[OIC] Orientation for New Students in 2020 Spring Semester

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Status of Residence and Daily Life Guidance





The International Center

Location: Building A, 1F, AN Office Office Hours: 10:00-17:00

《Note》

- **Closed for lunch: 11:30-12:30
- *Closed Wed. mornings for office meetings.
- *Office hours during long holidays: 13:00-17:00
- *We will not accept any documents or inquiries other than office hours.

Please come to the office during office hours!



Issues dealt with at the International Center

- Student Life
 - Extension of period of stay, change of status of residence
 - National Health Insurance subsidy programs
- Scholarships
- International Exchange Events
- Study Abroad



Important requests from the International Center 1

- Please notify the International Center if any changes below occur!
 - Extension of Period of Stay/Change in Status of Residence
 - Change of address and telephone number
 - We may contact you with notifications regarding your visa or scholarships among other important matters,
 - Please update CAMPUS WEB via manaba+R and update the address for your tuition invoice at <u>Manabi Station</u>.
 - <u>Leaving Japan</u>(temporarily, for travel, etc.)
 - We will check to ensure that all students are safe in the case of natural disasters or terrorist attacks.



Important requests from the International Center 2

- Please check your university (ritsumei.ac.jp) email account and manaba+R regularly to be sure that you do not overlook important information.
- Please contact the International Center if your enrollment status changes (Leave of Absence, Reenrollment, Withdrawal)!
- When you make inquiries to the International Center, please identify yourself (your name, college/graduate school, your student ID number)!
- Please save our phone number!
 Kinugasa: 075-465-8230
 BKC: 077-561-3946 OIC: 072-665-2070



Residence Procedures

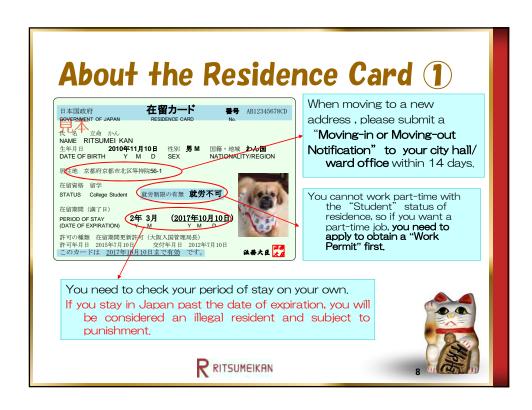
~Management of your Student Visa~

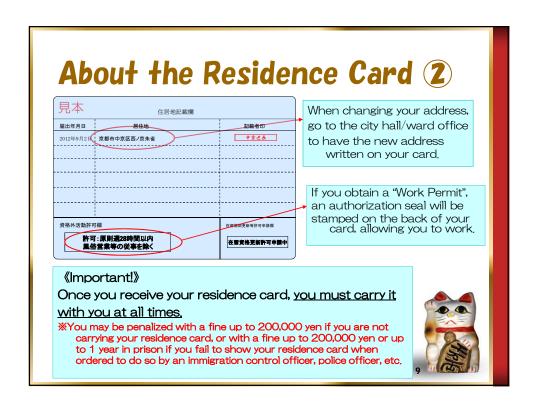
Notification to Immigration and MEXT

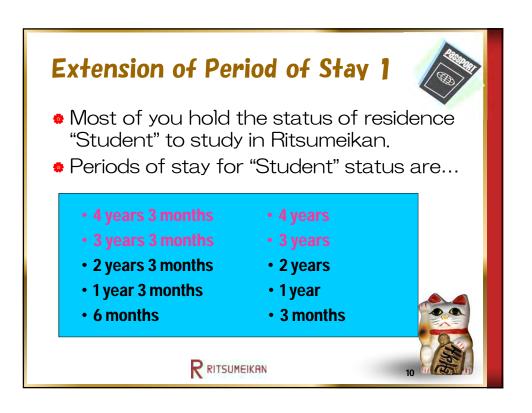
As an institution that receives international students, we must report everyone's status of immigration details to the Immigration Bureau and MEXT.

If you extend or change your residence status or decide to take a semester off or leave the university, please contact the International Center <u>as soon as possible!</u>
*We may need to confirm the information on your residence card.

Also, please make sure to confirm your enrollment status/ attendance at the university every month for our report to MEXTRITSUMEIKAN







Extension of Period of Stay 2



- You can extend your period of stay up to 3 months prior to the date of expiry.
 - ★ Please extend your period of stay well in advance.
- You need to check your period of stay on your own.
 - * Ritsumeikan University will not notify students when to extend their period of stay!
 - ★ If you fail to follow the procedures, you will be considered as an illegal resident and may be subject to in criminal punishments
- The extension procedures need to be done at local Immigration Bureau by yourself.
 - ★ However, you will need documents provided by the university, so please come to the International Center before you go to the Immigration Bureau.





Extension of Period of Stay 3

- Documents required for application (for the International Center):
- *You will need documents created by the university in order to apply. Please submit the following documents to the International Center in order for the university to prepare the documents.
 - Application for extension of period of stay (available at the International Center)
 - Copy of your student ID
 - Copy of your residence card (front and back)
 - Copy of course schedule for this semester
 (a handwritten schedule is acceptable, but on A4 sized paper only)
 - *There are other documents required by the Immigration Bureau.





Extension of Period of Stay 4



- Notes:
 - Once you extend your period of stay, any previously acquired re-entry permits or "Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted" (work permit) will become invalid. You need to reapply for the permits after your stay is extended if necessary.
 - Once your extension has been approved, you must bring a copy of the front and back of your new residence card to the International Center.
 - If you have not earned enough course credits, your extension may not be approved, and you will no longer be permitted to stay in Japan (in other words, forced to leave the country).



Residence Procedure





 University is obliged to report longterm absentee to MEXT

MEXT notified national, public and private universities in Japan of the policy that universities are required to report to MEXT if international students are absent from their university for more than one month.

We kindly request students to come to the International Center every month to confirm your resident status "Student". Please note that international students who do not comply with the attendance confirmation procedures will be reported to MEXT as long-term absentees of one month or more.



Residence Procedures



- ~Management of your Student Visa~
- How to confirm your enrollement status
- 1. You need to scan your student ID card in person at the International Center at least once a month.



2. If you are unable to come to the International Center for some reason during a month, please make sure to submit the prescribed statement of reason form from Ritsumeikan University Learning Management System "manaba+R".



RITSUMEIKAN

Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 1

Your status of residence is...



You are permitted to stay in Japan in order to study at a university.

You cannot work with just this "Student" status.



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 2

If you are planning to work...

You are required to obtain "Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted" (Work Permit) from the local Immigration Bureau.

Part-time job = Activity other than the one permitted by your current status of residence, "Student" (studying at a university)



RITSUMEIKAN

Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 3

What will happen if you work without obtaining a "Work Permit"?





You will be subject to criminal punishment, including deportation from Japan.

XYou do not need a "Work Permit"
if you pursue TA (Teaching Assistant), RA (Research Assistant), or ES (Educational Supporter) work within Ritsumeikan University.



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 4

How do you apply for a "Work Permit"?

Go to the local Immigration Bureau to apply.



◆ Documents needed to apply

- Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted
- Residence card (original)
- Passport (original)





Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 6

- Notes:
 - The time period of your permit is the same as your period of stay in Japan.
 - If you renew your stay, your work permit will become invalid. Please make sure to update your work permit if your status of residence changes.
 - Maximum number of hours permitted for part time job:

Up to 28 hours a week

(up to 8 hours a day, 40 hours a week during long-term breaks)



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 8

- Notes:
 - Working for and doing business in the entertainment industry are strictly prohibited.
 - "Entertainment industry" means...

 Jobs connected to cabarets, night clubs, pubs, bars where you entertain clients, cafes, mahjong rooms, pachinko parlors, and any places related to the adult industry. Taking part in jobs related to maintenance or cleaning at these facilities is also prohibited. It is also not allowed to take part in business that provides indecent images over the internet.



RITSUMEIKAN

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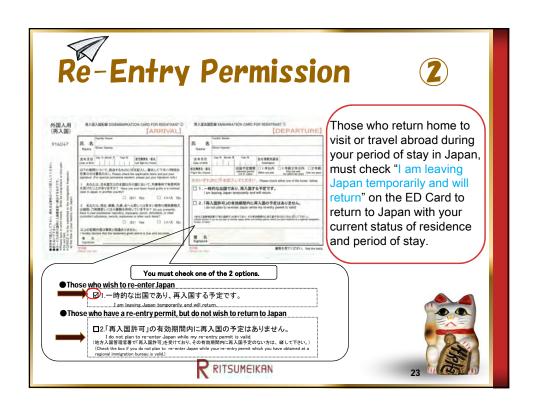
Re-Entry Permission 1



If your status of residence is longer than 3 months and is not "Temporary Visitor", you are eligible for Special Re-entry Permission so that you can leave the country for less than 1 year without applying for a re-entry permit.

Instead, you should check 1. I am leaving Japan temporarily and will return, on the ED card for re-entry.







Rooms 9/10 · Muslim-Friendly Menu

 For students who need a place to pray, Rooms 9 and 10 (Building A, 5F) are reserved at the following times:

	12:00~13:00
4月~9月 April 1 st ~ Sept.30 st	15:30~16:30
	18:00~20:00
	12:00~13:00
10月~3月 Oct. 1st ~ March 31st	15:00~16:00
	17:00~19:00

%Rooms 9 and 10 may not be used on weekends, holidays, or days when the university offices are closed.
% Rooms 9 and 10 may be used on Saturdays and holidays that are also class days, makeup class days, or examination days.

• The OIC Cafeteria offers Muslim-friendly items on the menu. (Please visit the OIC Cafeteria for details.)



RITSUMEIKAN

Emergency Situations

🌼 Japan is prone to natural disasters.





*Images of OIC directly after the earthquake in northern Osaka on June 18, 2018

RITSUMEIKAN

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Emergency Situations

To learn how to respond to an emergency situation due to natural disaster, please reference the Emergency Disaster Response Handbook and Disaster Preparedness Card available at the link below:

http://www.ritsumei.ac.jp/safetymanagement/safet y/safety_handbook.html/



RITSUMEIKAN

International Student Support Coordinators

- The International Center has an International Student Support Coordinator, who provides consultation to international students about student and daily life
- After hearing the situation, if necessary the coordinator will connect students to the appropriate organizations both on- and offcampus
- If you have any problems, feel free to come consult at the International Center



National Health Insurance and Subsidy Programs

- 1 About National Health Insurance
- 2 Subsidy Programs / Financial Support
 - •Ritsumeikan University Parents Association for International Student Education (Only for undergraduate students)
 - •Kyoto City National Health Insurance Subsidy Program for International Students

(Only for self-financed students living in Kyoto City)

Information will be sent via the international student mailing list and posted on manaba+R so please check your university email and manaba on a regular basis! *The subsidy programs may change in the future



What is National Health Insurance?

"National Health Insurance" is a public health insurance program intended for students and others who are not covered by other health insurance, it covers part of the medical fees incurred by illness or injury.

All international students who will stay in Japan for 3 months or more are required to join. You cannot withdraw from this program at your own discretion.

If you present your national health insurance card to a medical facility, you only need to pay 30% of the medical fees.

Ex.) You will only have to pay 300 yen for a medical fee of 1000 yen.

2

Enrollment Procedures and Registration

- → Bring your ①residence card and ②passport to the insurance and pension division of your ward office or city hall to enroll in the insurance,

 *If your income from the previous year is below a certain amount, you may receive a reduction on your insurance premiums, (You must reapply every fiscal year)
- ¬ From the day you complete your "Notification (Change) of Place of Residence", you are eligible for the National Health Insurance program.

 Note:
- ①If you do not apply for National Health Insurance after completing your resident registration, you may have to pay backdated fees.
 ②If you are not covered by National Health Insurance, you must pay the full amount for medical expenses.
- Students who lived in Japan before entering Ritsumeikan are required to join the National Health Insurance program when registering their change of address at the ward office or city hall where you reside, You cannot use your National Health Insurance card until you change your address!

 ■ Students who lived in Japan before entering Ritsumeikan

 are required to join the National Health Insurance card

 until you change your address!

 ■ Students who lived in Japan before entering Ritsumeikan

 are required to join the National Health Insurance program

 when registering their change of address at the ward office

 or city hall where you reside, You cannot use your National Health Insurance card

 until you change your address!

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 when registering their change of address at the ward office

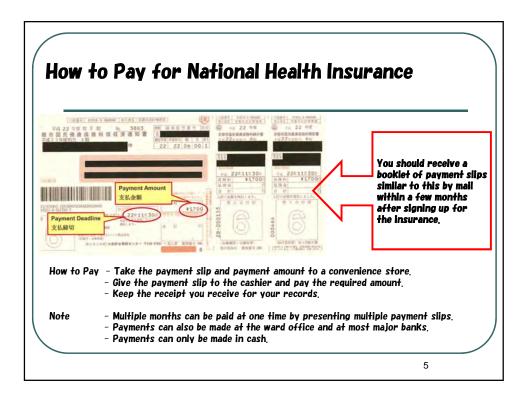
 or city hall where you reside, You cannot use your National Health Insurance card

 until you change your address!

 ■ Students when the lived t

3

About the National Health Insurance Card Expiration Date: Year/Month/Date Please be careful with the expiration date. You will receive a new card every November, but if you fail to pay your fees, etc. the expiration date may be earlier Your Name 国民健康保険 有効期限 平成〇〇年〇〇月〇 被保険者証 紀号 京 〇〇〇〇〇〇 番号 〇〇〇〇 生年月日 昭和〇〇年〇〇月〇〇日 資格取得日 平成〇〇年〇〇月〇〇日。 **Your Address** 世帯主氏名 This needs to be your current 所 京都市〇〇区〇〇町〇〇〇番地 address, If you change your address, you must get a new card at your new 保険者番号 〇〇〇〇〇〇〇 ward office or city hall CAUTION CAUTION! CAUTION! To attend a medical facility or to apply for insurance subsidy programs, your address and expiration date must be valid.



Please take note:

 Yearly payment for the National Health Insurance is divided into 10 installments starting in June and ending in March of the following year.

	January – December 2020							January 2021					
Fiscal Year 2019 Fiscal Year 2020 (April – March)													
8tl	h 9	9th	10th	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th

- *One payment slip does not correspond to the payment of one month.
- *The amount you need to pay is calculated based on your income. An income declaration form will be posted to you at the end of March, so make sure you fill it out and send it back to the return address. Please note that if you do not declare your income, it is possible that you will be charged a much higher premium for the following year.

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Ritsumeikan University Parents Association for International Student Education Assistance

Eligibility: Undergraduate degree-seeking students enrolled in the association

Benefits: Subsidy of premiums (¥5,000 per year)

Application Period: Spring Semester/Fall Semester (You only need to apply once per year)

- *To receive this subsidy program, you need to apply every academic year.
- *You will not be eligible for this program if you fail to pay your National Health Insurance premium,
- *The program and subsidy amount are subject to change.

