol is allowed for people 20 years of age and older in Japan.
  - Be aware of alcohol harassment
  - Understand the dangers of acute alcohol poisoning. Do not hesitate to call for an ambulance (Dial 119), if you sense danger.
  - Absolutely No Drunk Driving! Not only cars and motorcycles, but bicycles as well!!

Point!

I. Dangers surrounding college students

Observe the rules and avoid danger!
Take responsibility for your actions!

Don’t let yourself become a victim or a perpetrator!!
II. Troubles caused by SNS

Do you know the danger hidden in SNS?

SNS (Social Networking Services) such as Facebook, Twitter, LINE, Instagram are very useful and convenient tools.

However, if you think that it is okay to write anything because it is “anonymous” or “only open to limited friends,” YOU ARE WRONG!!!

Bad judgement and careless action may lead to irreparable harm to you, your friends, and family.

Trouble Cases of Bad Behavior, Attacks and Exposure on Twitter

I want to draw attention by doing something special. So I uploaded a joke picture at my part-time job.

If you are a friend, is it okay to upload your friend’s picture without their permission?

Spreading information written by others without checking authenticity.

Effect on your job hunting: It is very common for personnel of the company to check through SNS posts. There are cases where a student is rejected by a company due to his/her posts on SNS.
Point!

Ⅱ. Troubles caused by SNS

Five things you should know about using SNS

① Information on the SNS is not always correct.
② Even on SNS, we must observe social rules.
③ Information on SNS spreads all over the world.
④ On SNS, even if it is anonymous, you are responsible for your remarks.
⑤ Careless remarks on SNS may cause damage to family and friends.

Ⅲ. Various crimes and malice which target college students <Marketing scams>

■ Be careful of door-to-door sales

They might say: “I was introduced by your apartment manager,” or “I came from the fire department” to gain your trust so you open the door, then aggressively sell you fire extinguishers, an internet provider contract, etc.

Do not open the door, and report it to the manager!

■ Do not be deceived by marketing scams!

Commonly reported cases:
“My friend introduced me to a good paying job if I paid an admission fee. When I joined and signed the contract, they forced me to buy expensive goods and membership tickets.”

There is always a catch to any “easy money” or “get rich quick” scheme. Do not assume it as being safe just because your friends are doing it.
III. Various crimes and malice which target college students

< Dangerous solicitation>

**Prevention of illicit drug abuse**

Recommendation of illegal drugs such as “helps recover fatigue,” “clears your mind,” “helps you lose weight” are all wrong!

Getting involved with illegal drugs is a crime and will cause serious harm to your body and mental state for the rest of your life. As soon as you are in possession of an illegal drug, you will be subject to severe social sanctions and ruin your life. Stay away from illegal and dangerous drugs no matter what!

Drugs destroy life both physically and mentally!
Drugs destroy student life, family, relationships, and society!
After a fleeting high, severe punishment awaits!

The use, possession, sale, and distribution of illegal drugs is a crime under Japanese law and is severely punished. Smuggling or online import from overseas is also a criminal offense. It does not matter if the drug is permitted by other countries, you have to follow Japanese laws.

---

Beware of recruitment by dangerous cult groups

<Characteristics of cult groups>
1. They limit individual thought and action. (Control and restrict your daily life)
2. They mandate participation in and propagation of solicitation and sales of goods
3. They make you participate in antisocial activities such as vandalism and violence

<Cult groups are targeting students>
Cult groups hide the purpose of their real activities and the group’s name using sweet talk to recruit you.

<What you should do when you encounter them>
1. Say “No” clearly, avoiding ambiguous attitudes or words
2. Do not disclose any personal information
3. Consult with your guardian and staff of the student affairs office immediately
Ⅲ. Various crimes and malice which target college students

Five things you should know to not be deceived

１. When a stranger talks to you in a friendly way, inviting you somewhere or suggesting “easy money,” be cautious!

２. Never have an ambiguous attitude or think “just listening won’t hurt.” Do not respond or agree easily.

３. Don’t fall for “sweet talk” or “get rich quick schemes”. Be critical.

４. Do not release your personal information such as address, telephone number, or email easily. They might be resold to traders, and can be abused for crimes.

