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# Ritsumeikan University

## International House Tokiwa

### Guidebook

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Updated: December 2022

According to its Charter, Ritsumeikan is committed "to building an institution where many cultures coexist in the spirit of international mutual understanding." The Ritsumeikan University International House Tokiwa (hereinafter "I-House Tokiwa") realizes the spirit of the Charter by serving as a facility for practical international exchange and joint activities between international and domestic students, thereby advancing the internationalization of education and research at the university.

I-House Tokiwa provides living facilities for undergraduate and graduate level international students from diverse countries and regions, as well as for domestic students. The I-House offers a safe and comfortable environment for students with no previous living experience in Japan to adjust to their new lifestyle and studies. Additionally, by interacting daily with their fellow I-House residents from different cultural backgrounds, students have the opportunity to develop and improve their intercultural communication and language abilities, both of which are essential skills in the 21st century's globalized society.

I-House Tokiwa is not a hotel, but rather a "home" for its residents, where they will develop lifelong friendships. All I-House residents are encouraged to abide by its rules and participate actively in intercultural exchanges and events with fellow residents and the local community in order to make the most of their I-House Tokiwa experience. I-House Tokiwa is also intended to help residents practice a Japanese lifestyle and develop their ability to understand and live independently under the rules of Japanese society.

<b>Room No.</b>	
<b>Name</b>	

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# I. General Information

## 1. Formal Name

Ritsumeikan University International House Tokiwa (I-House Tokiwa)

## 2. Address

23 Tokiwa Kanda-cho, Ukyo-ku, Kyoto-shi, Kyoto-fu, JAPAN 616-8219

Phone Number: 075-873-1820

## 3. Purpose

Ritsumeikan University International House Tokiwa (hereinafter referred to as “I-House Tokiwa”) was established to promote the internationalization of education and research at Ritsumeikan University and to promote intercultural exchange between international students from various countries, Japanese students, and the local community.

## 4. Administration and Management

The Office of International Affairs at Kinugasa Campus conducts administration and management of the I-House on behalf of the Executive Director of the Division of International Affairs, under the Ritsumeikan University International Dormitory Steering Committee.

### I-House Tokiwa Manager’s Office

The I-House Manager’s office is staffed between 7:00 and 23:00 from Monday to Sunday (365 days per year). Between 23:00 and 7:00 the following day, the building is managed by the automatic security system and staff from the security company come to I-House Tokiwa immediately in case of emergency.

## 5. Brief Description of I-House Tokiwa

- Co-Educational Housing (As of December 2022).
- Three (3) Floors and basement, reinforced concrete construction.
- Common-use Facilities:

Eat-in kitchen, lounge, tatami room (Japanese-style room), internet room, toilets, bathrooms, laundry, shoe box, vending machine, bicycle parking area.

## 6. Rooms and Furnishings

Student Room (single occupancy): 52 rooms \*For equipment and furnishings, see below.

- **Student Room Equipment and Furnishings:**  
Desk, chair, bookshelf, bed, air conditioner, curtains, trash box, closet, lightings (desk, ceiling), telephone (for incoming calls only).

Please see [page 11](#) for information on common-use areas and facilities.

## II. Procedures for Moving In

### 1. Residency Prerequisites

Residents of I-House Tokiwa must be current Ritsumeikan University students, or those recognized as eligible by the Executive Director of the Division of International Affairs and have completed all designated application procedures and received permission to reside in the I-House.

### 2. Period of Residence

As a rule, residence at I-House Tokiwa is limited to one (1) year.

- (1) Regular undergraduate students may apply for another one-year residence permit and stay for a maximum of consecutive two years in total. However, you can apply for extension only if there is vacancy and therefore the availability of extension is not automatically guaranteed.
- (2) For international students in short-term programs, residence is limited to the duration of the program.
- (3) As a general rule, Resident Mentors (RM), persons who provide resident support, may reside at I-House Tokiwa for one year. However, residence period can be extended to 2 years if they are approved to continue to serve as an RM for another one year.

**Note:** Residents under the category (1) noted above are required to make the application to the International Center at Kinugasa Campus in case they would like to extend the period of residency. However, depending on the vacancy status, you are unable to apply for extension. Details will be announced after you move in.

### 3. Date for Moving In

Apr. Enrollees	A date or period in the middle or late of March designated by the University
Sep. Enrollees	A date or period in the early or middle of September designated by the University

**Note:** These criteria do not apply to residents participating in a short-term study program, such as a Japanese study program.

### 4. Expiration of Period of Residence

In general, the period of residence ends within one year after moving in as follows:

Apr. Enrollees	On the date in February designated by the University
Sep. Enrollees	On the date in August designated by the University

**Note:** These criteria do not apply to residents participating in a short-term study program, such as a Japanese study program.

### 5. Required Pre-Move In Procedures

- (1) Submit the International House Dormitory Application Form to the International Center at Kinugasa Campus.
- (2) Upon receipt of the "Residence Permit AND Invoice for Initial Fees of I-House Tokiwa," pay the designated initial payment by bank transfer no later than the date specified on the invoice.
  - Please refer to "**IV. Fees and Payment**" for details regarding the initial payment, payment of fees due upon moving in, etc.

## 6. Required Procedures upon Moving In

- (1) In general, you need to move in to the I-House between 10:00 and 17:00. You must bring the residence permit with you.
- (2) New residents must complete and sign the following two (2) documents at the I-House Manager's office to receive their room key:
  - 1) Residents' Pledge (入寮誓約書)
  - 2) Room Key Receipt (鍵預かり書)
- (3) After signing the above documents, receive the following five (5) items:
  - 1) Room key (部屋の鍵)
  - 2) Room Inspection Form (居室点検表)
  - 3) Loan Agreement (物品借用書)
  - 4) Resident Profile Form (入寮者プロフィール用紙)
  - 5) I-House Tokiwa Guidebook (Iハウス常盤ガイドブック)
- (4) Before moving any personal items into your room, inspect the room and check if electrical devices in the room work properly, complete the "Room Inspection Form" and submit it to the I-House Manager. Inform the I-House Manager of any entries and areas that require attention.

### Caution

- The "Room Inspection Form" is an important document that will be used for your departure inspection as well as billing for any damages to the room, if applicable. When moving in, be certain to record any missing furnishings, damage or defacement of the room, or troubles with electrical devices in the room, on this form, and report the situation to the I-House Manager BEFORE you move personal items into your room.
  - When you inspect your room, make sure to check what is furnished. Please be careful not to dispose of any equipment of I-House Tokiwa or take them away when you move out by mistake.
- (5) Fill out the "Resident Profile Form" accordingly and submit it to the I-House Manager's office within three (3) days after moving into I-House Tokiwa. Write your room number and name on the reverse side of your ID photo (about 4 cm long x 3 cm wide) and attach it to the form.
  - (6) Residents must write their name and room number on the I-House Guidebook (this book). Bring it to the Orientation for New I-House Residents.