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Xyoto City National Health Insurance Subsidy Program for International Students

Eligibility: Privately-financed international students living in Kyoto City with a "Student" status of residence

Benefits: Subsidy of premiums (¥700 per month)

Application Period: September (once a year)

- * Additional application is scheduled in March
- st To receive this subsidy, you must apply every academic year.
- * You will not be eligible for this program if you fail to pay your National Health Insurance premium.
- * You must have an account at Japan Post Bank (Yucho Bank) to receive the subsidy payment.
- * The program and subsidy amount are subject to change,

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National Pension

- People living in Japan between 20 and 60 years old, including international students, are obligated by law to join the National Pension Plan and pay pension contributions.
- ◆ However, students can apply for the "Special Payment System for Students", and depending on the results, payments may be deferred. (You will need to reapply each fiscal year)

For more details
↓↓
See the Japan Pension Service website:



http://www.nenkin.go.jp/international/english/nationalpension/nationalpension.html



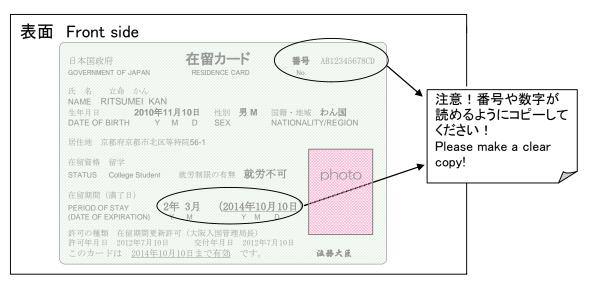
Residence Card Attachment Form

在留カード貼り付け用紙

2020年4月新入留学生用

Name in Katakana					Submission Date				/	/	(yy/mm/dd)	
フリガナ						提出日				年	月	日
Name in Alphabet 氏名(アルファベット)					Grade		/ 学部 ool / 研	究科				
Student ID No. 学生証番号						Phon 携帯電	e No, 話番号					
在留カード番号 Residence Card Number												

*Even if there is nothing on the back of your Residence Card, attach a copy of the back of your card ※在留カードのうらに記載がなくても、記載がない事を確認するためコピーが必要です。





Office Use only/国際教育センター使用欄

学生証番号		ライジ	ング	ダブルチェック			
	(月	日)	(月	日)	

Information from the International Center and Contact Email Addresses

Ritsumeikan University International Center

The International Center uses manaba+R as well as the international student mailing list to provide important information, including information about scholarships, volunteer opportunities, and events for international students.

<Mailing List for International Students>

Address: mlst-inter-en@mlst.ritsumei.ac.jp (English)

1. Eligible Students

Degree-seeking international students at Ritsumeikan University (undergraduate / graduate)

2. Manner of Operation

- The mailing list is intended to serve as a supplement for the information provided on manaba+R. (Please be aware that reasons such as not being able to check your email or not receiving email will not be considered legitimate reasons for missing important information.)
- Emails will be written in Japanese or English.

3. Content Provided

- ♦ Information about scholarships
- International exchange events, job hunting guidance, seminars, etc.
- Requests for participation in exchange events (school visits, Home Visit, volunteer opportunities, etc.)
- Other information for international students
- *Important information about scholarships may be sent even during the vacations, so be sure to check your email regularly.

4. Registration

A university email account will be provided to each student upon enrollment. The International Center will register this email address to the mailing list, so there is no need to apply yourself.

5. Emails sent through the Mailing List

- The first email from the mailing list will be sent to your email address around middle of April. If you do not receive anything by the end of April, please inform the International Center on your campus.
- ♦ If you receive an email that is not in English, please let the International Center on your campus know as soon as possible.
- ♦ We will be sending you important information, so please check your email on a regular basis.

6. Smartphone Access and Automatic Forwarding System

The email system used by Ritsumeikan University, Office 365, can be accessed via mobile applications, making it very convenient. The detailed use of this system will be explained at the orientation held by your college/graduate school. You can set your university email account to forward emails to your mobile phone or private email address. Please see the Office365 website below for additional information.

Office365 Usage Manual:

http://www.ritsumei.ac.jp/rainbow/service-email/

<manaba+R / Ritsumeikan University Website>

Important information will also be provided on manaba+R or the university website page for current students, so be sure to check these as well.

Ritsumeikan University website for current students: http://en.ritsumei.ac.jp/current-students/

<International Center Email Address>

Please contact us at our email address below.

· For general inquires:

ru-inter@st.ritsumei.ac.jp

· For scholarships:

rscholar@st.ritsumei.ac.jp

*Information about scholarship results, interview times, etc. will be sent from this email.

When emailing the International Center, be sure to include your name / student ID No. / college or graduate school / grade / cell phone number.

If you have not received a reply within 3 business days (not including Saturday, Sunday, and holidays), please consult directly with the International Center at your campus.



BBPを使おう! How to use BBP

みなさんが、国境の壁、文化の壁、言葉の壁などいろいろな「Borders」を乗りこえてつながり、 いっしょに学び成長するグローバルコモンズ、それが BBP(Beyond Borders Plaza)です。 ここでは国際交流や外国語学習に関するいろいろなイベントやサポートがおこなわれ、誰でも自由に参加することができます。



語学や日本を知る本を読もう!

日本語や英語を勉強するテキスト、「日本を 知る」「日本ではたらく」「国際」「海外」「留学」 をテーマにした気軽に読むことのできる本やコ ミックエッセイ漫画など楽しみながら読書や 勉強ができます。





What' BBP? BBPで何が

BBPマネジメントスタッフに なんでも相談しよう!

日本での生活に不安はありませんか? 授業をどのように登録したらいいの?OIC についてもっと詳しく知りたい!近くの スーパーはどこにあるの?など何でも聞 いてください!スタッフには中国・韓国か らの留学生もいます。英語での対応も可 能です。

外国語コミュニケーションルーム /Japanese Study Advice

外国語/日本語の先生と会話練習をしたり、 海外のゲームや文化を体験したりすることができます。主にRoomで行なっています。 スケジュールはBBPホームページで確認し てください。

BBPサポートデスク

英語のライティングについて聞きたい・・・ 留学相談がしたい・・・など、専門教員が 個別サポートします(予約制)。



国際交流イベントなど

留学生と日本人学生との国際交流イベントを実 施!スケジュールはAN事務室前のカレンダー やBBPのHPやBBPマネジメントスタッフのSNSを チェック!

ゲーム大会

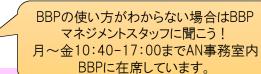
学生同士の交流の場

学生同士の打ち合わせなどで も利用可能です。 新しい仲間に出会えるかも?









詳細はBBPのホームページをご覧ください!

http://www.bbp.ritsumei.ac.jp/

BBPサポートデスクの予約をしたり、外国語コミュニケー ションルームの時間割・イベントスケジュール等が確認 できます。



七夕Festival

語学学習法紹介



A棟1階・AN事務室(JR茨木寄りです)内

BBPのSNSも「Ritsumeikan BBP」でチェック!イベント日時や 詳細、オススメ図書など情報満載です。











Beyond Borders Plaza (BBP) is a global commons focusing on international exchange and language learning, with a mission to overcome international borders, cultural boundaries, and language barriers and build ties through mutual discovery.



Exam Preparation Books Manga, Travel Books

Come browse the books available at BBP! A variety of textbooks can help you brush up on grammar points that you've learned and seek out new ones to add to your language skills. Manga and graphic novels are a great way to learn a variety of slang and expressions found in conversational language, and comparing the same manga from one language to another can be very interesting.





What's BBP?

Ask the BBP Management Staff!



If you have any questions about living in Japan, like how to register for classes or find nearby supermarkets, or if you want to know more about OIC, feel free to ask the BBP Management Staff! Members include international students from China, South Korea and all staff members speak English.

Communication Rooms/ Japanese Study Advice

Practice your communication skills at BBP "Communication Rooms" or "Japanese Study Advice" by communicating with other students in an facilitator-mediated environment. You can choose among English (including Beginners), Chinese, French, German, Italian, Korean, or Japanese.

BBP Support Desks

If you'd like to consult with a BBP facilitator concerning study abroad, general English writing help (for specific homework assignments, students will need to seek the help of their own instructors), or any general English learning issues, you can make an appointment via our online reservation system.



Feel free to use BBP as a space to study or hold meetings with other students.

International Exchange Events

Come to BBP to participate in international exchange events that bring together Japanese and international! Check the calendar in front of the AN Office, the BBP website, or the BBP Management Staff social media for event schedules and details.

七夕 The Star Festival

Cultural

Coffee

Talk with

Kansai Dialect

Lecture & Quiz

Japanese Tea Ceremony









If you would like to know more about BBP, please ask the BBP Management Staff! Mon - Fri. 10:40-17:00 in BBP (AN Office)

See the BBP Website for more details! Make a reservation of BBP Support Desks, check the schedules for Communication Rooms and events, and more!



Check BBP's social media for event information and more!









Medical Service Center Guidance

MARCH 2020 (2020年3月)



Getting Medical Services
On/Off Campus &
Precaution against Contagious Disease
学内/市中での医療サービスの受け方 及び
感染症の予防

Professor Katsumi NAKAGAWA, MD, PhD, JD 中川 克 医師・教授

Medical Service Center Ritsumeikan University 立命館大学 保健センター



E-mail: nkt07645@fc.ritsumei.ac.jp

Beyond Borders

Getting Medical Services On/Off Campus & 学内/市中での医療サービスの受け方



R

Physicians in Ritsumeikan Univ. 立命館大学の医師



Dr. Hiroshi ITOH 伊東 宏教授 Director 所長 Hypertension, Nephrology 高血圧、腎疾患

Ms.Dr. Fuyuko HATTA 八田文裕子教授
Women's medicine 女性医療
Radiology 放射線科





Dr. Michihisa SUMI 鷲見長久教授 Psychiatrist 精神科



Dr. Katsumi NAKAGAWA 中川 克教授 General 総合 Travel medicine 渡航医学

Beyond Borders

Medical Service Center,
Ritsumeikan University



Provided services 保健センターの業務

1. Health Consultations

2. First Aid

3. Physical Care: prescriptions/examinations

4. Mental Care: prescriptions/consultations

5. Referral to Hospitals

6. Health Examinations

7. Travel Clinic: vaccinations

健康相談

救急対応

内科

精神科 病院紹介

健康診断

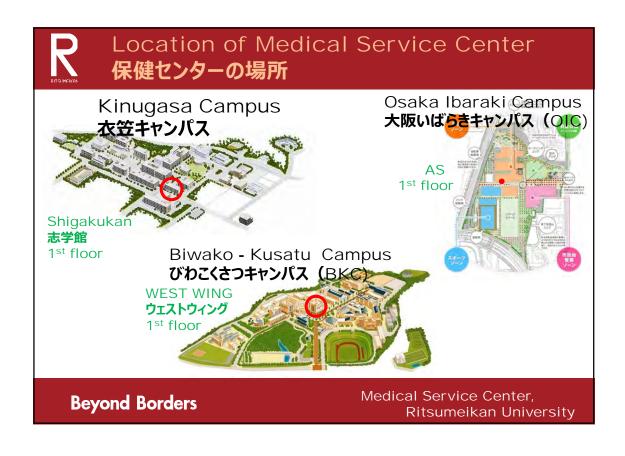
渡航外来



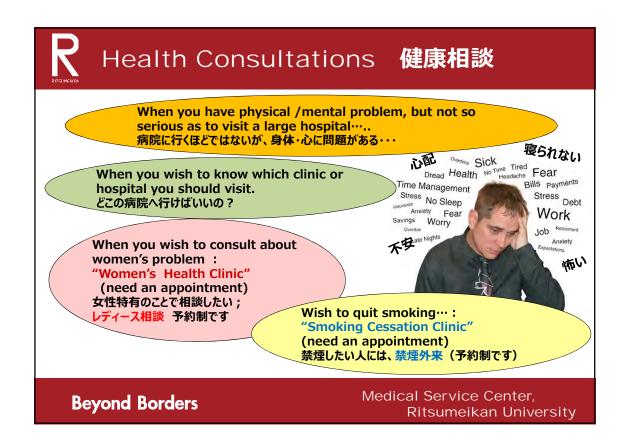
Beyond Borders



Medical Service Center,
Ritsumeikan University

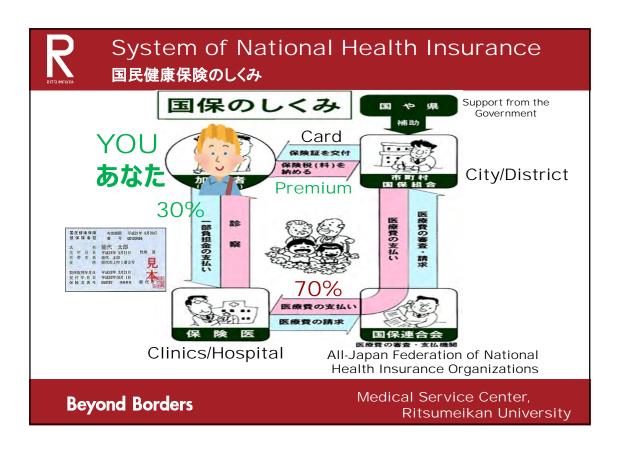








Ritsumeikan University



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Caution about the Health Insurance 健康保険の注意点

- ◆ Foreign insurance cannot be used in Japan.
- ◆ Show the health insurance card at the reception.
- ◆ It is against the law and punishable to lend, borrow, buy or sell a health insurance card to/from another person.
- ◆ Notify the Ward/Branch Office in your new area when you move.
- Invalid health insurance cards cannot be used. Be sure to make an extension.
- ◆ 外国の健康保険を日本で使うことはできません。
- ◆ 受診時には健康保険証を提示してください。
- ◆健康保険証の売買・貸借は禁止されています。
- ◆ 引越した時は、新居の役所に住所変更を届けましょう。
- ◆ 有効期限が切れる前に更新しましょう。

Caution

Beyond Borders





R

Informed Consent (IC) インフォームド・コンセント (説明と納得・同意)

- ◆ Feel <u>free to ask questions</u>.
- Doctors welcome discussion.
- You need to be consent before you agree to exam/treatment/operations, etc.
- Not many Japanese Doctors are fluent in English.
- ◆ <u>Better to ask a translator at the hospital</u>, or <u>bring friends</u>
 if you are not confident with your Japanese language.
- ◆ 納得のいくように質問してください
- ◆ <u>日本語以外を扱う医師は多くありません。稀に中国語・韓国語を話す医師は</u>いますが、英語でも難しいことがあります。
- ◆ 日本語の通訳を依頼するか、友人にお願いしましょう。

Beyond Borders



Annual Health Examinations 定期健康診断

- 1. Mandatory: "Act of School Health & Safety, Japan"
- 2. Aims; Prevention/detection of illness, Promotion of health
- 3. Items to be checked;
 - ♦ Inquiry of past/present health condition
 - ♦ Measurement of Height, BW, BP, visual acuity
 - ◆ Urine exam; protein, sugar, blood
 - Chest X-ray examination; Cardiac/Lung disease, r/o TB,
 - ♦ (optional) ECG, blood examinations
- 4. Students must have exam every year in April (-June).

Students entering in Fall will have exam in Sept, then in coming April.

- 1. 定期健康診断は必ず受診してください:受診義務 【学校保健安全法】
- 2. 目的; 疾病予防、早期発見、健康増進
- 3. 健診項目;
 - ◆ 問診、身長・体重・血圧測定、視力検査、尿検査(たんぱく、糖、潜血)
 - ◆ 胸部X線検査; 肺結核 等
 - ◆ 心電図、血液検査は必要な場合のみ
- 4. 毎年受診すること 4月(~6月)

秋季入学生は9月に健診後、次回は4月に健診があります

Beyond Borders

Medical Service Center,

Precaution for Contagious Disease It's not only COVID-19!