５. Do not sign anything easily. When you do, receive a copy of the contract and keep it safe.

IV. Ritsumeikan University Rules

■ No Smoking On Campus (NSOC) except in the designated smoking areas on each Ritsumeikan U. campus.
■ Smoking outside of designated areas is a violation of the law

<Be aware of the danger caused by second-hand smoke>
NSOC is considerate and supportive for the 96% of campus stakeholders who are non-smokers, and is asking the other 4% for cooperation to keep manners and understanding the no-smoking policy.

<Don’t smoke to begin with>
- Smokers’ risk of death from lung cancer is 6 times greater!
- No.1 factor to shorten life expectancy!

The Medical Service Center can help you quit smoking

To prevent the spread of COVID-19, the Smoking Cessation Support Areas (which are also called “Designated Smoking Areas”) are closed.
### RU Student Disciplinary Regulations (Excerpt)

**Acts subject to disciplinary actions**
1. Acts that disturb social order (criminal acts)
2. Harassment
3. Acts against information ethics
4. Acts against academic ethics
5. Acts that infringe on the academic and research rights of students and faculty and/or interfere with administration of the university.
6. Cheating or disrupting of examinations, etc.
7. Acts that violate regulations and matters based on regulations the university set forth to be observed by students.
8. Other acts that are contrary to students’ obligations

**Process Flow**
1. Occurrence of a misconduct or criminal activity.
2. Investigation in each section, college, or department.
3. Interview and guidance at department. Provide educational guidance based on preparation of reflection paper. (student support will be also provided if it is necessary)
4. Preparation of disciplinary draft by the department.
5. Opportunities for defense.
6. Deliberation at the Faculty Council And Creating a petition.
7. Execution of disciplinary actions by the president.
   - (Appeal Process)
   - Notify the student and their guardians
   - Announcement of the actions
   - Continuing educational guidance by the department.

### Necessary attitude and actions to avoid trouble

**Acquiring minimum knowledge**
(Law, current schemes used by criminals, understanding current affairs etc.)

**Appropriate behaviors and judgements**

**Foresight**
(prediction, insight, application, etc.)

**Developing Self-Control**
(Manage self-action by following regulations, being mindful, etc.)

- DO NOT provide personal information easily
- Realize that you are admissible for your actions and understand potential consequences

Acquire “Knowledge”, exercise “Foresight”, and develop Self-Control”
Relationship between knowledge, foresight and self-control (case study)

EX: Why can't people who ride their bicycle distracted stop themselves from doing it? (using a phone while biking, etc.)

Action
- Biking while distracted

State of mind/
Cognition
- Being aware it is dangerous for self and others

Knowledge
- Understand that using a phone while biking is legally punishable with "Prison sentences of less than 6 month or being fined under 100,000 yen"

Nevertheless, why do people keep doing it?

(Desire)
- Various motivations such as playing games, interacting with others, reading information online, etc.
- Habitual use of phone

(Making up excuses to justify the action)
- Optimistic but groundless ideas such as “Just a little will be fine”, “The police won’t catch me”, “Nothing bad will happen to me”, or mistakenly thinking that “Everyone does it”.

Why do so many people bike while distracted despite the fact that it is widely known to be dangerous, frowned upon, and against the law?

Let’s get to know the importance of self-control

If you DO ride a bike while distracted...

So, if we can foresee these risks, what do we need to control the desire?

Self-Control
<effective methods>

1. Listen to others and debate with them until you are satisfied → Look at your own perspective objectively
2. Estimate the damages when involved in an accident → Profit-and-loss arithmetic
3. Be ethical, and think about how your action may affect others in the long-term → Verify the morality and ethics of the action
Having knowledge, foresight and self-control will help you to avoid risks and dangers.

Foster your mind and attitude to avoid becoming a victim or a perpetrator.

Point!

Please enjoy a safe and comfortable student life while observing the rules and avoiding danger.

→For more details, see the TIPS ON CAMPUS LIFE FOR STUDENTS 2020

http://www.ritsumei.ac.jp/file.jsp?id=455429

Available at the Office of Student Affairs
If you feel • •
■ not sure about study skills for college.
■ worried that high school and college study are different.
■ you want to do well in both classes and extra-curricular activities.
■ you want to know your own learning style, strengths, and weaknesses.
■ you want to accomplish many things efficiently.