## 7. Required Procedures after Moving In

- (1) You must perform resident registration procedures and enroll in the National Health Insurance system.
  - 1) Resident registration: Go to the counter of the Shimin-Madoguchi-ka (市民窓口課) at the Kyoto City Ukyo Ward Office, submit the Resident Registration Form and have your address in Japan (the address of I-House Tokiwa and room number) written on the reverse side of the resident card.
  - 2) Enrollment in the National Health Insurance system: After completing (1), perform the appropriate procedures at the counter of the Hoken-Nenkin-ka (保険年金課) in the ward office and receive the insurance card. After enrollment, you will receive invoices for the insurance fees by post so complete payment before each deadline on the invoice.
  - 3) Enrollment in the National Pension: Those adults living in Japan who are twenty years of age or older are legally obligated to join the National Pension and pay the associated fees. Pension fee payments, however, may be deferred by applying for the "Special Payment System for Students". For any details, please refer to the Japan Pension Service homepage. (<https://www.nenkin.go.jp/international/english/index.html>)

(2) After resident registration is completed, you can open a bank account at a bank. Residents staying in the I-House Tokiwa for three (3) months or more are required to complete the following process for automatic withdrawal of monthly fee as soon as possible. Details will be announced after you move in.

1) Open a bank account at Japan Post Bank (JP Bank/ゆうちょ銀行).

**Note:** In the case of international students, the JP Bank account status is “NON-RESIDENT” until you spend 6 months after entering Japan. If your account status is “NON-RESIDENT”, they will charge you an extremely high handling fee compared to “RESIDENT” when you use any domestic money transfers from or to JP Bank accounts held by “NON-RESIDENT”, and also the types of transactions will be limited. Please make sure to complete the procedure to change your account status from “NON-RESIDENT” to “RESIDENT” at the post office immediately right after you spend 6 months after entering Japan. If you miss this procedure and the high handling fee is incurred at the time of the security deposit refund, please be noted that you have to bear this fee.

2) Submit the “Automatic Payment Application Form (自動払込利用申込書)” to “JP Bank”.

3) Submit the “photocopy of your JP Bank passbook” to the I-House Manager’s office of I-House Tokiwa. (Front Cover and First Two Pages Inside)

**Note:** In addition to the purpose of automatic withdrawal of monthly fee, if you need the bank account to receive your scholarship payment etc., please complete the required procedures as soon as possible. In case your security deposit will be refunded when you move out, generally we will return it to your bank account within Japan.

(3) Residents of I-House Tokiwa are required to take out the fire insurance. After moving in, please enroll in the fire insurance program at Student Co-op etc. and submit the photocopy of proof of insurance to the International Center at Kinugasa Campus by the designated due date.

## **8. Room Assignment**

Residents' rooms are assigned by the International Center at Kinugasa Campus. Residents are unable to change rooms unless they receive specific permission.

## **9. Revocation of Residence Permission**

Permission to move in to the I-House may be revoked in any of the cases below:

- Failure to complete designated application procedures by the deadline.
- Discovery of deliberate misrepresentation in or falsification of application documents.
- Failure to pay Initial Fee or other fees by the designated deadline.



## III. Procedures for Moving Out

### 1. Preliminary Procedures

You must turn in a "Request for Moving out (退寮願)" to the I-House Manager's office by no later than 22:00 on the date that is one (1) month before your desired move-out date. Once it is received and accepted, your "move-out date", "base date for calculation of final fee" and "the amount of final fee payment" will be decided.

#### Notes

- If you turn in the "Request for Moving out" by the deadline (22:00 on the date one (1) month before your desired move-out date), the "base date for calculation of final fee" is same as your "move-out date".
- If your approved period of stay at I-House Tokiwa is one (1) month or less, you must submit the "Request for Moving out" to the I-House Manager's office when you move in.

#### Caution

- You must schedule moving out between 10:00 and 16:00 on a weekday. You are NOT allowed to move out on Saturday, Sunday or a national holiday, or outside of the hours noted above.
- If you would like to take a taxi or use a shared ride shuttle service to the airport when moving out, you need to make a booking on your own and inform the I-House Manager's office with the pick-up time in advance. Also, on the day of departure, residents are required to be present for a final inspection of their room, conducted by the I-House Manager. Therefore, your "move-out time" must be scheduled at least thirty (30) minutes prior to the pick-up time.
- If you fail to turn in the "Request for Moving out" by the deadline (22:00 on the date one (1) month before your desired move-out date), the date one (1) month after submitting your notice shall be the "base date for calculation of your final fee payment" and, due to this, you will be obligated to pay any extra fees determined and billed in accordance with this date. In other words, if the period of time between "the submission of notice" and "your desired move-out date" is less than one (1) month, as a penalty, you will be responsible to pay fees for the second half of the month (despite you are moving out in the first half of the month) or the following month.

**Note:** Please refer to "IV. Fees and Payment, 3. Payment of Fees at Departure" for details regarding the move-out date and the amount of final fee payment, etc.

- If you need to change the move-out date and/or time on the submitted notification, you must consult the I-House Manager's office at least three (3) days before your fixed move-out date. Depending the circumstances, you may be responsible for additional rent and all other fees or you may receive the reduction of rent for the move-out month. Please follow any instructions from the I-House Manager's office regarding this matter. Also, if you overstay the date on your "Request for Moving out" without advance consultation, you will be billed for all fees, including rent and other mandatory fees, beginning on the following day of original move-out date.
- In principle, the residents' security deposit will be refunded by bank transfer to their registered JP Bank account within 60 days of moving out (those who have been in Japan for 6 months must go to the post office to change the account setting to "RESIDENT"). The transfer/remittance fee is the responsibility of the resident. In case you must return to your country right after moving out, when you submit the "Request for Moving out", please consult the I-House Manager's office how to receive the refund.
- Residents must pay all bank-levied fees/expenses required for the bank transfer. This applies to the overseas remittance as well in case residents would like to receive the refund of security deposit to their overseas bank account due to their own convenience.

## 2. Pre-departure Inspection

- Prior to moving out, the I-House Manager will visit your room for a pre-departure room inspection. In general, residents are required to be present for this inspection.
- In general, the inspection will be scheduled around ten (10) days prior to your move-out date. All pre-departure inspections will be held between 9:00 and 17:00.
- The inspection schedule will be fixed when you submit your "Request for Moving out" to the I-House Manager's Office.

## 3. Obligations before Day of Departure

- Residents must prepare to remove all personal belongings from their rooms. Any large garbage items must be disposed before departure. Reservations for pickup of large garbage items must be made by phone to the Kyoto City Garbage Call Center at ten (10) days before the desired collection date, so please consult with the I-House Manager regarding garbage collection as early as possible.

**Note:** Please refer to "**VI. Use of Facilities at I-House Tokiwa, Individual Rooms, 10. Garbage**" for details on how to dispose of garbage.

- If you need to use the parking area at I-House Tokiwa when moving out, consult the I-House Manager's office at least two (2) weeks before the move-out date.

## 4. Procedures on the Day of Departure

- On the day of departure, residents are required to be present for a final inspection of their room, conducted by the I-House Manager, and to follow any directions given at that time. If it is determined that the room's wallpaper, carpet, or furnishings need to be replaced, repaired, etc., the cost of the necessary maintenance may be taken from the resident's Security Deposit or the actual fees billed directly.
- Residents must return their room key to the I-House Tokiwa I-House Manager's office when moving out.