感染症の予防:新型肺炎だけではありません

1. Tuberculosis

結核 本節性 ノンフルエン・ザ

2. Seasonal Influenza

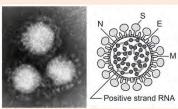
季節性インフルエンザ

3. Measles & Rubella

- 麻しん&風しん
- 4. COVID-19 (New Corona Virus Disease)
- 新型コロナ

5. Mosquito borne disease

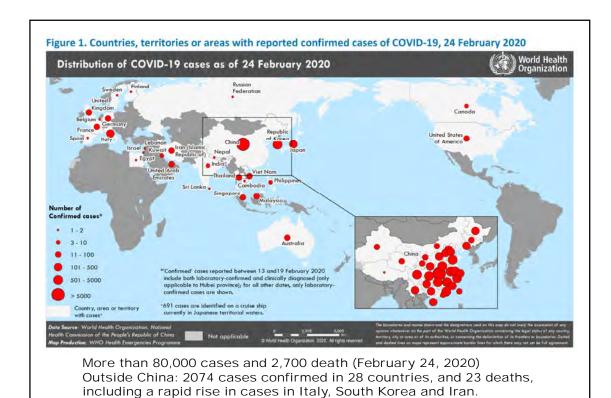
蚊媒介感染症

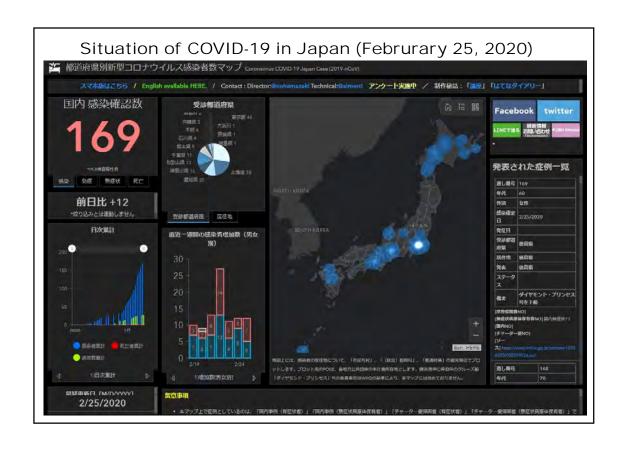


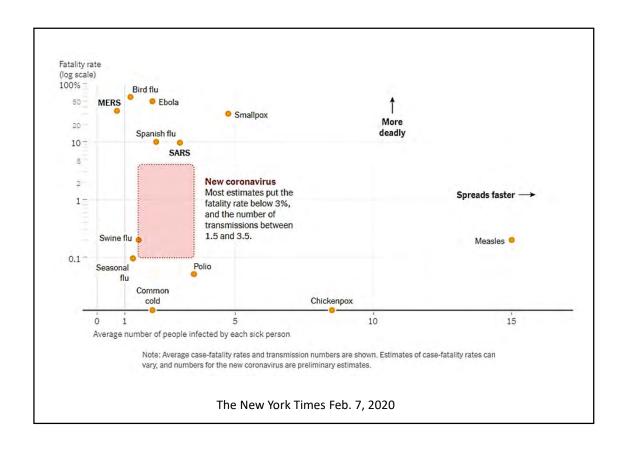


Corona Virus

Measles







Overview & Comparison 代表的な感染症の比較

	Measles 麻しん	Tuberculosis 結 核	Influenza インフルエンザ	COVID-19 新型コロナ
Pathogen 病原体	Virus ウイルス	Bacterium 細菌	Virus ウイルス	Virus ウイルス
Cases/year 報告数	9.8 million 980万人	10 million 1千万人	2.2-3.1 million (US) 2-3百万人	update
Death/year 死亡数	142,300	1.5 million 150万人	12,000-30,000 (US)	update
Route 感染様式	Airborne	Airborne	Droplet	Droplet
R0 基本再生産数	12-18	<2?	2-3	4-5?
Vaccine ワクチンの有無	Yes	(BCG)	Yes	No
Specific treatment 特異的治療法	No	Yes	Yes	No
Incubation period 潜伏期間	9-12 days	Few Months - Years	3-7days	2-14 days

R

Tips for infection free life 感染症を予防する基本

1. Stay fit 健康を維持しよう

Eat & Rest しっかり食べて、休みましょう

2. Wash hands 手を洗おう

3. Clean/wipe, change airs 清掃、換気をしよう

4. Avoid unnecessary mass contact 人込みは避けましょう

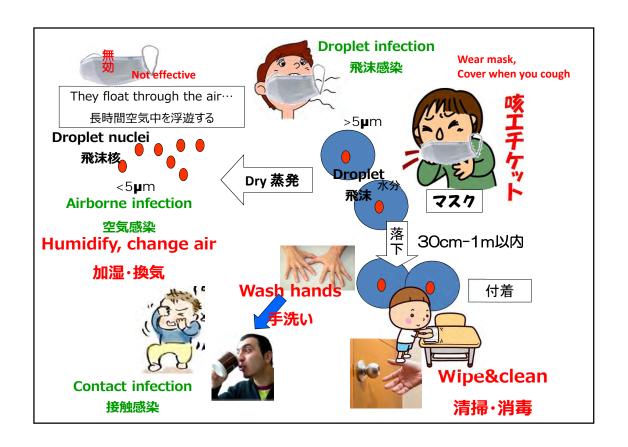
5. Stay home when ill: 具合の悪い時は部屋から出ない

6. Seek medical care only when serious or prolonged When symptoms & > 37.5°C continue > 4days (⇒call before you go) 感冒症状と37.5℃以上の発熱が4日以上続くときは「帰国者・接触者相談センター」へ相談しましょう

6. When high-risk: Immunocompromized, DM, HT, Asthma, Renal disease, Pregnant, etc Take every precaution, seek medical care quickly when feeling ill/fever リスクの高い人: 免疫不全、糖尿病、高血圧、喘息、腎障害、妊娠等具合の悪い時・発熱時は速やかに受診すること

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Medical Service Center, Ritsumeikan University









Tips for infection free life 感染症を予防する基本

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Beyond Borders

Medical Service Center, Ritsumeikan University

Where to Call before visiting clinics/hospitals

JNTO Japan National Tourism Organization

[NOTICE] Multilingual Visitor Hotline (24H) on new coronavirus. [通知] 关于新型冠状病毒的多语言旅客咨询 (24 小时) [알림] 신종 코로나바이러스에 대한 다국어 핫라인 (24 시간)

Dear Travelers to Japan.

Japan National Tourism Organization (JNTO) operates a visitor hotline 24 hours a day, 365 days a year.

Please feel free to call for tourist information or assistance in case of accidents or emergencies including new coronavirus. Support is available in English, Chinese, and Korean.

亲爱的外国游客:

日本国家旅游局(JNTO)为外国游客提供 365 天 24 小时的咨询热线服务。

如果发生事故或身体不佳(包括疑似新型冠状病毒)等紧急情况需要帮助的时候,请联系我们。

我们可以提供中文, 英文, 韩文的服务。

最新信息,请参考我们的微博。Japan_Safe_Travel_

해외에서 방문하신 관광객 여러분,

일본정부관광국(JNTO)에서는 콜센터「비지터 핫라인」을 24 시간 365일 운영하고 있습니다.

관광정보 또는 신종 코로나바이러스를 포함한 사고 및

긴급상황 등으로 도움이 필요한 경우 연락 바랍니다. 영어, 중국어, 한국어로 안내 받으실 수 있습니다. Call before visiting clinics/hospital.

Health Centers in districts do not accept foreign languages.





050-3816-2787
Japan Visitor Hotline MERIPANIA WE NEW MERIPANIA
From Overseas +81-50-3816-2787

Jupen National Tourism Organizatio www.jnte.go.jp



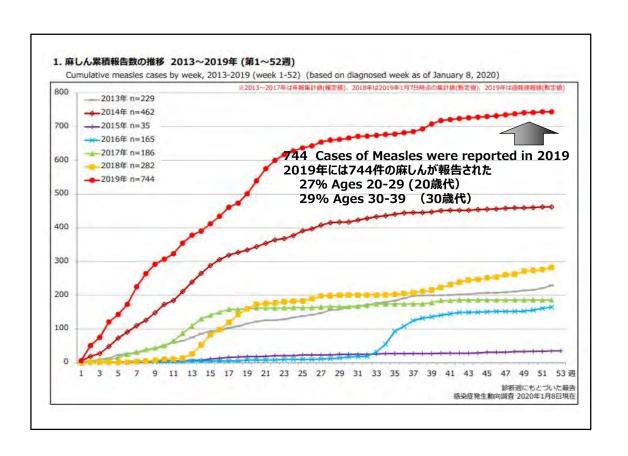
Suspension from class 出席停止

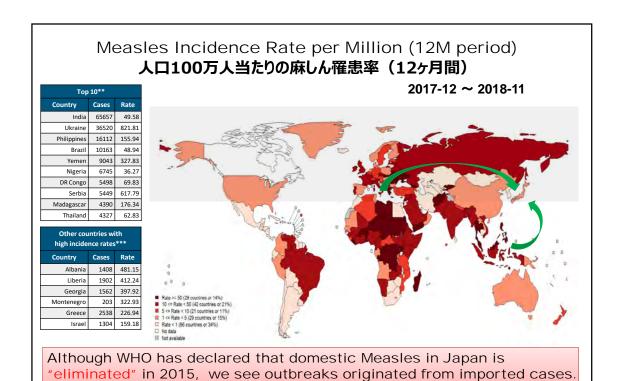
The President of Ritsumeikan University shall suspend the student from class in case of contagious diseases classified by law and regulations.

→Submit "Certificate of Recovery from Infectious Disease"

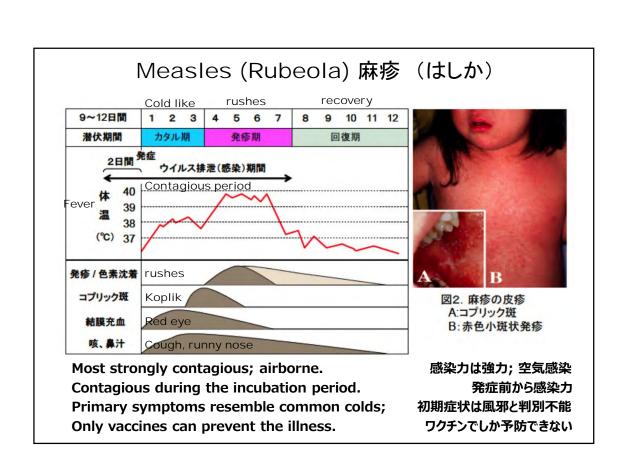
下記感染症に罹患した場合は指定された期間、出席停止となります。登校する際には指定の治癒証明書を提出してください。

T DODGE TO THE TELESCOPE AND TO SIDNE CONTROL OF THE PARTY OF THE PART	
Seasonal Influenza 季節性インフルエンザ	Until 5 days have passed after the onset of fever and 2 days after decline of fever. 発熱後5日を経過し かつ、解熱剤を用いずに37.5℃未満に熱が下がった後2日を経過するまで
Pertussis 百日咳	Until the distinctive cough disappears, or 5 days of appropriate antibiotic treatment is completed. 特有の咳が消失するまで、又は5日間の適正な抗菌性物質製剤による治療が終了するまで
Measles 麻疹	Until 3 days have passed after decline of fever. 解熱した後3日を経過するまで
Mumps ムンプス(おたふくかぜ)	Until 5 days have passed since the onset of swelling of the parotid gland, submaxillary gland or sublingual gland and overall condition has improved. 耳下腺、顎下腺又は舌下腺の腫脹が発現した後5日を経過し、かつ、全身状態が良好になるまで
Rubella 風疹	Until the rash disappears.発疹が消失するまで
Varicella (Chicken pox) 水痘	Until all the blisters have scabbed over.全ての発疹が痂皮化するまで
Pharyngoconjunctival fever (pool fever) 咽頭結膜熱(プール熱)	Until 2 days have passed after major symptoms disappear.主症 状が消退した後2日を経過するまで
Tuberculosis 結核	Until a physician or the school physician determines the
Meningococcal meningitis 髄膜炎菌性髄膜炎	condition to be non-contagious. 病状により学校医その他の医師において感染の恐れがないと認めるまで





2015年3月WHOから麻疹の排除宣言がなされたが、未だに輸入例による感染・流行がある



Rubella (German measles) **風しん (三日はしか)**

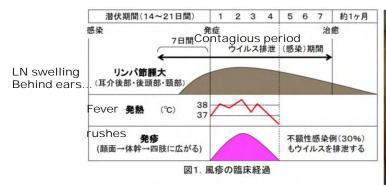




図2. 風疹の皮疹

Generally mild, self limited.

一般的には軽症で、自然治癒 麻疹に比べて短期間のみ

Last only few days.

Congenital Rubella Syndrome (CRS): should be careful not to catch during pregnancy. 妊娠中の罹患は胎児の奇形につながる

during pregnancy. Droplet Infection.

飛沫感染

Vaccine preventable disease.

ワクチンで予防可能



Two doses required 2回接種必要

Measles&Rubella:

The only protection is **VACCINATION**:



⇒If you had no/single vaccine, be sure to receive the vaccine for your safety.

麻疹・風疹の予防には、ワクチンのみが有効です。

<u>2回接種</u>を受けていることが重要です。

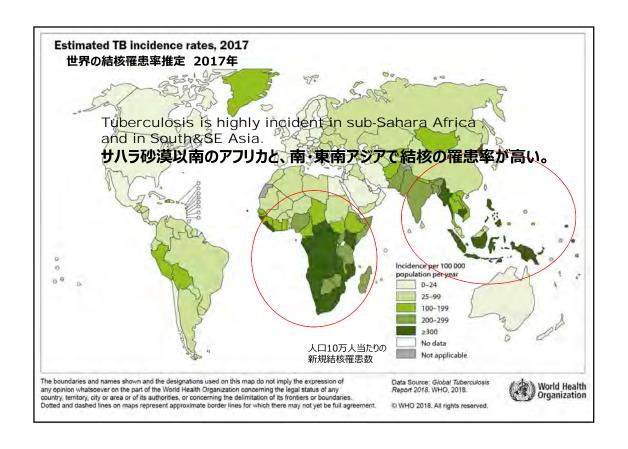
⇒過去に1回/未接種の人はワクチンを受けましょう

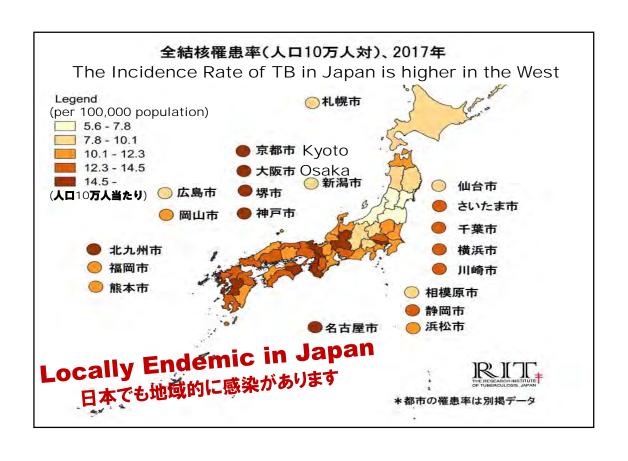


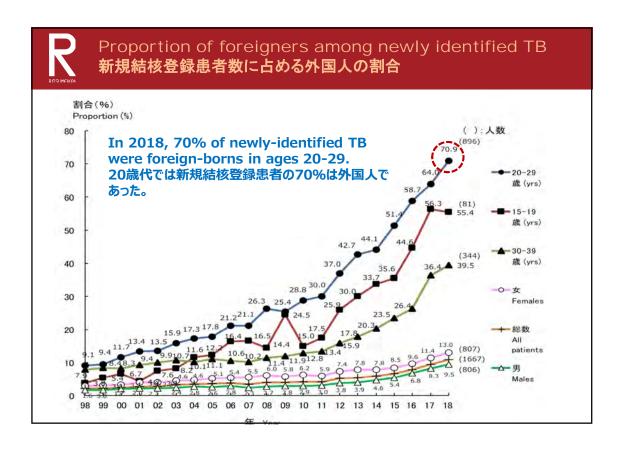


MR vaccine 麻疹風疹混合ワクチン









The purpose of Chest X-ray 胸部X線検査の目的



Purpose of the Chest X-ray examination in the annual health examination is to find active TB in its early stage before it becomes contagious. 肺結核を早期に発見し、周囲へ感染が広がることを予防するために実施します。

We <u>do</u> find active TB every year among international students....