SSP will assist you to understand your own learning strengths and weaknesses, and to acquire the necessary skills to pursue your own student life goals.

See the SSP Homepage for more details
http://www.ritsumei.ac.jp/ssp/english/  
(The English version of HP has been just renewed! Please check it out!)

※SSP is located in the Office of Student Affairs on each campus.

Student Support Program (SSP)

Our support goal is to enhance your student life!

For more information on the SSP, please see the yellow brochure distributed as an orientation set.
The English HP of the SSP has been just renewed!
You can find various useful tools for study skills and student life skills. Please check it out!
http://www.ritsumei.ac.jp/ssp/english/

A guidebook for “Overcoming Procrastination” is also available and can be downloaded from the SSP HP

To receive SSP support or more detailed information, please feel free to contact us via e-mail with your college and grade.
Mail: ssp1@st.ritsumei.ac.jp
Student Support Room (SSR)

Common consultation contents:
- Academic / Career related concerns
- Depression or Anxiety
- Interpersonal / relationship issues
- Difficulties in adjusting to student life in Japan,
- A need for organizing your own thoughts and feelings, etc.

The SSR will assist you in finding your own solution. Counseling services are provided by certified and experienced professional counselors. We can also refer you to off-campus support services when needed. Counseling is available in Japanese and English. All counseling information is kept strictly confidential.

SSR is located in the Office of Student Affairs at each campus:
【OIC】A-Bldg.1F (AS Office) TEL 072-665-2130

URL: http://www.ritsumei.ac.jp/ssr/english.html/

Student Support Room (SSR) Cont.

In response to the current COVID-19 crisis, appointments may now be made via email at:

o-go-1@st.ritsumei.ac.jp*

In your email, please include:
① name, ② student number, ③ department and year, ④ contact number (mobile phone number)
We will contact you within 2~3 days.
* This email address is only for making new appointments. We do not offer counseling via email.
* For more information, please refer to our website.

URL: http://www.ritsumei.ac.jp/ssr/english.html/

Forms of counseling: telephone/zoom/face to face at the SSR
* At present, to prevent the spread of COVID-19, face-to-face counseling sessions are available only for a limited number of cases.
Harassment Prevention Committee

■ If you feel that you are being harassed:
Do not think you have to go through it alone.
Please feel free to contact the harassment advisers, who provide compassionate support that responds to your needs.

For details, see the leaflet or the following URL:

URL: http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/

Medical Service Center

■ When you get injured or feel sick.
■ When you need for consultation on physical and/or mental health
■ Due to the current measure for preventing the spread of the COVID-19, contact hokenask@st.ritsumei.ac.jp for consultation or appointments

http://www.ritsumei.ac.jp/mng/gl/hoken/

Disability Resource Center (DRC)

■ Provide support, advice and academic accommodations for students with disabilities. For details, see the leaflet or the following URL:

http://www.ritsumei.ac.jp/drc/en/

■ DRC coordinators are stationed at the DRC of the Student Affairs Office.

■ Current special measures for preventing the spread of the COVID-19
  • Making an appointment prior to your visit for consultation by following the university guideline:
  • Online (zoom), e-mail, phone consultation is available.
There are various campus resources for students. However, if you are not sure where you need to go, ask a support coordinator on your campus.

【OIC】A-Bldg.- South  TEL 072-665-2130  E-mail: sns-oic@st.ritsumei.ac.jp

Current special measures for preventing the spread of the COVID-19
- Making an appointment prior to your visit for consultation by following the university guideline:
- Online (zoom), e-mail, phone consultation is available.

See the university website for additional student support resources
http://en.ritsumei.ac.jp/news/detail/?id=495

I am troubled by something, but don't know who I should talk to....

The Support Coordinator will listen to your concerns and guide you to the most appropriate support on or off campus.