## 5. Eviction

The Executive Director of the Division of International Affairs reserves the right to evict I-House residents for any of the following reasons:

- Failure to pay rent or other fees for two (2) months.
- Failure to pay compensation for damages.
- Failure to uphold the rules of I-House Tokiwa and the conditions in the Residents' Pledge.
- Commission of activities that disturb the peace at I-House Tokiwa or are determined to be a serious violation of duties as a resident.

## 6. Changing Your Address

### **Resident Registration/ National Health Insurance etc.**

(1) If you are leaving Japan following the completion of your study program at Ritsumeikan University: **Go to Kyoto City Ukyo Ward Office**

1) Go to the Shimin-madoguchi-ka (市民窓口課) with your residence card and submit a Moving Overseas Notice.

- This should be done about one (1) week before departing the country. (You can submit this notice within fourteen (14) days before your departure)
- If you fail to turn in this notice, it may become a problem when you enter Japan next time.
- As for the residence card, return it to the immigration officer at the airport when departing.

- 2) Next, go to the Hoken-nenkin-ka (保険年金課) and return your National Health Insurance card. If you bring your airline ticket (proof of departure date), you will receive health insurance coverage until your departure. If there are any outstanding fees, you need to pay it at this time.
    - If you do not return your National Health Insurance card, you will be continuously charged the insurance fee. So please make sure you return the card before your depart from the country.
  - 3) Following 2) noted above, withdraw from the National Pension if you have joined it.
- (2) If you are moving to a place within Kyoto city: **Go directly to the Ward Office that administers your new address.**
- 1) Go to the Shimin-madoguchi-ka (市民窓口課) with your Residence Card, submit the Resident Registration Form and have your new address entered on the back side of the card within fourteen (14) days.
  - 2) Next, go to the Hoken-nenkin-ka (保険年金課) and have your National Health Insurance Card reissued. Also, if you have joined the National Pension, register your updated address.
- (3) If you are moving to another city (such as Osaka): **Go to Kyoto City Ukyo Ward Office as well as the office that presides over your new address.**
- 1) Go to the Shimin-madoguchi-ka (市民窓口課) of the Ukyo Ward Office and perform the procedures for moving-out and receive a “certificate for moving-out”.
  - 2) Next, go to the Hoken-nenkin-ka (保険年金課), return your National Health Insurance card, and give notification of your expected move out date.
  - 3) Within fourteen (14) days after moving-out, go to the Residence Procedures Window of the office that presides over your new address with your Residence Card and “certificate for moving-out” to have your new address entered on the back side of the card.
  - 4) Next, go to the Health Insurance Window and register for National Health Insurance under your new city. Also, if you have joined the National Pension, register your updated address.

**Note:** To get to the Kyoto City Ukyo Ward Office

Address	12 Uzumasa-shimo-keibu-cho, Ukyo-ku, Kyoto 616-8511
TEL	075-861-1101
Office Hours	8:30-17:00 (Closed on Saturdays, Sundays, national holidays and during New Year season)
Access by RANDEN	Take the tram from “Narutaki” to “Katabiranotsuji”, then change trams to “Randen-Tenjingawa”

### **Post Office**

In order to make sure that mails addressed to your old address (I-House Tokiwa) are forwarded to your new residence, please go to any post office to pick up an address change postcard and fill it out. Bring it to the post office service window or post it to complete the change of address procedure. This procedure can be done online as well. (Mails will be forwarded to your new residence for up to one (1) year after you complete the procedure.)

### **Notes**

- Post office will not forward mails to any overseas address.
- Mails delivered to I-House Tokiwa after your moving-out will not be received for any reason and they will be returned to the post office.

## Others

In addition to the Ward Office and post office, residents must also report their new address to the following.

- Ritsumeikan University: Your address information can be changed on CAMPUS WEB by accessing through “manaba+R”. Otherwise, go to MANABI Station to notify the change of address.
- International Center at Kinugasa Campus: Submit a copy of your residence card with updated address.
- Ritsumeikan Co-op.: Members only
- Mobile phone provider, bank, registry of bicycle theft prevention etc.

## IV. Fees and Payment

### 1. Fees

(1) Fees due upon moving in

- 1) Security Deposit (Equal to one month's rent),
- 2) Two months' amount of rent and bedding rental fees.

Rent	Residents who move in on the 15th of the month or earlier must pay rent for the entire month. Residents who move in on the 16th or later will pay 50% of the rent for the month in which they moved in.
Bedding rental fee	Residents will pay the bedding rental fee for the entire month regardless of the move-in date.
Security Deposit	This fee serves as insurance during your stay at I-House Tokiwa. This money will be used to cover any unpaid fees such as rent at the time of your departure, or the cost of any damage to the room for which you are deemed responsible.

**Note:** Residents staying in the I-House for less than three (3) months must pay all of their fees for the period of residency, except for the Security Deposit noted above.

(2) Monthly Lodging Fees

	Rent	Bedding Rental	Total
Student Room (1F - 3F)	34,000	2,000	36,000 yen

- The rent is inclusive of water, electricity and internet.
- There is a separate fee required to use the coin laundry at I-House Tokiwa.

### 2. Payment of Fees

(1) Payment of fees due upon moving in:

- Please pay the invoiced fees by bank transfer to the designated account by the deadline.
- Residents must pay all the bank-levied transfer fees.
- Please pay all fees in Japanese Yen.
- In the event that you are only able to transfer funds in US dollars, Euros or local currency, it will be exchanged to yen at the beneficiary bank's effective exchange rate on the day of receipt. Any resulting imbalance will be assessed after you move in.

(2) Payment of fees after moving-in:

Residents staying in the I-House for three (3) months or more are required to open a bank account at JP Bank and complete all the necessary paperwork for automatic withdrawal of monthly fees.

- Monthly lodging fees for the next month will be automatically withdrawn from the registered JP Bank account on the 26th of each month (in the event that the 26th is Saturday, Sunday, or a holiday, withdrawal will occur on the following business day). Residents are required to pay all bank-imposed automatic deduction fees. Therefore, you must make sure that you have sufficient money in your JP Bank account to cover “your monthly fees AND automatic deduction fees”. For any details, please check the invoice provided through the I-House Manager’s office.
- In the event that required fees (monthly fees AND automatic deduction fees) have not been put in your account and cannot be withdrawn on the 26th due to insufficient funds, the second attempt to withdraw will be exceptionally made on the 10th of the following month (in the event that the 10th is Saturday, Sunday, or a holiday, withdrawal will occur on the following business day).  
**Note:** Residents will be responsible for paying the bank-imposed automatic deduction fees when the withdrawal attempt is successfully completed.
- In the event that the second attempt also fails on the 10th, an exceptional arrangement will be made and any unpaid amount will be added to the regular required fees to be collectively withdrawn on the 26th of the same month. However, if no further withdraw is scheduled due to the resident’s upcoming scheduled move out, the resident will have to immediately pay the required fees by bank transfer. In this case, the resident will be responsible for any transfer fees incurred.
- Residents who are delinquent in their payment for two (2) consecutive months will be evicted, so please pay close attention to your payment schedule.
- If you will be away from the I-House for an extended period of time, such as traveling during the long vacation, please be certain to leave enough money in your JP Bank account to allow for necessary lodging fees to be withdrawn during your absence.
- In general, fees cannot be paid in cash.