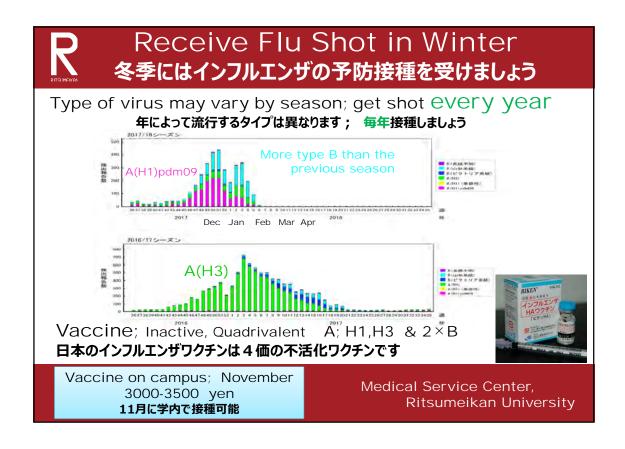
We sincerely ask for your understanding and cooperation to receive X-ray exam.

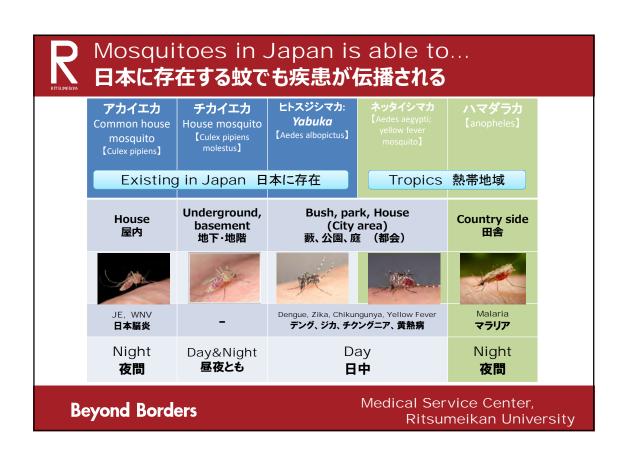
Thank you!

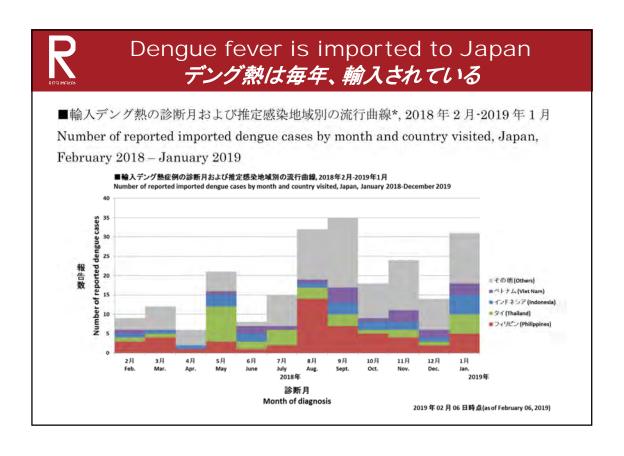
外国人留学生の中から肺結核が毎年発見されています。 必ず胸部X線検査を受診してください。 ご理解・ご協力をお願いいたします。

Beyond Borders

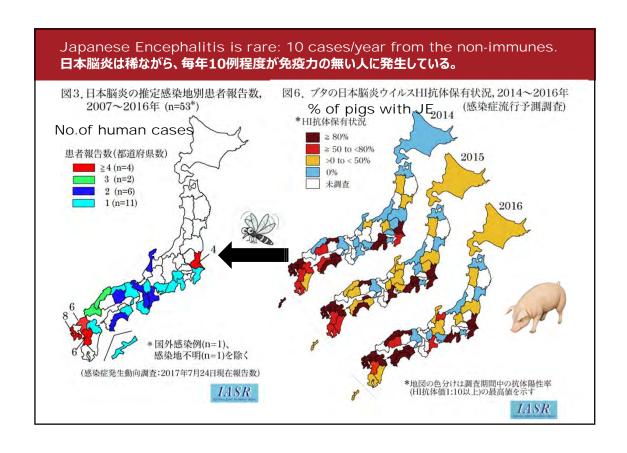
Medical Service Center, Ritsumeikan University





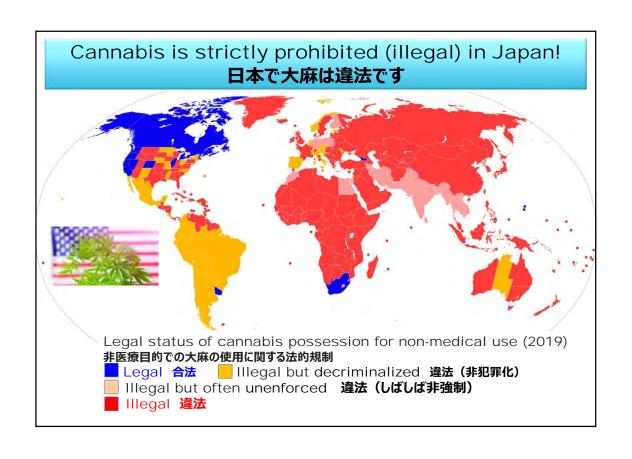








RITCHMEIGN	JE\	/EF	R TR	RY!	絶文	すダン	ζ !
- Country Year Ages % of Experience 使用経験の割合					険の割合		
国	年	年齢	Marijuana 大麻	Amphetamines 覚せい剤	MDMA 合成麻薬	Cocaine コカイン	Heroine ヘロイン
Germany ドイツ	2009	18-64	25.6	3.7	2.4	3.3	-
France フランス	2010	15-64	32.1	1.7	2.4	3.7	-
Italy イタリア	2008	15-64	32.0	3.2	3.0	7.0	-
GB 英国	2006	16-59	30.2	11.9	7.5	7.7	-
USA 米国	2010	>12	41.9	5.1	6.3	14.7	1.6
Japan 日本	2011	15-64	1.2	0.4	0.1	0	0
		次 从 展 图 图形或是较多级 图形或是较级 图形或图像 多語		MDMA (Dangerou 危険ド	



NEVER TRY! 絶対ダメ

Don't touch Illicit drugs: Not only using it But also sole possession will be punished in Japan.

違法薬物は所持しているだけでもダメ 絶対に手を出してはいけません

Beyond Borders

Medical Service Center, Ritsumeikan University



Summary まとめ

- ◆ Please do not hesitate to use Medical Service Center
- ◆ Keep heathy life style and stay fit!
- ◆ Contagious illness are not only COVID-19;
 - Wash hands
 - ☐ Get available/necessary vaccines
- ◆ Stay away from drugs&tobacco (vapers)

気軽に保健センターへ相談ください 健康的な生活を送りましょう 感染症は新型コロナだけではありません 手洗いを励行し、必要なワクチンを受けましょう 違法薬物やタバコはダメですよ

Beyond Borders

Medical Service Center, Ritsumeikan University

Beyond Borders



Please feel free to come. You are always welcome. Enjoy the stay in Ritsumeikan University! Thank you.

いつでも気軽に利用してください。 お待ちしています。 <u>立命館大学の生活が充実したものにな</u>りますように。

You can review the content of this guidance on "manaba+R" (質料を掲載しています

manaba+R

IT Guidance



情報システムやITインフラの活用/ Use of information systems and IT infrastructure

- ①立命館WEBメールの利用の仕方/Using Web Mail
- ②キャンパス内での無線LAN (Wi-Fi) 設定/Using Wireless Lan(Wi-Fi)
- ③情報セキュリティ対策/Information security measures
- ④無料ソフトウェアの配布/Distribution of free software







2.情報環境を利用する前に確認すること Items to be checked before using the information environment

情報環境を利用する前に、ITサポートサイトの 「Get Started/学生」の内容をよく読んでください。 学内のITサービス利用の流れが掲載されています。

Before you get started with your information environment, go to the Please read "Get Started" carefully. It shows the flow of IT service use in the university.

* Get Started/学生・Student: http://www.ritsumei.ac.jp/rainbow/getstarted-student/

Beyond Borders

R 3.情報環境を安全に利用するために Safe use of the information environment

情報環境の利用にあたっては、情報セキュリティのページや インターネットサービス利用ガイドラインを読んで、情報セ キュリティ対策をおこなってください。

To use the information environment, please read the information security webpage and Countermeasures to Prevent Information Incidents - Internet Service Usage Guidelines - and take information security measures.

- * Security: http://www.ritsumei.ac.jp/rainbow/security/
- * インターネットサービス利用ガイドライン Internet Service Usage Guidelines http://www.ritsumei.ac.jp/rainbow/regulation/guideline-internet-service/

4.主なサービスの利用 Use of main services

- Mail
- ●無線LAN(Wi-Fi) / Wireless Lan(Wi-Fi)
- 授業・自習用パソコン /
 Computer for
 Education, learning, teaching, classwork
 (RAINBOW PC)
- 印刷環境 / Print environment
- * サービス一覧/Service List: http://www.ritsumei.ac.jp/rainbow/gethelp/

Beyond Borders



5.困ったときは

When in trouble

情報環境の利用について分からない事があれば 「Get Help」で確認してください。

If you have any questions about the use of the information environment, please check "Get Help".

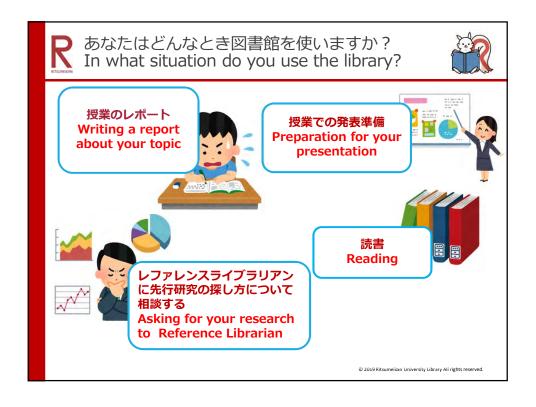
- ・よくある質問がサービスカテゴリ毎にまとめています。 Frequently Asked Questions by Category
- ・メールの問合せフォームも用意しています。

Email Contact Form

* Get Help: http://www.ritsumei.ac.jp/rainbow/gethelp/

Library Guidance







R 開館時間 Opening Hours



開講時 Course Offering Period	平日 Weekdays	8:30~22:00
	±日 Saturday & Sunday	10:00~17:00
閉講時 Holiday Period	平日 Weekdays	9:00~19:30
	±目 Saturday & Sunday	10:00~17:00

*開館日程の詳細は、本学図書館ホームページで確認すること Please check the library website for details about opening schedule

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R 入館・退館 Entrance and Exit



入退館時は入退館ゲートに学生証等をかざし てください。学生証等を忘れた場合は、入退館 ゲート近くのカウンターで手続きが必要です。

To enter / exit the library, please touch your ID card to the entrance / exit gate. If you don't carry your ID card, please ask librarians at the entrance.





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貸出冊数·期間 Maximum number of Items & Loan Period



利用者区分 User Classification	冊数 Maximum number of Items	期間 Loan Period
学部生、学部科目等履修生、学部聴講生等 Undergraduate students, Non-degree undergraduate students, Auditing students, etc.	20冊 20 items	14 ⊟ 14 days
大学院生、非常勤講師等 Graduate students, Part-time lecturers	100∰ 100 items	100 ⊟ 100 days

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資料の貸出・返却 Borrow and Return



貸出・返却する資料と学生証等を持って、自動貸 出返却機で手続きをしてください。

You can borrow materials at an Automatic Borrowing Machine. You need ID card.

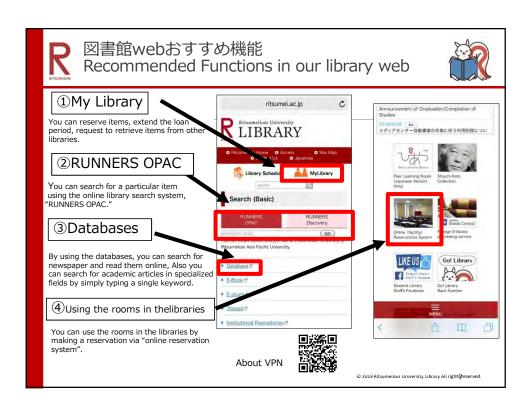


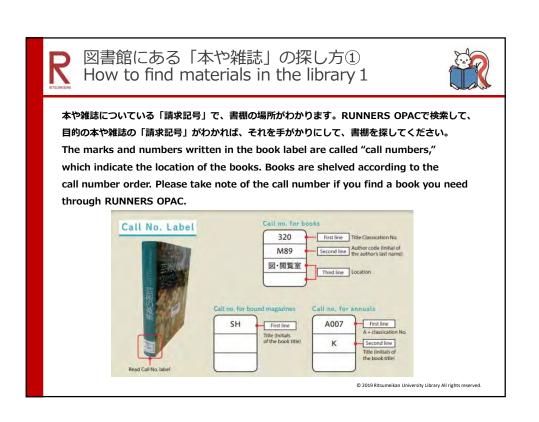
「貸出期限」を過ぎて返却した場合は、<u>「延滞日数分」の貸出停止</u> 「返却期限」は、MyLibraryで確認すること

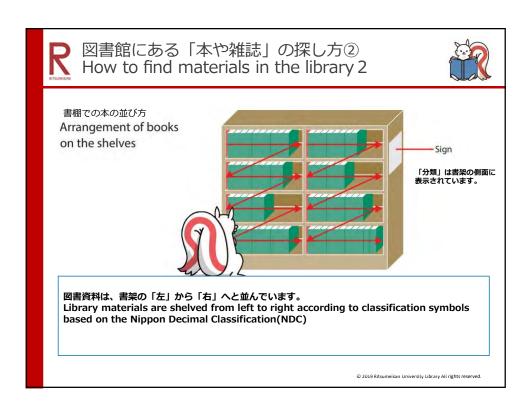
Caution:

- $\checkmark \text{If returned after the due date, you cannot be allowed to borrow materials for the same length as the overdue days.}$
- √You can view due dates via "MyLibrary"

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Thank you for your attention

Have a good experience in OIC library

わからないことがあれば、OICライブラリー2階カウンターまで尋ねてください Please feel free to ask us!

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新入生のみなさんへ English follows below.

OIC ライブラリーの使い方についての紹介動画を用意しました。ぜひお時間のある時にご覧のうえ、あなたの4年間の学修にうまく図書館を組み込んでご活用ください。

This guide movie is aimed at those who are new to OIC library. Let's start your active learning with OIC Library.



Office of Student Affairs Guidance

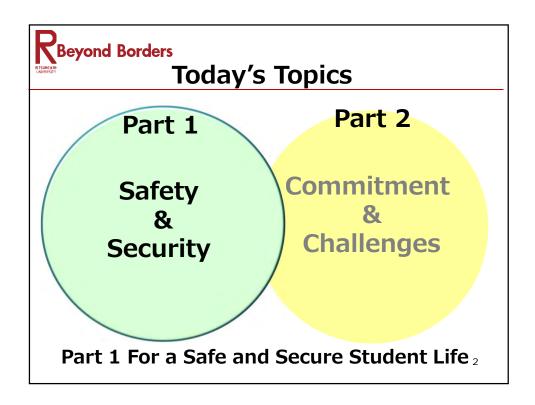


Spring 2020

New Student Orientation

Student Life Guidance

Office of Student Affairs



Reyond Borders

Part 1 For a Safe and Secure Student Life

- I. Dangers surrounding college students <commuting · daily-life· part-time job · alcohol>
- II. Troubles caused by SNS, including smartphones



III.Various crimes and malice that target college students <dangerous solicitations · marketing scams, etc.>

IV.Ritsumeikan University Rules

3



I. Dangers surrounding college students < Commuting>

Riding while using a mobile phone
Riding with earphones
Riding while using an umbrella
No night light
Two people riding one bike
Drunk riding (driving)



⇒Violation of the law (fine!)