Point!
When in trouble, use on-campus support services!
→ For details, please see the CAMPUS DIARY

For full-time students, it will be provided at the college orientation.
Features of the CAMPUS DIARY

- University schedule (class days, make-up dates, examination period, vacation, etc.)
- Your class schedule
- Campus Maps, Directory
- Guide for various on-campus student services:
  <For your learning program design>
  <When you are in trouble, where to go?>
- Original book cover of your choice

Book Cover Download:
TOP page of Ritsumeian HP⇒
Search "Diary"

Part 2 For your successful student life

I. Extracurricular Activities

II. How to find Clubs & Circles matching your interests

III. All Members of the RU Participation System of Creating a Better Learning Community

IV. Various Challenge Systems and Services
I. Extracurricular Activities

- **About Student Activities**
  There are about 400 clubs & circles at Ritsumeikan, and almost 70% of students are involved in them.

- **What is the purpose of Student Clubs & Circle Activities?**
  - To develop responsibility, leadership, and teamwork through clubs & circle experiences.
  - To expand your personal network beyond class and campus community.
  - To acquire the valuable experience of sharing common goals and working together as a team to accomplish them.
II. Search for circles matching your interests!

- Student Affairs Office Publication
  「STUDENT ACTIVITIES 2020」
- Ritsumeikan Uni. Homepage
  「SPORTS & CULTURE」
- Student Association Publication
  「CIRCLE COLLECTION」

If you are interested in a club or circle, check it out by:
① Contacting via SNS ② Going to where the activity is held.

III. All Members of the RU Participation System of Creating a Better Learning Community

- All Student Participation System
- Executive Board of Trustees, University, Colleges, etc.
- The Plenary Council of the University
- Student Affairs Roundtable Meeting

Summary of requests by clubs and undergraduate self-government associations

Requests · Proposals

Classes · Seminars · Clubs · Circles, etc.
Examples of actualizing student voices

- **Opening of the Peer Learning Room “Piala”**
  Improvement of student-learning environment

- **“Lunch Street” [BKC・OIC]**
  Various lunchbox stands and food vendors are a part of the food environment “Campus Improvement”

- **Eastern Square [KIC]**
  Improvement of student-life environment

---

**Point!**

For a successful student life, be self-directive and active, and get involved in extra-curriculum activities!

→ For details, please see the

**STUDENT ACTIVITIES 2020**

[Available at the Office of Student Affairs](http://en.ritsumei.ac.jp/lifecareer/file/student_activities.pdf)
IV. Various Services and Facilities of Ritsumeikan University (RU)

To prevent the spread of COVID-19, the use of each system/facility is currently limited. For details, see the following URL.

■ Inter-Campus Transportation:
RU operates a shuttle bus service connecting three campuses in order to support the activities beyond each campus.
http://www.ritsumei.ac.jp/infostudents/shuttlebus/

■ Training Room
- Machines and equipment are available for use by students from all campuses
- On-site trainers are here to help
- Good for athletes and those looking to get in shape!
Currently, it’s not open to the public.

■ BKC Sports and Health Commons
Currently, it’s not open to the public.
http://www.ritsumei.ac.jp/lifecareer/activity/facility/bkc-shc/
https://www.facebook.com/pg/立命館大学bkcスポーツ健康コモンズ-
1001033719998224/posts/?ref=page_internal

Japanese only

---

*Business hours are subject to change. For details, see the following URL. https://www.ritsco-op.jp/*
*Please cooperate with wearing masks and disinfecting hands when entering the store.

100 yen Breakfast —For a healthy start—
● Fall, Sep. 28 ~ Jan. 26

Rice+Dish menu+Miso-soup
*Choice of two dishes
8:00~8:40 (At the cashier)
Only 100 yen!

Payment is accepted by the Co-op electronic money card or by the RU meal system. (Cash is not accepted)

[KIC] Zonshinkan Cafeteria
[BKC] Union Square 2F Food court
[OIC] OIC Cafeteria

A good breakfast helps you focus in class!
The Kinugasa Student Affairs Office is located on the 2nd Floor of Kenshinkan (KE) Hall. The BKC Student Affairs Office is located on the 1st Floor of Central Arc. The OIC Student Affairs Office is located on the 1st Floor, at the South end of Building A (AS).

Please visit us whenever you need help or want to take on a new challenge.

Thank you for your attention!