**(3) For residents staying for less than three (3) months**

- Residents staying in the I-House for less than three (3) months must pay all of their rent and bedding rental fees beforehand in one payment. There will be no lodging fees after moving in.
- Residents staying in the I-House for less than three (3) months are not required to pay a security deposit. However, if it is determined that the room's wallpaper, carpet, or furnishings need to be replaced, repaired, etc., the actual cost for necessary maintenance will be billed directly.

**3. Payment of Fees at Departure**

**(1) Confirmation of Base Date for Calculation of Final Fee Payment**

Based on your submitted “Request for Moving out”, the base date for calculation of final fee (the date through which your last monthly fee is assessed) and the amount of the final payment will be determined. You are responsible for paying all fees billed in accordance with this base date.

- Residents whose base date is on or before the 15th of the month will pay half of the month's rent and entire month's bedding rental fee (e.g. if you move out on the 13th, you need to pay 17,000 yen as rent and 2,000 yen for bedding rental cost).
- Residents whose base date is on or after the 16th of the month will pay the entire month's rent and bedding rental fee (e.g. if you move out on the 17th, you need to pay 34,000 yen as rent and 2,000 yen for bedding rental cost).

**(2) Room Maintenance and Repair Fees**

All rooms will be subject to an inspection when residents move out. Residents will not be responsible for damage or wear resulting from routine use. However, residents will be billed for repairs for any significant damage, such as damage to the door, holes in the wall, carpet stains from spilt food and drink, or any other damage determined to be the result of the resident's negligence or misuse.

**(3) Calculation and Return of Security Deposit**

Any unpaid rent or room repair fees resulting from a resident's acts or negligence (see (2) above) will be deducted from the resident's Security Deposit and the remainder will be refunded to the resident. However, if the Security Deposit is insufficient to cover incurred costs, the resident will be invoiced separately.

## **V. Access to Ritsumeikan University**

You may come to Ritsumeikan University by taking the tram (RANDEN) from NARUTAKI station (Kitano-Line). In this case, get off the tram either at RYOANJI station or TOJIIN station then walk to the university. If you are coming to the university by bicycle, be sure to follow the traffic rules in Japan, ride safely and pay attention to cars and pedestrians.

## VI. Use of Facilities at I-House Tokiwa

### Caution

- In the event that the electricity, plumbing, hot water, air conditioner, or any other furnishing in your room or common use areas become inoperable or broken, please immediately report the problem to the I-House Manager's office.
- Between 23:00 and 7:00 the following day, the building is managed by the automatic security system. The alarm system is working during the above period and therefore, unless there is an emergency, do NOT open any windows in the common-use area or any emergency exits. If you open these windows or doors while the security system is on, this activates the alarm system and staff from the security company are to come to I-House Tokiwa immediately. You can open "the entrance door of the building" and "the window of your own room" during the above period, but make sure not to leave them unlocked or open.
- I-House Tokiwa is a dormitory where several students live together. All the residents are required to fully understand the rules stated in this guidebook, be respectful of your fellow residents and be sure to refrain from behaviors that could cause trouble to them. Nuisances and rule violation may result in eviction from I-House Tokiwa.

### Common-Use Facilities and Equipment

#### 1. Front Gate

- The front gate is open between 7:00 and 23:00.
- If you go through the gate outside of the hours noted above, make sure to close the gate door.

#### 2. Main Entrance

- Entrance Door: 24-Hour Auto-lock
- Residents will be able to open the main entrance door by holding their Room Key over the entrance panel. Residents are asked to be especially quiet in the entry area during the early morning and late evening.
- When your key is lost, you must immediately report the loss to the I-House Manager's office. A key reissuing fee (approx. 38,000 yen, tax included) will be charged to the resident.  
**Note:** The above replacement cost may be changed due to tax rise and/or price increase.
- Residents are not allowed to enter or leave the building except through the main entrance.

#### 3. Eat-in Kitchens (1F-3F)

- Hours of Operation: 24 hours/ day
- Kitchen users must abide by the following at all times:
- As a general rule, use the kitchen on the floor that you are living.
- Be careful to avoid causing trouble for other residents.
- Take special care when using the kitchen late at night or early in the morning. Use the kitchen quietly and avoid causing a disturbance to other residents.
- Do not leave your personal belongings unattended.
- Clean up immediately after each use.
- Properly sort all garbage from cooking and throw it away in the designated bins.
- Take care of your own cookware, cutlery, ingredients, and seasonings.
- Keep the storage areas tidy.
- Use only IH-compatible cookware. I-House Tokiwa is equipped with IH Cooking Heaters only and there is NO gas stove available.
- Be sure to perform the clean-up duty on your assigned date.
- When using the kitchen in a group, take extra care not to interfere with other residents' use of the facilities.

- Pay constant attention to avoid fire, injury, etc.
- Do not leave the kitchen while the stove (IH stove and microwave oven) is in use.
- After use, please check to make sure that you have not forgotten to turn stoves off.
- Visitors are only allowed to use the kitchen and lounge when accompanied by the residents who invited them.
- Turn off the lights and air conditioner after each use.

#### **4. Bathrooms (Basement)**

- Hours of Operation: 24 hours/ day.
- You may not be able to use the facility while cleaning is in progress.
- Pay attention to your water use and practice conservation.
- Shampoo and other bath products must be stored in your own room.
- Dyeing or cutting your hair in the bathrooms is prohibited.
- Use only the bathroom designated for your gender.
- If you get the floor wet in dressing areas, wipe it up thoroughly.
- Visitors are not allowed to use the bathrooms.
- Turn off the lights after each use.

#### **5. Toilets (All Floors)**

- For males: 2F & Basement, for females: 1F, 3F & Basement (As of December 2022)
- Hours of Operation: 24 hours/ day. \*You may not be able to use the facility while cleaning is in progress.
- Keep the toilet clean. Wipe off the toilet, floor and wall if you soil the facility.
- Do not flush anything down the toilet except for toilet paper.
- Garbage must be put in a trash box.

#### **6. Laundry Room (2F) \*Coin laundry machines are available. (100 yen coins only)**

- Hours of Operation: 24 hours/ day. Users must abide by the following at all times:
- Close the door when using the laundry room at night.
- Do not leave your laundry unattended in a washing machine or dryer.
- Store all detergent, etc. in your own room.

#### **7. Lounge & Tatami Room (Basement)**

- Available 24 hours a day. However, users must abide by the following at all times:
- Eating and drinking alcohol in the lounge are allowed. (However, cooking is prohibited.)
- Do not leave your personal belongings unattended.
- The room must be cleaned and returned to its original configuration immediately after each use.
- Refrain from behaviors that cause trouble to other residents.
- Keep the noise level down before 9:00 am and after 9:00 pm.
- The use of fire is prohibited.
- Visitors are only allowed to use the lounge when accompanied by the residents who invited them.
- Turn off the TV, lights and air conditioner after each use.