⇒Risk of accident!





■ Keep 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.

Contact the International Center or the Office of Student Affairs.

5



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 · Key·
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 increasing.

- □ Do not walk while using a mobile phone.
 - →Your attention is distracted.
- May lead to a failure to catch 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 [Off Campus Resource (for women)]

• Kyoto Pref. Ladies 110 Tel: 075-411-0110

Tel: 077-521-8341

Shiga Pref. Plice Crime victim supportOsaka Pref. Women Line

Tel: 06-6941-0110

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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 URL site), 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 sign the 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



■Underage drinking, dangerous "Ikki (chugging)" drinking and forced drinking, and drunk driving are criminal acts.

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





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!!!

Wrong judgements and careless actions may lead to irreparable harm to you, your friends, and family.

Trouble cases of Foolish Twitter • Flaming • Exposing



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 the picture without your 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 was a case where a student was rejected by a company due to his/her SNS writings.



II. Troubles caused by SNS

5 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.

RITSUNGIKAN

II. Various crimes and malice that 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 make you trust them and open the door, and aggressively sell fire extinguishers, 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 backside to "a good story" that makes profit easily. Do not assume it as being safe, because your friends are doing it.

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II. Various crimes and malice that target college students

< Dangerous solicitation>

■ Prevention of illicit drug abuse

Invitations to recommend illegal drugs such as "helps recover fatigue," "makes your mind clear," "helps you lose weight"

are all wrong!

Any illegal drugs will trigger a crime and cause serious harm to the body and mental state throughout life.

As soon as you possess an illegal drug, you will receive severe social sanctions and ruin your life. Stay away from illegal or dangerous drugs no matter what!

Drugs destroy life physically and mentally!
Drugs destroy student life, family, relationship, and society!
Beyond a light feeling, sever punishment!

The use, possession, sale, and distribution of illegal drugs is a crime under Japanese law and severely punished.

Over seas smuggling or online import from overseas is also criminal. 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 goods sales activities
- 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 clever words to recruit you.

<What you should do when you encounter them>

- 1. Say "No" clearly, avoiding ambiguous attitudes or words
- 2. Do not disclose personal information easily
- 3. Consult with your guardian and staff of the student affairs office immediately

Sarin gas terrorism in Tokyo subway in 1995





Sarin disinfection in subway car

People who were rescued at the subway







II. Various crimes and malice that target college students

5 things you should know to not be deceived

- When an unknown person talks to you in a friendly way, inviting or suggesting "a good story," be cautious!
 Do not respond or agree easily.
- ② Never use ambiguous attitudes or words such as "just listening won't hurt." => Say "No" clearly.
- 3 Do not fall for "sweet words" or "good stories". Be critical.
- 4 Do not release your personal information such as address, telephone number, or mail address easily. Those might be resold to traders, and can be abused for crimes.
- **5** Do not sign easily. When you do, receive a copy of the contract and keep it carefully.

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IV. Ritsumeikan University Rules

- No Smoking on campus except in the designated smoking areas on all campuses of Ritsumeikan University.
- smoking outside of designated areas <u>has been a</u> violation of the law

<Be aware of the danger caused by second-hand smoke>

NSOC is considerate and supportive for 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.

<Let's not smoke from the beginning>
The risk of death from lung cancer is
6 times greater!

No.1 factor to shorten life expectancy!

Medical Service Center helps to cease and/or graduate from smoking



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IV. Ritsumeikan University (RU) Rules

RU Student Disciplinary Regulations (Excerpt)

Acts subject to disciplinary actions

- Acts that disturb social order (criminal acts)
- 2. Harassment
- 3. Acts against information ethics
- 4. Acts against academic ethics
- 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.
- 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

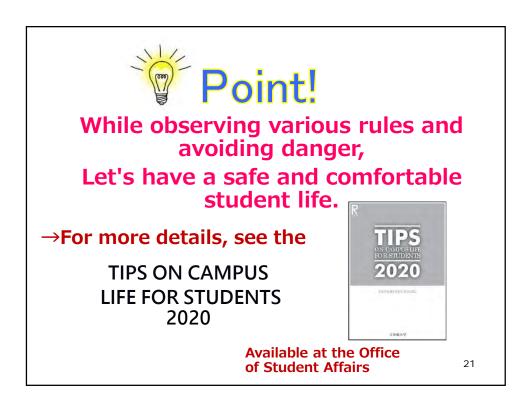
Process Flow

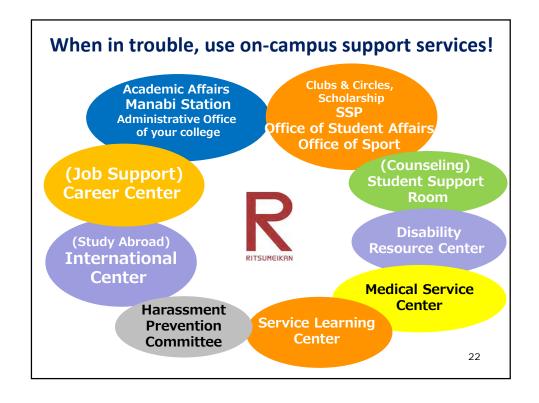
- $\ensuremath{\textcircled{1}}\xspace$ Occurrence of a misconduct or criminal activity.
- ② Investigation in each section, college, or department.
- $\ensuremath{\mathfrak{G}}$ Interview and guidance at department.
- Provide educational guidance based on preparation of reflection paper.
- (student support 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.

- 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.

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Student Success Program



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 in understanding 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

Types	Objectives	Contents
Student Success Program Seminars	Throughout the year, seminars are held during lunch breaks to help students acquire academic skills and student life skills.	Time Management Making To Do List Overcoming Mid-Semester Slump Strategies for Taking Final Exam Building Leadership Skills Organization Management Business Manner Entrepreneur Seminar Career Development etc.
Peer Support	SSP Peer Supporters hold lunch break sessions for academic support.	Coaching Time Management and Learning Strategies Follow up on the SSP Seminars
Individual Support Assessment)	SSP Coordinators provide individualized support for students to develop learning skills by using their strengths.	SSP Self-Check Sheet Learning Style Assessment Organizing tasks Establish own learning style by utilizing strengths On-demand Learning Support

Services of Student Success Program

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

(Assessment)

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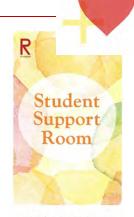
Student Support Room(SSR)

- Can't seem to decide my goals in university....
- Worried about the future....
- Worried about interpersonal relationships....
- Got homesick....
- Having a hard time adjusting to life in Japan/ university, etc.

SSR will support you in finding the solution you envision in your student life.

You can receive consultation by licensed clinical psychologists upon your request.

Referring to support outside the campus is also available. Confidentiality is protected.



学生サポートルームのごあんない

SSR is located in the Office of Student Affairs at each campus:

[KIC] Kenshinkan 2F [BKC] Central Arc 1F [OIC] A-Bldg.1F (AS Office) TEL 075-465-8174 TEL 077-561-2854 TEL 072-665-2130

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

Medical Service Center

- When you get injured, or feel sick.
- Get consultation on physical and/ or mental health

(KIC) Shigakukan1F TEL 075-465-8232 [BKC] West Wing 1F TEL 077-561-2635

【OIC】A-Bldg-South TEL 072-665-2110

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

Disability Resource Center

- Receive support/accommodation from student disability services.
- Specialized DRC coordinators are stationed at the DRC of the Student Affairs Office.

For details, see the leaflet or the following URL: http://www.ritsumei.ac.jp/drc/en/



R

健康ハンドブック

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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.

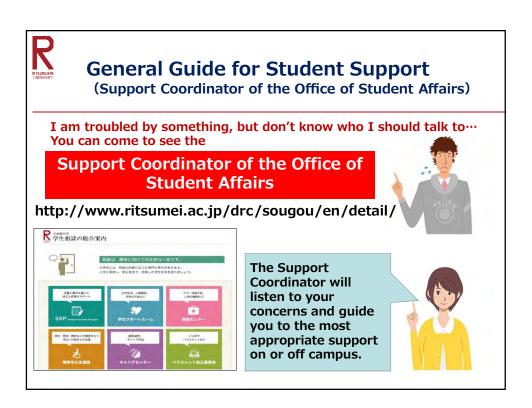
Academic Power Sexual Harassment

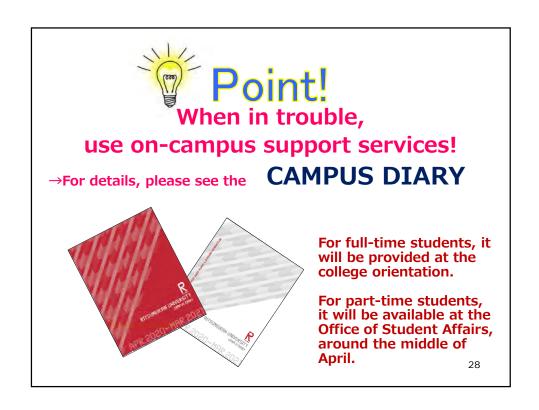
For details, see the leaflet or the following URL:

> 立命館大学 Maumellan University

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

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The OIC Student Affairs Office is located on the 1st Floor of the South of Building A (AS)

Please visit us whenever you need help or you want to try some challenging activities.

Thank you for your Reyond Borders attention!

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Police Department Guidance

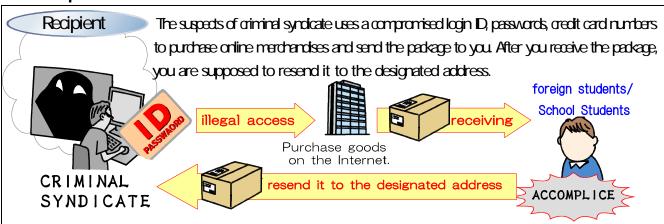


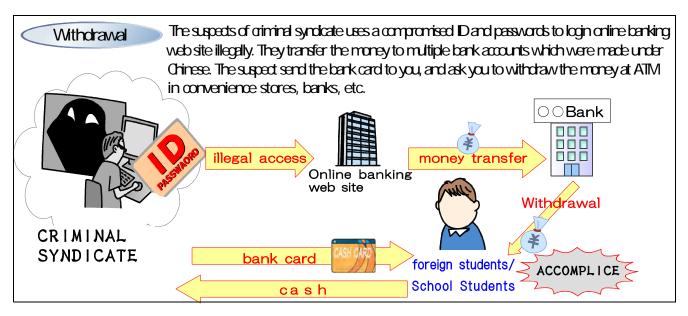
~ For Foreign Students And School Students ~ DON'T GET INVOLVED IN CYBER CRIMES



We have many cyber crime cases in which foreign students got involved, because they might think "It's Easy Task And Good For Money".

Case Examples





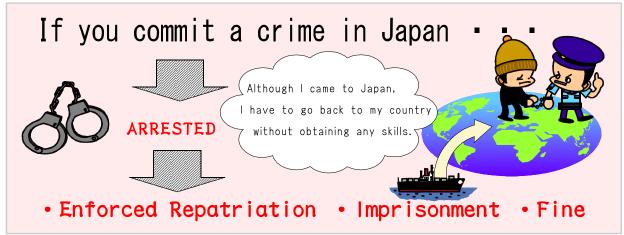


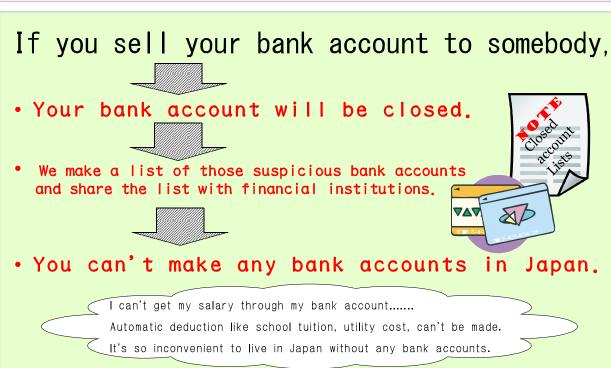
All these examples are "Obviously a Crime!!"

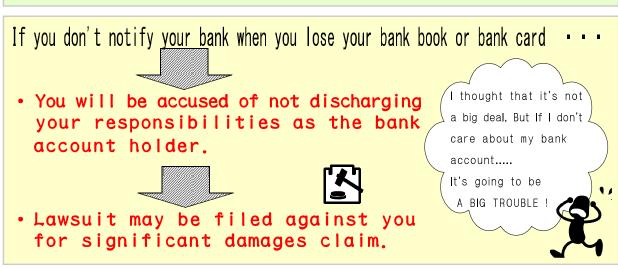
Don't believe these words "This is a easy job", "Just receive the package", "Just withdraw the money", etc.

Osaka Prefectural Police Cyber Crime Control Division

If you yield to the temptations, You will end up in the "Worst Scenario" as below.









You should respect our Japanese laws, and be aware of any involvement in these kinds of cyber crimes.

Student Co-op Guidance

For International Students 留学生のみなさまへ



Welcome to Ritsumeikan University!

On campus, we have stores, cafeterias, and bookstores that provide many goods and services for you Ritsumeikan CO-OP would like to support your studies and daily life in Japan! Most students and many teaching staff/administrators join our CO-OP. The entry price is based on member investment, so we hope you will take the time become a member of this system. In order to join, a refundable deposit for CO-OP shares is requested.

10shares at 5,000 yen). Deposits will be fully returned, when you leave university.

立命館生協は日本でのみなさんの研究や日々の生活をサポートします!

98%の学生と多くの数職員が当生協に加入しています。事業は組合員の出資を基盤としております。是非この機会にご加入ください。 加入には生協への出資金が必要です。(10 ロ 5,000 円)出資金は卒業時に全額返還いたします。

Please come to our offices with

- 1 Cash deposit (for CO-0P shares) 10shares at 5,000 yen
 - 2 Identification card

(to certify that you study at Ritsumeikan University)

Deposits are the foundation for running our CO-OP

'All deposited shares will be returned in full when you leave university.

you will receive your CO-OP Membership Card. After the application form is completed

*CO-OP Membership Card will be mailed to your house in about 20days. nsurance certificate will be mailed to your house under separete cover the CO-OP Membership Card.

① 出資金 10 口5,000 円 ② 学生証(立命館大学に在籍していることを証明するため) 加入手続きは以下のものをご持参の上、当生協窓口にお越しください。

※出資金は生協運営の基礎となります。※卒業時に全額返還いたします。

申込書にご記入ください。組合員カードを発行します。 ※組合員カードは約 20 日後に自宅へ郵送されます。共済証書・保険加入者証は大学生協共済連より後日

自宅の住所に郵送されます。



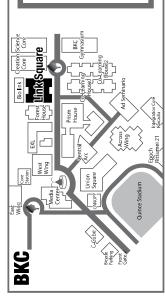
When you graduate from Ritsumeikan University your full deposit will be returned

in order to leave the CO-OP, please come to our offices with your CO-OP Membership Card. 卒業の際、出資金は全額返還いたします。脱退手続きは、組合員カードをご持参の上、当生協窓口にお越しください。 ※組合員カードにチャージした現金と、ポイントは使い切ってください。

Office of Ritsumeikan CO-0P

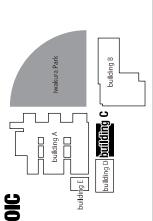


Kinugasa Center [Sat] 10:00~15:00 **IEL 075-465-8280** Mon~Fri] 10:00~17:00 [Shigakukan B1F]



TEL 077-561-3918 **BKC** Center [Link Square]

[Mon~Fri] 10:15~16:30 [Sat] 10:30~14:00



OIC Center

(building C / OIC Shop) TEL 072-645-4103 Mon~Fri] 10:30~16:00

*Business hours is changed during a long vacation.

at E/Feb/2018

the business scale

Ritsumeikan CO-OP Profile.