#### **8. Internet Room (Inside Lounge)**

- Available 24 hours a day. However, users must abide by the following at all times:
- You are not allowed to move the PCs without notice. In addition, installing the software to the PCs without permission is prohibited.
- Eating and drinking are NOT allowed in the internet room at all.
- Refrain from playing games, and be considerate of others waiting to use computers.



- Make sure you take your possessions with you when leaving the room.
- Visitors are not allowed to use the PC.
- Turn off the PC after each use.

### **9. Hallways/ Room Entryway**

- Hallways and room entryways serve as an evacuation route in the event of an emergency, so residents are to keep them clear of personal possessions and garbage, and keep them clean and orderly. Personal belongings left in common-use areas, including hallways, may be moved or disposed of at the I-House Manager's discretion. Furthermore, residents who left personal belongings in a shared-area will be subject to disciplinary action for breaking the I-House rules.
- Talking in the hallway late at night and/or walking down the hallway with noisy steps become nuisance to other residents. In the case of a serious disturbance, resident(s) made noises will be subject to disciplinary action.

### **10. Name Plate (1F)**

- In order that residents can be tracked in case of emergencies, residents are required to have their Name Plate at the entrance turned to WHITE when in, and RED when out.

### **11. Shoe Box (1F)**

- Residents are not allowed to enter the I-House Tokiwa with their shoes on. Inside the building, put on the indoor slippers/scuffs accordingly.
- When entering the building, residents are to remove their shoes and store them in their own shoe box. Do not put any shoes/personal belongings in other resident's box.
- If you need to dry your shoes, take them to your room. Do not leave your shoes at the entrance.

### **12. Use of Vacuum Cleaner**

- Available hours: 09:00 – 21:00
- The vacuum cleaner is available from the I-House Manager's office.
- When you use or return the vacuum cleaner, you must sign the record book.
- Return the vacuum cleaner immediately after each use. Report the I-House Manager's office if you find any troubles with the cleaner.

### **13. Vending Machine**

- Located on the first floor.

### **14. Mailbox (1F)**

#### **Regular Mail:**

- Regular mails will be placed in your mailbox.

#### **Registered Mail / Parcel Delivery:**

- You will need to directly receive any parcels or registered mails at the entrance.
- If you have arranged a time for delivery, please stay in your room during the designated time period. If you are unavailable due to unavoidable reasons, I-House Manager may receive your registered mails and parcels on behalf of you where possible. In this case, a magnet indicating that the items are being held will be affixed to the room's display plate. You will need to come to the I-House Manager's office later and sign on the record book to pick it up.

- I-House Manager will not receive any items that cannot be accommodated by the I-House Manager's office (e.g. items sent cash-on-delivery and/or underpaid, packages that require payment of customs duty, products that must be kept refrigerated or frozen etc.). In this case, a non-delivery notice will be put into your mailbox so that you must ask the post office/delivery company for a re-delivery on your own.
- The I-House Manager's office does not receive ANY of your mails or parcels BEFORE you move into I-House Tokiwa. If you need to send something to I-House Tokiwa, make sure to arrange that they will be delivered only after your arrival.

## **15. Bicycle Parking/ Motor Vehicle Parking**

### **Bicycle Parking:**

- Bicycle parking users must abide by the following at all times. Also, residents must thoroughly read "**VII. Rules of Conduct, 2. Bicycle Registration**" to register their bicycles accordingly.
- Bicycles must be parked and locked in their designated spot after being registered at the I-House Manager's office.
- Bicycles may not be taken inside I-House Tokiwa. Each resident may register and park one (1) bicycle only.
- Parking a motorbike is prohibited.
- In the event that you receive visitors who arrive by bicycle, please ensure that they ride safely and avoid causing trouble for other I-House residents and the surrounding community. Visitors must park in the designated parking lot. Parking anywhere outside the designated area is strictly prohibited.
- Visitors are allowed to park their bicycles during their visit to I-House Tokiwa residents only. The bicycles parked outside of the approved visiting hours will be locked or removed.

### **Motor Vehicle Parking:**

- There is no motor vehicle parking available to residents or visitors.
- If you need to use the parking lot for moving out of the I-House, you must consult the I-House Manager's office in advance.

## **16. Vacant Spaces on the Premise**

- Any of the following activities are strictly prohibited in the vacant spaces on the premise:
- Actions that may be considered unsafe or dangerous (e.g. ball games)
- Actions that may cause troubles to residents of I-House and neighbor area (e.g. leaving personal belongings or garbage)
- Smoking outside the designated area and use of fire

The University accepts no responsibility for any accident, theft or damage to your personal belongings on the premises, including the parking lot.

## **Individual Rooms**

### **1. Entering Rooms**

University employees and building management staff may enter rooms periodically for the purpose of inspecting their condition and furnishings, etc. In the event of a fire or other emergency situation, your room may be entered without your permission.

### **2. Acceptable Use**

Residents are to abide by the following at all times

- Use of fire or smoking is strictly prohibited. Please refer to "**VII. Rules of Conduct, Prohibited Activities**" for details.
- Residents are to take care of rooms and all room furnishings. Without permission, no furnished items can be taken out from your room.
- It is prohibited to undertake construction, rearrange, remodel or renovate the room. Also, note that you cannot change the layout of furniture in your room.
- It is prohibited to damage the wall and/or wallpaper on purpose. For example, do not put up a poster or stick a hook on the wall.
- Hanger bar/pipe in the closet are designed to hold clothing only. Do not suspend any heavy items from the bar.
- As a general rule, you are not allowed to bring your own furniture or large electrical equipment into the I-House.
- You are solely responsible for all cash and valuables in your room.
- Lock your door whenever you leave your room, even if only for a short time.
- Clean your room on a regular basis.
- Do not enter or leave the building through your room window.
- If you will be away for more than seven (7) days /six (6) nights, for travelling, returning to your home country etc., please submit a notification of overnight stay to the I-House Manager's office at least two (2) weeks prior to your departure.

### **3. Room Keys**

- During the duration of your residency, you are solely responsible for your room key. Please be very careful with this important item.
- You may not make copies of your key or lend it to others.
- If you lose your key, please report the loss to the I-House Manager's office immediately and submit the designated report form.
- You must return your key to the I-House Manager's office immediately upon moving out.
- If you lose your key, you will be responsible for paying all costs related to replacing the door lock and key-switch (approx. 38,000 yen, tax included).
- The above replacement cost may be changed due to tax rise and/or price increase.

### **4. Key-switch**

- Each room (excluding common areas) has a master key-switch for the room's electricity (lighting and air conditioning). Your room key is required to activate this master switch and to use any of the aforementioned utilities. Please note that the electric outlets that serve your desk lamp will continue to operate even when the key-switch is in the OFF position.

### **5. Air Conditioner**

- The Air Conditioner unit requires the key-switch to be in the ON position.
- Please practice energy conservation.

## 6. Telephone

- Each room is equipped with a phone that handles internal calls and incoming calls only.
- For internal calls, please press '2' and then the required room number. In emergencies the I-House Manager's office may be contacted on extension 2230.
- Incoming calls will be automatically directed to the correct room following a recorded message. (Those who would like to call the residents must press the number corresponding to the resident's room following the recorded message).

## 7. Bedding

- Rental Bedding: Quilt, quilt cover, mattress/underquilt, sheets, pillow, pillowcase, blanket
- Linen exchange (Twice a month): Quilt cover, sheets and pillowcase
- The procedures and dates for linen exchange will be explained after moving into the I-House.
- You must properly use linen (quilt cover, sheets and pillowcase). If any bedding gets dirty, you will be responsible for cleaning fee in addition to the monthly bedding rental fee.
- As a general rule, you are required to use the bedding provided by I-House Tokiwa. You may bring your own bedding if you must; however, you are still responsible for the fixed bedding rental fee. Also, you are not allowed to share your rental bedding items with other residents or bring large bedding such as mattress or comforter/duvet into your room. Furthermore, when you move out from the I-House, you must properly remove your own bedding from your room.

## 8. Internet Connection in Individual Rooms

- Only the wired (LAN) connection is available. The cable is available from the I-House Manager's office.

## 9. Use of Electrical Appliances in Individual Rooms

You must not use multiple electrical appliances, such as an electric kettle and hair dryer, at the same time in one room as the circuit breaker may be tripped. Also, please remember to conserve energy when possible.

**Note:** As a general rule, you are not allowed to bring any large electrical equipment items of yours into the I-House. Electric room heaters are prohibited, regardless of size.

## 10. Garbage

- Each resident must separate his or her garbage as instructed, using Kyoto City's designated garbage bags. Please place the bag at the designated outside garbage collection point on the scheduled day and time. Residents are to dispose of garbage from their personal rooms on their own according to the disposal schedule and instructions, and are not to place personal garbage in common-use area garbage containers.

### Caution

- Residents must purchase Kyoto City's designated garbage bags on their own. Bags are available for purchase at supermarkets and convenience stores throughout Kyoto City.
- Do not dispose of personal garbage in common-use area garbage bins.

## Rules for Garbage Separation and Disposal in Kyoto City

### (1) **Burnable Garbage** <Designated Kyoto City "Household Garbage" bags: Yellow bag>

- ✓ Food products, paper, rubber, leather products, fiber, wood products, glass products, ceramics and pottery, plastic items, soiled plastic wrapping/containers, metal lid of a glass bottle, broken glass, knives, etc.
- ✓ Burnable garbage is collected at a designated place outside of the building.
- ✓ Drain water completely from all food products.
- ✓ Knives, broken glass, etc., must be carefully wrapped in paper and put them into the center of a bag.

### (2) **Cans, Glass Bottles, PET Plastic Bottles**

<Designated Kyoto City "Household Garbage" bags: Transparent bag>

- ✓ Drink, food, and seasoning cans or glass bottles, drink, alcohol, or soy sauce PET plastic bottles
- ✓ Do not mix with **3) Plastic Containers and Packaging**. Put them in separate bags.
- ✓ Cans, Glass Bottles, PET Plastic Bottles are collected at a designated place in the building.
- ✓ Wash dirty cans and bottles before disposal.
- ✓ Cans and plastic bottles should not be crushed before disposal. Put them into a bag as is.
- ✓ Remove lids of glass bottles or plastic bottles. Metal and plastic lids should be handled as **1) Burnable Garbage** and **3) Plastic Containers and Packaging** respectively.

### (3) **Plastic Containers and Packaging**

<Designated Kyoto City "Household Garbage" bags : Transparent bag>

- ✓ Plastic bottles for seasoning (sauce, mayonnaise, etc.) and cooking oil, plastic containers for dish detergent and shampoo, lids and labels of PET plastic bottles
- ✓ Do not mix with **2) Cans, Glass Bottles, PET Plastic Bottles**. Put them in separate bags.
- ✓ Plastic Containers and Packaging are collected at a designated place in the building.
- ✓ Wash dirty containers before disposal. Dirty containers that cannot be rinsed clean should be handled as **1) Burnable Garbage**.
- ✓ Return plastic trays for meat and seafood to the collection box at the supermarket from which they were purchased as much as possible.

### (4) **Small metal items, spray cans** <Any transparent bag is OK>

- ✓ Metal items including pots and frying pans that are smaller than 30cm at their largest dimension, as well as spray or aerosol cans
- ✓ Small metal items, spray cans are collected at a designated place in the building.
- ✓ Spray or aerosol cans must be drained of all pressurized air before disposal. Cans should not be punctured.
- ✓ Heavy items such as iron dumbbells are classified as **8) Large Items**.

### (5) **Miscellaneous recyclable paper**

<Put into a paper bag. Large-sized paper such as catalogues should be bundled together with a band.>

- ✓ Printed materials (flyers, catalogues), wrapping paper, paper boxes or bags, envelopes, postcards, memo paper, etc.
- ✓ Miscellaneous recyclable paper is collected at a designated place in the building.
- ✓ Recyclable paper except for **6) Used paper**.
- ✓ Remove parts that include personal information as much as possible.
- ✓ Remove parts that are not paper, such as plastics and fabrics.
- ✓ The following should be disposed as **1) Burnable Garbage**:  
Dirty or wet paper, smelly paper, water-proof or film coated paper, Japanese paper, tissue paper, kitchen paper, photos, thermal paper, crimped postcards, adhesive stickers, etc.

**(6) Used paper (newspapers, magazines, cardboards, etc.)**

- ✓ Used paper is collected at a designated place in the building.

**(7) Milk cartons, batteries**

- ✓ Empty milk cartons should be cleaned, opened, dried and collected at a designated place in the building. Cartons in with aluminum foil inside are handled as **1) Burnable Garbage**.
- ✓ Dry-cell batteries will be disposed of together by the I-House Manager, so please put them out in the designated area in the building.

**Note:** Be sure to insulate battery terminals (both positive and negative) with scotch tape when disposing of batteries. Otherwise batteries may cause a short circuit to result in heat generation, fire, leakage or explosion.

**(8) Large Items**

- ✓ If you have large items that you wish to dispose of, please consult the I-House Manager's office. You will be responsible for any disposal fees, if applicable.

## VII. Rules of Conduct

### Duties

#### 1. Subscription to Fire Insurance

Residents of I-House Tokiwa are required to take out the fire insurance. After you move into the I-House, please enroll in the fire insurance program at Student Co-op, CreoHuman or other insurance company, and submit the photocopy of proof of insurance, e.g. insurance policy etc., to the International Center at Kinugasa Campus by the designated due date.

#### 2. Bicycle Registration

Residents who wish to park their bicycles at I-House Tokiwa are asked to register their bicycles as explained below.

**Note:** Each resident is able to register and park one (1) bicycle only.

#### Enrollment in Liability Insurance

- Residents must enroll in one of the bicycle insurance programs listed below:
  - Student Co-op (*Seikyō*): Student Liability Insurance (*Gakusei baishō sekinin hoken*)
  - CreoHuman: Student Comprehensive Insurance (*Gakusei sōgō hoshō*), Bicycle Comprehensive Insurance (*Jitensha sōgō hoshō*), etc.
  - ✓ To cover responsibility in all situations, residents are required to enroll in liability insurance with a compensation limit of at least 100,000,000 yen.
  - ✓ The coverage period must extend through the completion of the student's program.