Company Name Established

Ritsumeikan Cooperative

Feb-15th-1962

- Chief Director
- Board Member

Director of Teachers/11 persons, Director of Graduate Students/2 person Kakuni Takashi (Mr) (Professor of Literature, Ritsumeikan University)

Director of Students/9 persons, Director of External/3 persons Auditor of Teachers /4 persons, Auditor of Students/4 persons

- Union membership
 - Capitol amount Yearly turnover
- JPY 6,002,988,000 (at E/Feb/2018) JPY683,949,000 (at E/Feb/2019) 53,769 persons (at E/Feb/2019)

Books/JPY 875,974,000, Travel Service/JPY 1,543,477,000, Others /JPY 3,177,000 Shop Dept/JPY 1,966, 351,000 Cafeteria Dept/JPY 1,614,009,000 Details as below

(yen) / Cafeteria 1,614,009,000

low to

14.4.5 47.0.5 生傷 太郎 MRITSUNGIKAN CO-OP WHENBER'S CARD

Without showing your CO-OP Membership Card, you can not buy goods or use CO-OP shops and cafeterias by membership price. Please show your CO-OP Membership Card at the cashier.

For Non-mebership Price: 5% additional charge.

生協店舗をご利用の際には、レジにて組合員カードをご呈示ください。※ご呈示のない場合5%増しになります。

MEMBERSHIP BENEFIT

- ▶10% discount on books, magazines
- *You can pay your goods by points.
- and "Personal Liability Insurance for Students" And many more! ►CO-OP "Students Comprehensive Mutual Insurance"



▶Points accumulation by CO-OP Electronic Money



How to use

Pre-charge vour electronic monev to your CO-OP Membership Card.

You can settle your amount just by showing your card.

組合員カードには電子マネー機能がついています。チャージして生協での支払いに使えます。

①Adding money to your CO-OP Membership Card. (charging) Recharge your card at cashier by 1,000 yen 3) Just put your CO-OP Membership Card on the card reader at the cashier.

3 Points will be accumulated.

- ♦Cafeteria Menu Items··· 1point per100 yen ♦Shop Food, Drinks ······0.5point per100 yen
- *Points are not awarded for tickets, travel fees, computers, etc. ♦Books, Stationery0.3point per100 yen

Your points are shown on your receipt. The balance can be confirmed.

≥

r services

Drink and foods, Stationery,

Daily goods, PCs, Simple electronics and more.

食料品、文具、日用品、パソコン、ちょっとした電化製品など

Cafeteria, Catering

*Our menu has food raw material indication. 食堂、ケータリング。※メニューに原材料表示があります。 eteria Tasty and well-balanced meals are supplied at inexpensive prices. Nutritional facts and prices are listed at each price card.

3 Please pay at the cashier. Chopsticks, spoons, tea, water, salad dressing, etc. ② Please take a tray. Make your selection from the counter or showcase.

are located at the self-serve station near the cashier.

Please enjoy your lunch in the hall. Trays and dishes should be dropped off at the return area after use.

Books, Textbooks, Proficiency Exams, Official Tests. *When you show your CO-OP Membership Card,

you will get a 10% discount on books, textbooks, Magazines.

一般書籍、教科書、検定・資格試験など。※書籍は組合員カードご呈示で定価の 10%割引!

Various tickets(movie, museum) and more...

Train/plane tickets, Ferry tickets, Hotels, Domestic and overseas Travel **Youth Hostels, Rent-a-car, Driving School Information**

国内・海外旅行、鉄道・航空機の切符、フェリー、ホテル、ユースホステル、

レンタカー、自動車教習所斡旋、各種チケット (映画、美術館) など…。

EULE

学生総合共済(生命共済)とあわせておすすめする保険 学生賠償責任保険+(一人暮らし特約)

KYOSAI) for more infomation. Please apply with the membership of Ritsumei

±協加入と一緒にお手続きください。 詳しくはパソフレットをご覧ください。

ife Mutual nsurance

Whenever you have a disease or injury. *It isn't National Health Insurance. あなたが病気やケガをしたとき。※国民健康保険ではありません



For those who ride a bicycle please join by When you caused trouble for someone. all means.

Personal Liability

ecommend

or Students

nsurance

*Private settlement negotiation service attached. (Limited to within Japan)

他人への賠償責任を負ったとき。自転車にによる賠償事故。※示談交渉サービス付。(国内のみ)

Special for persons living alone clause

or rented room. 寮、借家暮らしをされる方へ。 For those who stay in dormitory



Cultural Exchange Participation Survey

国際交流イベント参加希望アンケート

International Exchange Participation Survey

国際教育センターでは年間を通して様々な国際交流イベントの案内を留学生メーリングリストや manaba+R で配信しています。みなさんにもぜひ参加してほしいので、以下のアンケートにご協力下さい。国際交流イベントでは茨木市や大阪府の学校へ行き生徒と交流したり、茨木市内の家庭に1日訪問し、日本人の普段の生活を体験したりします。

Throughout the year the International Center will provide information about international exchange opportunities via the international student mailing list and manaba+R. We would appreciate your participation in these events, so please answer the survey below. Events including interacting with students at local schools in Ibaraki/Osaka and visiting Japanese homes and experiencing Japanese culture firsthand.

下記の質問に答えて下さい。Please answer the guestions below.

氏名(アルファベット)	学生証番号		
Name	Student ID No.		
国籍	性別	男	女
Nationality	Sex	Male	Female
学部・研究科・プログラム	言語基準	日本語	英語
College/Graduate School/Program	Language of Study	Japanese	English

1. 国際交流イベントに興味がありますか?

Are you interested in participating in these cultural exchange events?

はい Yes いいえ No

※「はい」と答えた人は、2~5の質問も答えてください。 If you answered "Yes" please answer questions 2-5.

2. 言語能力について教えてください(必要な情報を記入し、該当するものに丸を付けてください)。

Please tell us about your language abilities (please fill in the necessary information and circle the appropriate choice).								
母語 / Native Language:								
	Learne							
日本語 / Japanese	挨拶程度/	日常会話/	不自由なく会話がで					
	Basic Greetings	Everyday Conversation	きる/Fluent					
英語 / English	挨拶程度/	日常会話 /	不自由なく会話がで					
	Basic Greetings	Everyday Conversation	きる/Fluent					
その他 / Other:	挨拶程度/	日常会話/	不自由なく会話がで					
	Basic Greetings	Everyday Conversation	きる/Fluent					
その他 / Other:	挨拶程度/	日常会話 /	不自由なく会話がで					
	Basic Greetings	Everyday Conversation	きる/Fluent					

3. 母国を紹介する短い発表などに協力してもらえますか?
Are you comfortable giving a short presentation about your home country?

はい Yes いいえ No

4. あなたの母国に留学を考えている日本人学生へのサポートに協力してもらえますか? Would you like to support Japanese students who are thinking about studying abroad in your country?

はいYes いいえNo

ご協力ありがとうございます。国際交流イベントにみなさんが参加されることを楽しみにしています。

Thank you very much for your cooperation! We are looking forward to your participation in the cultural exchange events this year!

提出された情報は立命館大学国際教育センターが実施するプログラム以外には利用致しません。

All information passed into the Ritsumeikan University International Center will not be used outside of the programs.

Bicycle Registration Guidance



OIC Commuter's Handbook 2020

Ritsumeikan University





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Commuting Rules

©Commuting by car is prohibited under any circumstances.

We ask you to refrain from commuting by motorcycle.

*If you have to commute by motorcycle for unavoidable reasons, you must complete registration procedure.

As a general rule, Ritsumeikan University allows commuting to the university on foot, by bicycle, or by public transportation such as bus or train, while prohibiting students from commuting by car under any circumstances.

While we ask students to refrain from commuting by motorcycle, it is permitted at Osaka Ibaraki Campus (OIC) for those who have unavoidable reasons on the conditions that they complete "Motorcycle Registration" after attending a "Driving Safety Lecture"; they use motorcycles with engines of 125 cc or less; and they park the motorcycles in the Motorcycle Parking Lot. (Refer to page 14 - 17.)

■Why is commuting by car prohibited and commuting by motorcycle discouraged?

- 1. Students have several public transportation options available.
- The number of commuters is very high on the main roads near OIC, and there are also many largesized vehicles.
- 3. OIC is located in a quiet residential area. Noise, traffic obstruction, and parking without permission could cause a disturbance to the residents in the area and their living environment.

■ Violators of these rules will be penalized under school regulations.

In the event of violation of the university's commuting rules, violators will be given necessary guidance and disciplined strictly under the school regulations.

©Registration is required for commuting by bicycle.

(For more details, refer to page 5 - 9.)

You may not enter the campus with an unregistered bicycle.

At OIC, students must register bicycles to commute by bicycle to the campus in order to prevent traffic accidents and disturbing local residents, and to fulfill one's duty as a member of society that respects and supports the environment and local community.

In addition, you are obligated to take the "Driving Safety Lecture", complete your anti-bicycle theft registration, enroll in bicycle personal liability insurance (covering at least 100,000,000 yen), and install a headlight and locks on your bicycle.

■Why is enrolling in liability insurance required?

In the OIC area, its excessive traffic has resulted in dangerous situations not only during commuting hours but at all times. Bicycle accidents have increased rapidly in recent years. Considering risks of being involved in or causing an accident, it's important to enroll in personal liability insurance. As there have been many cases where cyclists caused accidents and bore responsibility for a large amount of compensation for the victims, those who commute by bicycle are obligated to enroll in the insurance.

Commuting by Bicycle

You must register your bicycle beforehand to commute by bicycle. You may not use your bicycle for commuting without a registration sticker placed on it. Also, in the event of unauthorized parking or other misconduct, you will be penalized under school regulations and your registration will be revoked.

■Bicycle Registration Requirements

- 1. Enrollment in anti-bicycle theft registration (自転車防犯登録, jitensha bohan toroku) under your name.
- 2. Enrollment in personal liability insurance covering at least 100,000,000 yen (For more details, refer to page 10)
- 3. Headlight installation
- 4. Anti-theft measures (bicycle lock) are taken.
- 5. Individuals who have attended the "Driving Safety Lecture", and can ride safely while following traffic rules and manners.

■Driving Safety Lecture

- 1. For new students, the "Driving Safety Lecture for Bicycles and Motorcycles" is held during the period of the orientation for new students.
- 2. For other students than the above, please visit manaba+R or the Campus Information Center after the middle of March to check when and where the lectures will take place.

■Items Necessary for Registration

- 1. Bicycle Registration Application / Bicycle Commuting Registration Pledge (attached on page 11 13)
- 2. Student ID (valid for the current academic year and showing the OIC address)
- 3. Driving Safety Lecture Attendance Certificate (must be valid)
- 4. Personal liability insurance certificate (bring a photocopy of the certificate)
 - *Please confirm the details below in regards to insurance:
 - (1) The insurance should cover you under your name or the name of your family member.
 - (2) Length of coverage should be until the end of your minimum period of study.
 - (3) The amount of compensation should be at least 100,000,000 yen.
 - *Please present a photocopy of the personal liability insurance certificate. A photo of the certificate is not acceptable.
 - *The insurance available through the university includes:
 - a. Personal liability insurance for students (Ritsumeikan Co-operative)
 - b. Comprehensive insurance program for students (Creohuman Co., Ltd.)
- 5. Your bicycle (anti-bicycle theft registration should be completed before registration.)

■Registration Period and Location for New Students

·Schedule: 12:00 p.m. - 4:45 p.m.

·Location: A tent in front of Building D

Date	Relevant Students
April 13 (Mon)	College of Business Administration
April 14 (Tue)	College of Business Administration
April 15 (Wed)	College of Comprehensive Psychology / College of Policy Science / College of Global Liberal Arts
April 16 (Thu)	Make-up day
April 17 (Fri)	Make-up day

■Bicycle Registration Sticker

- 1. After completing the registration procedure, you will be given a bicycle registration sticker and its protective label. Once receiving these, please place the registration sticker on the back splash-guard of your bicycle where the sticker is easy to see (refer to the picture below).
- 2. If unauthorized use of the registration sticker is found, your registration will be revoked and it will be reported to the administrative office of your College.
- 3. If you lose your registration sticker, you will need a 200 yen certificate stamp (証紙, shoshi) to reissue a new one.

You can purchase a 200 yen certificate stamp for "Motorcycle or Bicycle Registration Sticker" from the Certificate Issuing Machine.

[Certificate Issuing Machine Location]

Beside the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A)



■Bicycle Registration Fee

- 1. Registration for the first bicycle is free.
- Undergraduate students who advance to a Master's Program, or Master's students who advance to a
 Doctoral Program, <u>must go through the registration process again</u>.
 - If you change the year you graduate or finish your program, an extension procedure will be necessary.
- 3. If you change your bicycle, transfer ownership of your bicycle, or lose your registration sticker, please go through the necessary procedures as soon as possible.

*For the procedures above, visit the Campus Information Center located on the 1st floor of Building A.

■Rental Bicycles

To commute by rental bicycle, a "Rental Bicycle Registration Certificate" issued by the university is necessary. It has been already confirmed that each rental bicycle shop takes anti-crime and safety measures required for rental bicycles such as anti-bicycle theft registration, anti-theft lock, and headlight. Therefore, you do not have to have a bicycle inspected.

<u>Please be informed that rental bicycle users are also required to enroll in personal liability insurance.</u> Please bring the items listed below when registering the bicycle and receive a "Rental Bicycle Registration Certificate". Please carry the certificate with you at all times and show your certificate when asked to do so by the parking lot staff.

Rental bicycles shall be parked in the Rental Bicycle Parking Lot (refer to page 21.)

Items Necessary for Rental Bicycle Registration Certificate

- Bicycle Registration Application / Bicycle Commuting Registration Pledge (included in the OIC Commuter's Handbook)
- 2. Student ID
- 3. Driving Safety Lecture Attendance Certificate (must be valid)
- 4. Personal liability insurance certificate or other items which prove your enrollment of personal liability insurance (a photocopy of one of these above is acceptable)
- 5. Rental bicycle membership card, IC card or other items which prove your rental bicycle agreement
- 6. Your bicycle to register

■Bicycle Commuting Cautions

Students commuting by bicycle can cause complaints from nearby residents and people using the roads near the university. It is one of our roles as a university to form a better environment.

Students should be conscious of these things and should abide by the points below when commuting by bicycle.

- Please do not cause danger or disturbances to local residents by parking your bicycle on the road, leaving your bicycle unattended for a long period of time, or cutting through primary and junior high school zones or private properties.
 - *Some areas surrounding stations in Ibaraki city are designated as No Parking Zones.
- 2. In the event of a traffic accident, please report to the nearest police station and contact the Campus Information Center (on the 1st floor of Building A) as soon as possible.
- 3. Please follow the five rules to ensure safety when riding a bicycle.

Five rules for safe bicycle riding

- 1. In principal, cyclists should ride on the street and use sidewalks only in exceptional cases.
- 2. Cyclists should ride on the left side of the street.

- 3. Cyclists must reduce speed on sidewalks and give pedestrians the right of way.
- 4. Cyclists must obey traffic rules.
 - Cyclists are prohibited from riding under the influence of alcohol, riding double, or riding side by side
 - Cyclists must use bicycle lights at night.
 - Cyclists must obey traffic lights at intersections and check for safety after coming a full stop.
- 5. Children must wear a helmet.

■ Cautions about Bicycle Parking Lot Use

- 1. Only bicycles which have registration stickers attached are allowed to park in the Bicycle Parking Lot. Any bicycles with expired stickers or without stickers are not acceptable to park. Inspections of the Bicycle Parking Lot are conducted periodically and these unauthorized bicycles will be locked. <u>Please understand that we will not unlock these bicycles unless relevant users complete all the necessary procedures properly to register your bicycle.</u>
- 2. Operation hours of the Bicycle Parking Lot are as follows: 7:00 a.m. 0:30 a.m.
- 3. Please follow the posted instructions and directions from the staff in the Bicycle Parking Lot. Always lock your bicycle while parked, and <u>make an effort to use two locks on your bicycle</u>, such as a chain lock, to <u>prevent thefts</u>. At OIC, you are strongly encouraged to use two locks on parked bicycles and motorcycles as stolen bicycles could be used for crimes.
- 4. As cycling in the Bicycle Parking Lot is not allowed, walk your bicycle.
- 5. In the Bicycle Parking Lot, be sure to use a bicycle rack to park.
- 6. Bicycles left unattended in the Bicycle Parking Lot for a long period of time will be disposed of.
- 7. Use an anti-theft net for your bicycle basket in an attempt to prevent thefts.
- 8. In the event of a theft, report to the Campus Information Center (on the 1st floor of Building A) and the nearest police station.
- 9. The university bears no responsibility for any accidents or thefts occurring in the Bicycle Parking Lot.

Anti-Bicycle Theft Registration

To register your bicycle, you are first required to enroll in anti-bicycle theft registration.

[Anti-bicycle theft registration]

In order to improve a situation which interferes with citizens' everyday life such as the increasing number of bicycle thefts and stolen bicycles abandoned in some areas including surrounding areas of the stations, the "Act on Promotion of Safe Use of Bicycles and Comprehensive Advancement of Measures for Bicycle Parking" was enforced in June of 1994.

- · Bicycle owners are obligated to enroll in anti-bicycle theft registration under the law.
- ·In case of a bicycle theft, anti-bicycle theft registration can raise possibility of early discovery of the stolen bicycle.

*You have to complete the procedure by yourself.

[Have you registered a bicycle you bought for anti-bicycle theft registration?]

- *Please confirm that the registration number on an anti-bicycle theft registration sticker attached to your bicycle matches ones on the documents below before registering your bicycle.
 - (1) Anti-bicycle theft registration form
 - (2) Proof of purchase for your bicycle
- (3) Warranty certificate or receipt of your bicycle showing the bicycle serial number

[When receiving a used bicycle from the previous owner, make sure to enroll in anti-bicycle theft registration]

*You must complete anti-bicycle theft registration. (Register the bicycle under your name.)

Anti-bicycle theft registration is available at the OIC Shop.

(Contact at 072-645-4103, open on weekdays from 10:30 a.m. to 4:30 p.m.)

To register your bicycle at the OIC Shop, following items are required:

- (1) A certificate from the previous owner which shows the bicycle was given or anti-bicycle theft registration form if the previous owner had the registration. A copy of an email or other items proving a purchase are also acceptable.
- (2) Photo ID (student ID, official certificate with a photo attached such as passport or driver's license)
- (3) Registration fee of 600 yen
 - *The amount can vary depending on each local municipality.
- (4) Your bicycle
 - *Please make a record of the registration number issued after the above procedures.

When transferring ownership of your bicycle to someone else, please make sure to have the new owner complete anti-bicycle theft registration.

Personal Liability Insurance Membership Details

OIC is situated in Ibaraki city where over 10,000 vehicles travel on its main roads every day. Bicycles are the

 $most\ common\ mode\ of\ transportation\ of\ its\ residents\ and\ the\ number\ of\ bicycle\ users\ in\ the\ city\ makes\ up\ one$

fourth of the total amount of traffic. Given these facts, the city has a heavy traffic with vehicles and bicycles.

In Osaka Prefecture, the number of bicycle accidents has been reduced by 21% from 2007 to 2013. In Ibaraki

city, however, the number of bicycle accidents has remained relatively unchanged in the same period of time.

The accident rate per 1,000 people places Ibaraki city as the 4th highest in Osaka Prefecture.

In recent years, the rates of bicycle accidents with pedestrians and other bicycles have been increasing. The

transition in the numbers of bicycle accidents from 2003 to 2013 shows the following facts: the numbers of

bicycle accidents with automobiles and motorcycles have greatly decreased by 33% and 44%, respectively; and

the numbers with pedestrians have increased by 14% and with other bicycles have decreased by only 6%,

which have remained high.

If you cause an accident with a pedestrian or another cyclist, you must bear full responsibility for

compensating the victim, and the amount of compensation is the same as when you were driving an automobile

or motorcycle.

The university has obligated students who commute by bicycle to enroll in personal liability insurance whose

amount of compensation is at least 100,000,000 yen. All students commuting to OIC by bicycle must enroll in

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the insurance with compensation equivalent to the above as a precaution.

Your insurance should be valid until the end of your minimum period of study.

■Insurance Available on Campus

(1) Personal liability insurance for students (Ritsumeikan Co-operative)

TEL: 0120-465-098

(2) Comprehensive insurance program for students (Creohuman Co., Ltd.)

TEL: 075-463-9178

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RITSUMEIKAN

自転車通学登録申請書(記入例)

For OIC Students

Bicycle Registration Application (Example)

- ※裏面の自転車通学登録誓約書も必ずご記入ください。
- % Please be sure to fill in the Bicycle Commuting Registration Pledge of the back side.

申請日 Date		200	00	年 Year	0		月 onth	0	日 Day	y		
登録区分 Registration Type										ent)		
学生証番号 Student ID No.	1	3	4	1	9	9	9	9	9	9	_	0
フリガナ Name in Katakana				ļ	ノツァ	11	タロ	ウ				
氏 名 Name		立命 太郎										
携帯電話番号 Cell Phone Number				0	90-1	23	4-56	78				
メールアドレス Email Address										@ed.	ritsume	i.ac.jp
所 属 Affiliation		経営		研究科	学部 / Co Grad. So	-	経	営	学科 课程/Pro	/Dept ogram	1	回生 Year
防犯登録番号 Anti-theft Registration No.	,	大阪	В	123	456		卒業 Gradua Yea	ation		年 Yea	r N	月 Month

[※] 個人情報については、学校法人立命館個人情報保護規定に基づき、適正に管理いたします。自転車登録以外の目的では利用いたしません。

^{**} Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations. It will not be used for any purpose other than bicycle registration.

キャンパスインフォメーション使用欄 Office Use Only									
保険確認	生協・ クレオ	・任意	新登録番号	管理者保管用シール貼付					
レンタサイクル	登録店:		旧登録番号						
	自転車点検結果								
前照灯		点検者							
鍵			担当者印						
防犯登録									

For OIC Students



- ※裏面の自転車通学登録誓約書も必ずご記入ください。
- % Please be sure to fill in the Bicycle Commuting Registration Pledge of the back side.

申請日 Date		年 Year		月 onth	日 Day	
登録区分 Registration Type	□ 新規 □ New registration			・シール再交 ge of vehicle ・	付 • 復学) Sticker reissue · Re	eenrollment)
学生証番号 Student ID No.						_
フリガナ Name in Katakana						
氏 名 Name						
携帯電話番号 Cell Phone Number						
メールアドレス Email Address					@ed.	ritsumei.ac.jp
所 属 Affiliation		学部/ 研究科/Grad	College I. School		学科/Dept 課程/Program	回生 Year
防犯登録番号 Anti-theft Registration No.				卒業年 Graduation Year	年 Yea	· ·

- ※ 個人情報については、学校法人立命館個人情報保護規定に基づき、適正に管理いたします。自転車登録以外の目的では利用いたしません。
- ** Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations. It will not be used for any purpose other than bicycle registration.

キャンパスインフォメーション使用欄 Office Use Only									
保険確認	生協・ クレオ	・任意	新登録番号	管理者保管用シール貼付					
レンタサイクル	登録店:		旧登録番号						
	自転車点検結果								
前照灯		点検者							
鍵			担当者印						
防犯登録									

通学自転車登録誓約書/Bicycle Commuting Registration Pledge

【遵守事項】[Conditions]

1. 立命館大学大阪いばらきキャンパス構内交通規制に従います。

I will adhere to the campus traffic regulations of Ritsumeikan University Osaka Ibaraki Campus.

will affix the registration sticker in a clearly visible location on the splash-guard on the rear of the bicycle. If my bicycle does not have a splash guard, I will discuss this with the 2. 自転車登録シールを車体後方の泥除けの見やすい位置に貼付けします。泥除けの無い自転車はOIC地域連携課の指示に従います。 Office of Regional Collaboration at OIC and follow their instructions.

3 自転車登録シールを、他人に貸与又は譲渡いたしません。

will neither give nor lend my registration sticker to anyone else.

4. 駐輪場へ入構する際には降車し、手で押して入構します。

When I enter the bicycle parking lot, I will get off my bicycle and push it by hand.

5. 駐輪場以外の場所には、駐輪いたしません。誘導ブロック(点字ブロック)の上には駐輪いたしません。

I will not park my bicycle in any location other than the bicycle parking lot. I will not park on the yellow guiding strips for the visually impaired

6. 自転車が不要になった際には、構内に放置せず、自身の責任で処分いたします。長期にわたって自転車を留置した場合、大学が放置自転車とみなして処分することに異議申し立ていたしません。

If I leave my bicycle over a long period of time, I will not raise any objection should the university consider it to be abandoned and dispose of it. Should I no longer need my bicycle, I will not leave it on campus. I will take responsibility for disposing of it.

If I have reported my bicycle as stolen to the police but the bicycle is found after I have graduated and I am unable to pick it up, the university is free to dispose of 7. 警察へ盗難届けを出した自転車が卒業後発見された時、本人の都合により自転車の引き取りができない場合は、大学に引き取りと処分を一任します

8. 構内での事故・盗難・損傷等については、大学に対して一切その責任を求めません。

I will not hold the university liable in the event of any accident, theft, damage, loss, etc., on campus.

I will not park my bicycle in such a manner as to cause inconvenience to shops and residents in the neighborhood. I will not raise any objection should the 9. 近隣店舗や住民への迷惑駐輸は行ないません。不正駐輪した場合には、大学が自転車を撤去しても異讖申し立ていたしません。

Should I fail to comply with any of the above, I will not raise any objection if my bicycle is removed, locked, has its registration repealed, etc. 10. 以上のことに違反した場合は、自転車の撤去、施錠、許可の取り消し等の処分をされても異議申し立てをいたしません。

university remove my bicycle in the event that my bicycle is considered to be parked in a manner that may cause inconvenience.

申請にあたっては、上記のことを遵守することを誓約いたします。 I hereby pledge to adhere to the conditions above.

署名 Signature 裏面の申請書も必ず記入してください。 You must fill out the back side of this application as well

Commuting by Motorcycle (125 cc or Less Only)

As a general rule, students are asked to refrain from commuting by motorcycle. However, only students who have to commute by motorcycle for unavoidable reasons and meet requirements are permitted to register their motorcycles. In the event of unauthorized parking or other misconduct, violators will be penalized under the school regulations and their registration will be revoked.

At OIC, only motorcycles with engines of 125 cc or less are permitted to use for commuting.

■ Motorcycle Registration Requirements

- 1. Undergraduate or graduate students, or other individuals who have unavoidable reasons to commute by motorcycle and are permitted to do so by the university
- 2. Individuals who have enrolled in compulsory automobile liability insurance

Enrollment in compulsory automobile liability insurance is an obligation. Individuals violating this are subject to imprisonment for not more than one year or a fine of not more than 500,000 yen in addition to driving license suspension.

Please also enroll in voluntary automobile insurance in case of traffic accidents.

Maximum compensation amounts of compulsory automobile liability insurance are 30,000,000 yen for death and 1,200,000 yen for injuries of victims. These amounts are not enough to cover the entire compensation amount in terms of the current compensation level.

Moreover, compulsory automobile liability insurance covers people killed or injured in accidents, but not damage you cause to other drivers' cars, guardrails or other properties.

Without enrolling in voluntary automobile insurance, you may not receive out-of-court settlement negotiation service provided by insurance companies.

3. Individuals who have attended the "Driving Safety Lecture", and can ride safely while following traffic rules and manners.

■Driving Safety Lecture

- 1. For new students, the "Driving Safety Lecture for Bicycles and Motorcycles" is held during the period of the orientations for new students.
- 2. For other students than the above, please visit manaba+R or the Campus Information Center after the middle of March to check when and where the lectures will take place.

■Items Necessary for Registration

- Motorcycle Registration Application / Motorcycle Commuting Registration Pledge (attached on page 18 -20)
- 2. Student ID (valid for the current academic year and showing the OIC address)
- 3. Driver's license
- 4. Driving Safety Lecture Attendance Certificate (must be valid)

- 5. Certificate of compulsory automobile liability insurance
 - *The insurance should be under your name or the name of your family member. Make sure the license plate number of your motorcycle is shown in the certificate.
- 6. Certificate stamps necessary for motorcycle registration
 - *You can purchase certificate stamps from the Certificate Issuing Machine placed besides the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A).

■Registration Period and Location

- ·Schedule: weekdays only (to be specified), from 9:00 a.m. to 5:30 p.m.
- ·Location: Campus Information Center on the 1st floor in the north side of Building A

Please visit manaba+R to check in what period of time you can register your motorcycle.

■ Motorcycle Registration Sticker and Student ID Authentication

- 1. After completing the registration procedure, you will be given a motorcycle registration sticker and its protective label. Once receiving these, please place the registration sticker on the rear fender of your motorcycle (either right or left side) where the sticker is easy to see (refer to the picture below).
- 2. In order to open the gates of the Motorcycle Parking Lot, you need to place your student ID over the scanner of the entrance or exit. As inappropriate usage can damage the gates, make sure to open the gates with your ID and go through while the gates are fully opened. You will be responsible for paying all costs related to damage you cause to the gates due to inappropriate usage.
- 3. If unauthorized use of the registration sticker or your student ID is found, your registration will be revoked and it will be reported to the administrative office of your College.
- ■If you renew compulsory automobile liability insurance following its expiration, do not forget to submit a photocopy of the renewed insurance certificate to the Campus Information Center (on the 1st floor of Building A).

■ Motorcycle Registration Fee



Motorcycles, 50 cc or less

Motorcycles, 51-125 cc

The fee collected shall be used to manage the Motorcycle Parking Lot and keep the campus and its adjacent areas secure.

 Undergraduate and graduate students shall make one-time payment for the fee which should cover the amount until the end of their minimum period of study. You may not pay in installments or receive any refund.

Un	dergraduate Stud	ents	Graduate Students					
Enrolled in	Motorcycles, 50 cc or less	Motorcycles, 51-125 cc	Enrolled in	Motorcycles, 50 cc or less	Motorcycles, 51-125 cc			
First year	4,000 yen	8,000 yen	First year of Master's program (M1)	2,000 yen	4,000 yen			
Second year	3,000 yen	6,000 yen	Second year of Master's program (M2)	1,000 yen	2,000 yen			
Third year	2,000 yen	4,000 yen	First year of Doctoral program (D1)	3,000 yen	6,000 yen			
Fourth year or higher	1,000 yen	2,000 yen	Second year of Doctoral program (D2)	2,000 yen	4,000 yen			
Auditing students	1,000 yen	2,000 yen	Third year of Doctoral program (D3)	1,000 yen	2,000 yen			
			Fourth year of Doctoral program (D4) or higher	1,000 yen	2,000 yen			
	R	eissue fee for a r	egistration sticker: 200 yea	n	•			

- 2. Undergraduate students who advance to a Master's Program, or Master's students who advance to a Doctoral Program, must go through the registration process again. If you change the year you graduate or finish your program, an extension procedure will be necessary.
- 3. If you change your motorcycle, transfer ownership of your motorcycle, or lose your registration sticker, please go through the necessary procedures as soon as possible. Please remove and return the sticker when changing your bicycle or transferring ownership of your motorcycle.
- 4. If you register your first motorcycle, purchase certificate stamps for applicable "Motorcycle Registration Fees" from the Certificate Issuing Machine.