#### Bicycle Anti-theft Registration

- Anti-theft registration is legally mandated for all persons who purchase a bicycle.
- Anti-theft registration raises the chance of recovery of a stolen or missing bicycle.
- Anti-theft registration in Kyoto prefecture is valid for ten (10) years.

If you received your bicycle directly from another person, you are responsible for transferring the anti-theft registration to your name. Registration may be accomplished at the Ritsumeikan University Co-op. To register at the Co-op, the following items will be required:

- 1) Previous owner's Anti-theft registration certificate, or letter/ email from previous owner certifying that he/she has given/sold you the bicycle.
- 2) Photo identification (Student ID etc.)
- 3) Registration Fee (600 yen) \*As of December 2022 in Kyoto prefecture.
- 4) The bicycle to be registered

#### Bicycle Registration Process (I-House Tokiwa)

- 1) Complete the bicycle anti-theft registration and enrollment in liability insurance program.
- 2) Fill in the Registration Form and bring this form, your student ID, and proof of insurance to the I-House Tokiwa I-House Manager Office.
- 3) The I-House Manager will verify the bicycle's condition (including front light, lock, and Anti-theft Registration).
- 4) Receive bicycle registration sticker and affix it to rear wheel guard.

#### Caution

- Be sure your Anti-theft Registration is in your name and keep the registration card safely. If you ride a bicycle received from a friend or senior student without changing the registration, you may be questioned by the police and treated as being in possession of another's bicycle.
- If you wish to rent a bicycle, please consult with the Resident Mentors (RM) to use a fee-based rental service after you move in.

- If you wish to be able to park your bicycle on the university campus, you must carry out a separate registration at the Kinugasa Campus Security Office. Please make sure to go through the procedures according to the instructions given during the orientation for new international students.
- The bicycles parked at I-House Tokiwa without registration will be locked or removed. Please make sure to complete the registration at the I-House Manager's office within one (1) week after you buy/get the bicycle.
- When you move out, you must return the bicycle registration sticker to the I-House Manager's office. In case you sell/give away your bicycle during the period of residency, please remove the sticker and return it to the I-House Manager's office as well.
- If you would like to discard the bicycle, please consult the recycle store or the shop where you bought the bicycle. You are also required to deregister from the Bicycle Anti-theft Registration. In case you give your bicycle to your friend, please make sure to go through any necessary procedures to update the Anti-theft Registration with the name of your friend.

### **3. Liability for Damage**

If you cause damage to any of the furnishings in your room or in the common-use areas, or lose your room key, you are required to report the damage to the I-House Manager's office and pay for any repairs or replacements required to return the equipment to its original state.

### **4. Gatherings and Functions**

Residents who wish to hold gatherings or functions etc. in the common-use areas at I-House Tokiwa must consult with the Resident Mentor (RM) first and then receive approval from the International Center at Kinugasa Campus by submitting the written plan no less than seven (7) business days before the event. Evening events must end no later than 21:00. Residents are responsible for all garbage collection and disposal as well as for returning the room to its original condition.

### **5. Posters/ Flyers**

- Please regularly check the bulletin board (notice board) in the I-House Tokiwa.
- Before displaying any poster or flyer inside I-House Tokiwa, residents must apply at the International Center at Kinugasa Campus for permission.

### **6. Visitors**

- When the resident receives their guests, all the visitors must sign the visitor's log book "with the presence of resident" at the I-House Manager's office. Once the resident signs for approval on the book, the visitor is allowed to enter the building. They must report their visit even if their stay in the building is for a few minutes only or they are visiting I-House Tokiwa again on the same day. The visitors also need to sign out when they leave.
- Residents are responsible for ensuring that their visitors and guests abide by all the rules of I-House Tokiwa. Residents assume responsibility for all actions of their guests and visitors.
- Visiting hours are between 11:00 and 21:00 only.
- Failing to follow the above rules, e.g. allowing guests to enter the building without signing in or out, receiving visitors during off-hours etc., will result in disciplinary action for the resident involved.
- Due to security reasons, residents must not allow non-residents to enter the building in case they are not their guests. You should pay attention when you open the self-locking door at the entrance and do NOT let strangers inside.



## **7. Staying Out Overnight**

When you will be away from I-House Tokiwa for more than seven (7) days /six (6) nights because of a trip home, travel, etc., you must submit a notification of overnight stay to the I-House Manager's office at least two (2) weeks prior to the departure. Also, when international students are temporarily leaving Japan, they must submit the "Notification for Temporarily Leaving Japan" to the International Center at Kinugasa Campus well in advance.

## **8. Removal of Personal Items When Moving Out**

Please be certain to remove all personal items brought into the I-House when moving out, including items in your personal room, the common-use kitchens, and the bicycle parking area. In the event that your personal items are left after you move out, they will be disposed of at your expense and you will be billed.

Note: Please be careful NOT to remove or dispose of any furnished items of I-House Tokiwa by mistake.

**Prohibited Activities:** In the event of any violation of the I-House Tokiwa Prohibited Activities listed below, the violating resident will be subject to disciplinary action.

### **1. Unauthorized Use**

I-House Tokiwa rooms may be used as a residence only. All other uses are prohibited.

### **2. Solicitation and Sales**

Any solicitation or sales activities are prohibited on the I-House Tokiwa premises.

### **3. Pets**

All pets of any type are prohibited on the I-House Tokiwa premises.

### **4. Overnight Visitors**

Residents' visitors (including parents, guardians, siblings, friends, etc.) must NOT stay overnight in residents' rooms. Residents will be subject to disciplinary action if they allow their guests to stay overnight in the building.

### **5. Loud Noises**

Residents who are listening to music in their room, using a common space (e.g. Eat-in Kitchen), or holding or participating in events held at I-House Tokiwa etc. must take care to keep their noise levels down and avoid impacting other residents. Loud noises that interfere with or cause a nuisance for other I-House residents or the surrounding community are strictly prohibited.

### **6. Dangerous Activities**

All activities that could result in harm to yourself or other persons, and any activities that could be considered dangerous, are strictly prohibited.

### **7. Use of Emergency Exits**

Use of sealed emergency exits is strictly prohibited, except in emergencies. Use the main entrance door when going in and out.

### **8. Fire Prevention**

- Please be very careful when using the IH stove and other electrical items within I-House Tokiwa. Additionally, overloading electric outlets, by way of a power strip, etc., with multiple electric appliances is forbidden.
- Fire extinguishers may be found on every floor. All residents should familiarize themselves with the use of extinguishers before an emergency.

### **9. Use of Flammable Items**

Bringing flammable items such as oil heaters or electric heaters into I-House Tokiwa is prohibited. The use of portable gas stoves, candles, incense, and any other flammable items is strictly prohibited in I-House Tokiwa.

### **10. Dangerous Items**

Bringing weapons, items that could be considered weapons, or dangerous items that have an explosive nature or ignition quality into I-House Tokiwa is strictly prohibited. In addition, bringing liquids or chemical substances that may cause corrosion or damage to the building, facilities, or equipment, including drains, in I-House Tokiwa is prohibited.