If you change your motorcycle (50 cc or less) to another one (51-125 cc), purchase certificate stamps for the difference of "Motorcycle Registration Fees" and a 200 yen stamp for "Motorcycle or Bicycle Registration Sticker". (You may not receive any refund on changing your motorcycle (51-125 cc) to another one (50 cc or less).)

If you change your motorcycle to another one (whose engine size is the same as the previous one), purchase a 200 certificate stamp for "Motorcycle or Bicycle Registration Sticker".

*For the procedures above, visit the Campus Information Center located on the 1st floor of Building A.

■ Motorcycle Commuting Cautions

- 1. You must wear a helmet properly and be sure to ride safely.
- 2. Please do not cause danger or disturbances to local residents by parking your motorcycle on the road,

- making loud noise while riding your motorcycle late at night, or cutting through primary and junior high school zones or private properties.
- *Some areas surrounding stations in Ibaraki city are designated as No Parking Zones. Parking is not allowed on roads around the campus or sidewalks near apartment buildings or other stores adjacent to the stations.
- 3. In the event of a traffic accident, please report to the nearest police station and contact the Campus Information Center (on the 1st floor of Building A) as soon as possible.

■ Cautions about Motorcycle Parking Lot Use

- 1. Only motorcycles which have registration stickers attached are allowed to park in the Motorcycle Parking Lot. Any motorcycles with expired stickers or without stickers are not acceptable to park. Inspections of the Motorcycle Parking Lot are conducted periodically and these unauthorized motorcycles will be locked. Please understand that we will not unlock these motorcycles unless relevant users complete all the necessary procedures properly to register their motorcycles.
- 2. Operation hours of the Motorcycle Parking Lot are as follows: 7:00 a.m. 0:30 a.m.
- 3. Please follow the posted instructions and directions from the staff in the Motorcycle Parking Lot. Always lock your motorcycle while parked, and <u>make an effort to use two locks on your motorcycle</u>, such as a Ulock or a chain lock, to prevent thefts.
- 4. The Motorcycle Parking Lot is designed to enter from the north gate (entrance only) and exit from the south gate (exit only). Motorcyclists must reduce speed while watching for pedestrians in the Motorcycle Parking Lot.
 - *Please refer to the "Campus Map for Bicycle and Motorcycle Parking Lot Locations" (on page 21).
 - *How much you should reduce your speed: the speed at which a motorcycle can be stopped right after putting on the brakes.
- 5. You may not leave your motorcycles unattended in the Motorcycle Parking Lot for a long period of time.

 These motorcycles will be disposed of.
- 6. In the event of a theft, report to the Campus Information Center (on the 1st floor of Building A) and the nearest police station.
- 7. The university bears no responsibility for any accidents or thefts occurring in the Motorcycle Parking Lot.
- 8. There have been many reports of helmet theft. Be sure to lock your helmet to your motorcycle or otherwise bring yours with you.

PITSLIMEIKAN

バイク通学登録申請(記入例)

Motorcycle Registration Application (Example)

※ 裏面のバイク通学登録誓約書も必ずご記入ください。

※ Please be sure to fill in the Motorcy	cle Commuting Registrat	ion Pledge of the b	oack side.
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申請日 Date	20 () 年 Year		0	月 Month		0	日 Day			
登録区分 Registration Type	☑ 新規 □ New registra				•		付 • 復 [:] · Sticke		sue · I	Reen	rollment)
学生証番号 Student ID No.	1 3	4	1	9	9	9	9	9	9		0
フリガナ Name in Katakana			リ	ツメ	イタ	ロウ	7				
氏 名 Name		立命 太郎									
携帯電話番号 Cell Phone Number			09	0-12	234-	567	78				
メールアドレス Email Address									@ed.	ritsum	ei.ac.jp
所 属 Affiliation	経営	研究科》	学部/C		経	営	学科 ∕ [課程 ∕ Pro			1	回生 Year
ナンバープレート License Plate Number	茨木市	U	1	2	3	4	排気量 Engine 125cc	•	(Must be	;	4 9 cc
車体番号 Vehicle No.	CA567	812	34	Auto	『保険期間 liability nce perio		2016 2019				1 日D 5 日D

- ※ 個人情報については、学校法人立命館個人情報保護規定に基づき、適正に管理いたします。バイク登録以外の目的では利用いたしません。
- Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations.
 It will not be used for any purpose other than motorcycle registration.

学剖	3生 / Undergradu	uates
回生 / Year	大型(51cc 以上) Large (51 cc and over)	
1回生 / 1	4,000円 / yen	8,000円 / yen
2回生 / 2	3,000円 / yen	6,000円 / yen
3回生 / 3	2,000円 / yen	4,000円 / yen
4回生 / 4	1,000円 / yen	2,000円 / yen
乗り換え/シール再交付/復学 Transfer / Sticker reissue / Re-enrollment	200円	/ yen

回生 Year	小型 (50cc 以下) Small (50 cc and under)	大型(51cc 以上) Large (51 cc and over)
前期1 (M1)	2,000円 / yen	4,000円 / yen
前期2 (M2)	1,000円 / yen	2,000円 / yen
後期1 (D1)	3,000円 / yen	6,000円 / yen
後期2 (D2)	2,000円 / yen	4,000円 / yen
後期3 (D3)	1,000円 / yen	2,000円 / yen
乗り換え/シール再交付/復学 Transfer / Sticker reissue / Re-enrollment	200円	/ yen

※ 単年底登録生(5回生・M3・M4以上、他キャンパス所属、発目 服修生、陰腑生) ※ 1-year Registration (Sth year, M3, M4 and above, students from other campuses, non-degree and auditing students)		
小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)	
1,000円 / yen	2,000円 / yen	
Transfer, sticker reissue	200円 / yen	

□ (1)学生証 Student ID card
□ (2)運転免許証 Driver's license
□ (3)自賠責保険証明書(本人または家族名義) Automobile liability insurance certificate (in name of student or student's family)
□ (4)安全運転講習会受講証明書
- /F	Driving Safety Lecture Attendance Certificate
□ (ɔ)登録料の証紙(左表参照) Certificate stamp for registration fee (see chart on the left)

ペスインフォメーション使用欄
Office Use Only



バイク通学登録申請書

For OIC Students

Motorcycle Registration Application

※ 裏面のバイク通学登録誓約書も必ずご記入ください。

※ 表面のパイク通子豆稣言 ※ Please be sure to fill			istration Pledge of	f the back side.		
申請日 Date		年 Year	月 Month	日 Day		
登録区分 Registration Type	□ 新規 □ New registra			p再交付 ・ 復学) ehicle ・ Sticker reis	ssue · Reenr	ollment)
学生証番号 Student ID No.					_	
フリガナ Name in Katakana						
氏 名 Name						
携帯電話番号 Cell Phone Number						
メールアドレス Email Address					@ed.ritsume	ei.ac.jp
所 属 Affiliation	研3	学部/Colleg 究科/Grad. Schoo		学科/Dept. 課程/Program		回生 Year
ナンバープレート License Plate Number				排気量(125cd Engine size 125cc or u	(Must be	CC
車体番号 Vehicle No.			自賠責保険期間 Auto liability insurance period	(自) 年Y (至) 年Y	月M 月M	日D 日D

- ※ 個人情報については、学校法人立命館個人情報保護規定に基づき、適正に管理いたします。バイク登録以外の目的では利用いたしません。
- Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations.
 It will not be used for any purpose other than motorcycle registration.

学部生 / Undergraduates				
回生 / Year				
1回生 / 1	4,000円 / yen	8,000円 / yen		
2回生 / 2	3,000円 / yen	6,000円 / yen		
3回生 / 3	2,000円 / yen	4,000円 / yen		
4回生 / 4	1,000円 / yen	2,000円 / yen		
乗り換え/シール再交付/復学 Transfer / Sticker reissue / Re-enrollment	200円	/ yen		

回生 Year	小型(50cc 以下) Small (50 cc and under)	大型(51cc 以上) Large (51 cc and over)
前期1 (M1)	2,000円 / yen	4,000円 / yen
前期2 (M2)	1,000円 / yen	2,000円 / yen
後期1 (D1)	3,000円 / yen	6,000円 / yen
後期2 (D2)	2,000円 / yen	4,000円 / yen
後期3 (D3)	1,000円 / yen	2,000円 / yen
乗り換え/シール再交付/復学 Transfer / Sticker reissue / Re-enrollment	200円	/ yen

 ※ 単年度登録生(5回生・M3・M4以上、他キャンパス所属、科目履修生、陰原生) ※ 1-year Registration (5th year, M3, M4 and above, students from other campuses, non-degree and auditing students) 		
小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)	
1,000円 / yen	2,000円 / yen	
Transfer, sticker reissue	200円 / yen	

登録!~	必要なもの Items Required for Registration
(1)	学生証 Student ID card
□ (2)	運転免許証 Driver's license
□ (3)	自賠責保険証明書(本人または家族名義) Automobile liability insurance certificate (in name of student or student's family)
□ (4)	安全運転講習会受講証明書 Driving Safety Lecture Attendance Certificate
☐ (5)	登録料の証紙(左表参照) Certificate stamp for registration fee (see chart on the left)

Submit to : Campus Information Center

キャンパ	スインフォメーション使用欄
	Office Use Only
新登録番号	
登録番号 (変更前)	
ゲートNo.	
担当者印	

バイク通学登録誓約書/Motorcycle Commuting Registration Pledge

【遵守事項】[Conditions]

1. 立命館大学大阪いばらきキャンパス構内交通規制に従います。

will adhere to the campus traffic regulations of Ritsumeikan University Osaka Ibaraki Campus.

2. バイク登録シールを車体後方の見やすい位置に貼付けします。

will affix the registration sticker to the rear of my motorcycle in a clearly visible location.

3. パイク登録シールを、他人に貸与又は譲渡しません。

will neither give nor lend my registration sticker to anyone else.

4. パイク置場へ入構する際には、周囲の状況をよく確認し、徐行にて入構します。

will check my surroundings and reduce my speed when entering the motorcycle parking lot.

will not park my motorcycle in any location other than the motorcycle parking lot. I will not park on the yellow guiding strips for the visually 5. パイク置場以外の場所には、駐車いたしません。誘導プロック(点字プロック)の上には駐車いたしません。

6. パイクが不要になった際には、構内に放置せず、自身の責任で処分いたします。長期にわたってバイクを留置した場合、大学が放置バイクとみなして処分することに異議申し立ていたしません。

If I leave my motorcycle over a long period of time, I will not raise any objection should the university consider it to be abandoned and dispose of it. Should I no longer need my motorcycle, I will not leave it on campus. I will take responsibility for disposing of it.

7. 警察へ盗難届けを出したパイクが卒業後発見された場合に、本人の都合によりバイクの引き取りができない場合は、大学に引き取りと処分を一任し

If I have reported my motorcycle as stolen to the police but the motorcycle is found after I have graduated and I am unable to pick it up, the university is free to dispose of the motorcycle.

8. 構内での事故・盗難・損傷等については、大学に対して一切その責任を求めません。

will not hold the university liable in the event of any accident, theft, damage, loss, etc., on campus.

objection should the university remove my motorcycle in the event that my motorcycle is considered to be parked in a manner that may cause 近隣店舗や住民への迷惑駐車は行ないません。不正駐車した場合には、大学がバイクを撤去しても異議申し立てをいたしません。 I will not park my motorcycle in such a manner as to cause inconvenience to shops and residents in the neighborhood. I will not raise any inconvenience.

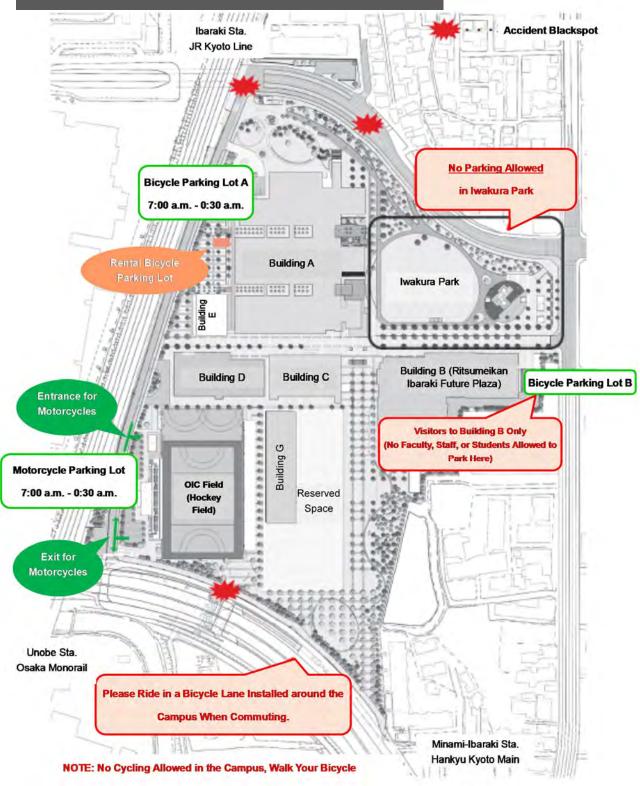
Should I fail to comply with any of the above, I will not raise any objection if my motorcycle is removed, locked, has its registration repealed, etc. 10. 以上のことに違反した場合は、パイクの撤去、施錠、許可の取り消し等の処分をされても異議申し立てをいたしません。

申請にあたっては、上記のことを遵守することを誓約いたします。 I hereby pledge to adhere to the conditions above.

Signature

裏面の申請書も必ず記入してください。You must fill out the back side of this application as well

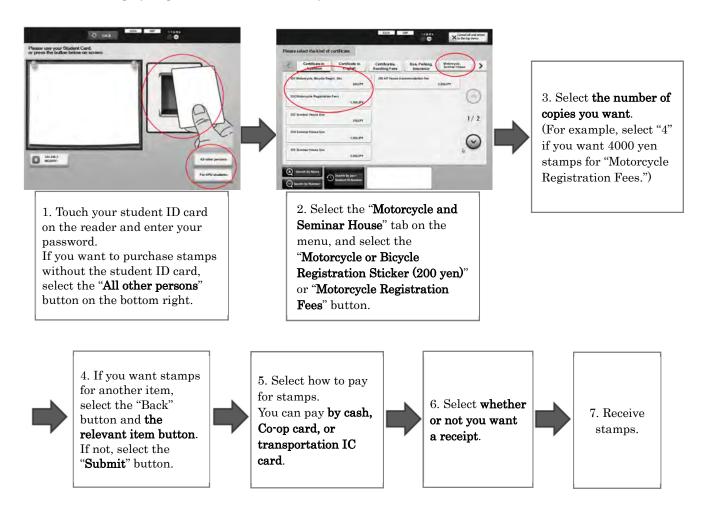
Ritsumeikan University Osaka Ibaraki Campus Points to Note on Commuting to the Campus by Bicycle/Motorcycle



How to Purchase Certificate Stamps

You can purchase certificate stamps from the Certificate Issuing Machine. The machine is located beside the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A).

See below for step-by-step instructions on how to buy from the machine.



Emergency Contact Information

OIC Campus Information Center072-665-2020	
Ibaraki Police Station	
Saiseikai Ibaraki Hospital072-622-8651	
Hakuai Ibaraki Hospital072-622-1515	
Nisshoukai Hospital, Nisshoukai Medical Corporation072-623-0234	