## **11. Smoking**

- Smoking is permitted in the designated outdoor smoking area only. This rule is also applied to heated tobacco and electronic cigarette products. Note that smoking outside of the designated area may be grounds for eviction.
- You must dispose of your finished cigarette end in the ashtray placed in the smoking area. Do not dispose of any trash in the ashtray placed there except for your finished cigarette end.
- Hookahs or other water-filtered smoking devices may not be used in the Smoking Area. Japanese law prohibits smoking by persons under twenty (20) years of age.

**Note:** The above smoking policy at I-House Tokiwa may be changed and updated following a revision to the Health Promotion Law scheduled for April 2020.

## **12. Alcohol**

- Japanese law prohibits the consumption of alcohol by persons under twenty (20) years of age. Do NOT drink alcohol if you are under twenty (20) years of age. Also, you must NOT let anyone drink alcohol if he/she is under twenty (20) years of age.
- In I-House Tokiwa, alcohol may only be consumed in your private room, the kitchen and the lounge. If you fail to follow this policy, you will be subject to disciplinary action.

## **13. Illegal Drugs**

Consumption, possession, cultivation/production, and trafficking of marijuana and all other drugs and narcotics are forbidden by law. The minimum punishment for these offenses is five (5) years' imprisonment. Residents found to be in violation of any of the above will be expelled from the university immediately.

## **14. Parking of Motorcycles or Motor Vehicles**

I-House Tokiwa residents are prohibited from parking motorcycles (including scooters) or any other motor vehicles on I-House property.

## **15. Remodeling of Rooms**

Rooms must be preserved in the same condition as they were at the time of moving in. Remodeling is prohibited and, in order not to damage the wall, do not put up a poster or move any furniture from the original position.

## **16. Harassment and Discrimination**

Harassment and discrimination of any type are strictly prohibited at I-House Tokiwa in accordance with the "Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools, Junior High Schools, and Senior High Schools Operated by the Ritsumeikan Trust".

**Note:** For details, please refer to the website of "Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee".

(<http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/>)

## **17. Proselytizing and Political Activities**

Proselytizing and political activities are prohibited in the I-House.

## **18. Maintenance of Morals and Order**

Joining organized crime syndicates or allowing such individuals into I-House Tokiwa is prohibited.

## **19. Moving Common-Use Furnishings**

The furniture in common use areas, such as chairs, must not be moved without notice. In addition, bringing common-space furnishings into individual rooms without permission is prohibited.

## **20. Violation of Laws**

In addition to drinking and smoking by people under twenty (20) years old, any behavior that violates Japanese Law, Kyoto City Ordinance and Community Rules of Neighbor Area is also prohibited. International students could be deported depending on the violation.

## **In the Event of an Emergency**

### **1. Fire**

- In the event of a fire in I-House Tokiwa, please evacuate the building immediately as you are, leaving all belongings behind.
- While evacuating, please hold your head low and cover your mouth and nose with a cloth to avoid inhaling smoke.
- To slow the spread of smoke and fire, please CLOSE your room door when evacuating.
- Once you have evacuated, do not reenter the building until you receive the permission.
- After evacuation, please follow the directions of the I-House Manager or resident mentor.
- Note: All residents are required to participate in regular fire drills whenever they are held.

### **2. Earthquake**

- In the event of an earthquake, please take shelter under a desk etc. to prevent objects from falling on your head until the shaking stops.
- If you are using the IH stove, turn it off immediately.
- Once the shaking has stopped, please evacuate, leaving your door OPEN.
- After evacuation, please follow the directions of the I-House Manager or resident mentor.

**Note:** All residents are required to participate in regular evacuation drills whenever they are held.

### **3. Illness or Injury**

- In the event of an illness or injury, or if you need to talk to someone about a psychological issue, please consult the Health Center or the Counseling Room on campus.
- Before you take/use any medicines, whether prescribed or non-prescribed, please make sure you understand the instructions, directions and precautions for use. If you have any questions, please consult the Health Center etc. in advance.
- Please prepare some items for small injuries, such as first-aid adhesive tape and antiseptic solution, by yourself and keep them in your room.

**Note:** After Hours Health Consultation and Counseling

In the event of an emergency, the I-House Manager or resident mentors will guide you to an area hospital. If you have to get to the hospital in a hurry, the I-House Manager or resident mentor will call an ambulance to transport you to an emergency hospital for treatment.

- You will be responsible for all hospital treatment and transportation expenses.

### **4. Theft**

The university bears no responsibility for any theft or robbery that occurs in I-House Tokiwa. However, we ask that residents immediately report any incident of theft to the I-House Manager's office.

### **5. Reporting Faults in Utilities/ Furnishings**

In the event that the electricity, plumbing, hot water, air conditioner, or any other furnishing in your room or common use areas become inoperable or broken, please immediately report the problem to the I-House Manager's office.

## **Discipline**

In the event of any violation of the above I-House Tokiwa Prohibited Activities or rules, or serious disruptions to the order from the I-House Manager's office and/or the International Center at Kinugasa Campus, the violating resident will be subject to disciplinary action. Depending on the violation, the severity of the discipline may vary.

**First Offense: Warning**

**Second Offense: Eviction**

- Severe violations, such as smoking outside of the designated area, are not limited by the guidelines above and may result in instant eviction.
- Violations that upset the workings of society (criminal acts), major traffic violations, harassment or discrimination, violations of information ethics, violations of academic ethics, interference with students' studies and research or professors' research activities, testing violations, or other violations of the duties and obligations of students will be punished based on the university's disciplinary code.

**Note:** Disciplinary action for students who do not live in the I-House will also be punished based on the above.

## VIII. Resident Mentors

### 1. Resident Mentors

Resident Mentors (RM) are appointed by the university to support the provision of a safe and comfortable I-House life. Additionally, RMs are responsible for the maintenance of hygiene, discipline, and other guidance issues on the floors to which they are assigned. Residents are to cooperate willingly with their floor's RM and work together to make every effort to improve the living environment of I-House Tokiwa. Please consult your Resident Mentor if you have any worries or concerns related to your residence at I-House Tokiwa.

### 2. Role of Resident Mentors

#### Primary Duties of RMs

- Cooperate with the I-House manager to assist and support residents' daily life and create an environment where residents can live feeling secure.
- Assist residents with completing public administrative procedures.
- Offer advice related to daily life in Japan. (Disposal of garbage, bus system, shopping advice, etc.)
- Oversee assigned floor as a floor leader and support the fellow residents of their floor.
- Keep records of events (complaints, consultation, emergency events, etc.)
- Plan and conduct meeting sessions such as the RM meetings, I-House meetings and floor meetings.
- Organize and carry out exchange events targeting residents and the local community.

**Note:** Although RMs may support your daily life, they play a subsidiary role only. I-House Tokiwa is intended to help residents practice a Japanese lifestyle and develop their ability to understand the necessary rules to live in the Japanese society independently. Therefore, you are highly advised to do what you can do by yourself for self-growth through your dormitory life.

### Event Planning

I-House Tokiwa residents are encouraged to plan and conduct various events in the I-House. Please determine the items below and consult with your RM for planning!

- Purpose
- Date and time
- Location
- Detailed description of event
- Participants
- Materials to be prepared

<End of Guidebook>