

# SAFE LIVING

HOW TO LIVE A PLEASANT STUDENT LIFE

Read and KEEP!

Do you see the danger  
that is right around the corner?

English Version  
2024



## Introduction -in case of emergency-

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The University of Tsukuba has the second largest single campus in Japan, and has one of the largest communities in Tsukuba, with more than 16,000 students from all over. Located in the center of Tsukuba Science City, close to neighboring research institutes and local communities, there are active exchanges among faculty members, employees, and students, exchanges between students including international students, and exchanges with local communities. It can be said that it is an open community that is ideal for actively expanding the circle of people.

In addition, we are proud of the number of international students which is one of the foremost in Japan, such as the gathering of international students from various countries around the world. As an "open university", we pursue diversity and flexibility in education and research, and for diverse individuals, we aim to realize true diversity in which each one can develop one's abilities to create value.

Incoming students will be living on their own for the first time. Those who came a long distance will be entering the student residence halls. Living on your own or communal living in the student residence halls is a different caliber from your earlier family-centered community and it may place a great deal of stress on you while you enjoy personal freedom. In addition, with the lowering of the age of adulthood upon the enforcement of amendments to the Civil Code, persons at the ages of 18 and 19 are treated as independent adults and various bread-and-butter issues dealt with by your family until now must be dealt with and solve by yourself.

The simultaneous pursuit of university studies and life as an independent member of society is surprisingly hard.

Furthermore, when people are living in a community, you are required to live independent lives while fulfilling your numerous social responsibilities, like obeying rules that should be respected, fulfilling your obligations, and cooperating with others in the community.

In order for students to live comfortable lives full of hopes and dreams, you need to have a safe and secure environment. Of course, this requires a schoolwide system to be in place by the university. At the same time, though, each student must be conscious of your own behaviors and actions, and if you become involved in some sort of trouble, you must know how to be able to deal with them.

This student safety guide is a compilation of items that we want you as a student to understand for your own safety, as well as how to handle incidents, accidents, and poor health. Please read this guide carefully before you start your student life, and keep it in a handy place so that you can refer any time you need it.

Vice President for Student Affairs  
HOMMA Miwako

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# Frequent communication is more important than ever



For many of you, it may be the first time living alone far away from your family. Not only that you feel all at once excited, overwhelmed, and scared, your family also concerns about whether you are fine alone or not. To let them know you are fine, frequent communication with your family is more important than ever. Try to talk to or text them often and share your ideas or problems with them.

On top of that, the University are always welcome to support you. If you are facing big issues or having some concerns or problems which can be difficult to solve by yourself, feel free to contact the following departments or centers.

## Communication within your family comes first

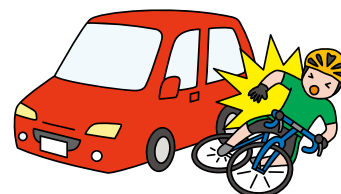
- Never forget to reply or answer to the messages/calls from your family.
- When you lost your cell phone (smartphone), please inform your family about it. It is not rare that family members phone / visit the University to figure out whether their families(students) are fine.
- Sharing the university contact information with your family is very useful in the case of emergency. Let your family know the contact information of your Academic Service Office so that they can contact them when necessary.

## Update the contact information on TWINS

- Keep updating your or your family's contact information on TWINS (Log into your TWINS page --> Student Information --> Contact Details).
- Make sure that the part "Contact person in Japan in case of emergency" on your TWINS is filled and updated.  
\* This is particularly necessary at the time of a disaster or other emergency. If there are any changes in Contact Details, you must inform your Academic Service Office (except for your own information which must be updated by yourself on TWINS).

## When you are involved in a traffic accident .....

- [Office in Charge] your Academic Service Office
- First, call/report the police and follow their instruction.
  - After reporting to police, please remember to report the accident you had to your Academic Service Office using the form "Incident / Accident Report". (The forms are available at the Academic Service Office.)



## When you are involved in a crime .....

- [Office in Charge] your Academic Service Office
- First, call/report the police and follow their instruction.
  - After reporting to police, please remember to report the case to your Academic Service Office using the form "Incident / Accident Report" or "Theft Report". (The forms are available at the Academic Service Office.)



## When you have an accident during an extracurricular(club/circle) activity or on the way to go/back from there

- [Persons & Office in Charge] Club Supervisors / Division of Student Welfare (Extracurricular Activities section)
- Contact the club supervisors or the faculty staff who is in charge of the activity first, and report the incident to the Division of Student Welfare as well.

## When you are injured or feel ill or need a medical/general consultation

**[Office in Charge]** University Health Center, Student Counseling, General Consultation Services

- The University Health Center (refer to page 6) offers primary health assistance (general internal medicine, orthopedic surgery, and dentistry) and counseling services (psychiatric services).
- Student Counseling (refer to page 5) is open to listen to your concerns such as your studies, future path, or interpersonal relationships.
- General Consultation Services are open for all students and faculty members. If you don't know where or who you can talk to, feel free to stop by the office (Student Plaza; 3F, 1D-(North) Bldg. / Kasuga Area; bldg. 7B, Room215)

**\*Don't take it all on yourself. Just feel free to contact the offices.**

## Reports & Consultations

<b>Accident and Emergency on Campus;</b> fire, accidents or incidents(criminal action, suspicious persons / activities)	
Disaster Prevention Center	029-853-2079 (available 24 hours) *Emergency Telephones located on campus will put you straight through the center. (See page 39 for the location).
<b>Report/Consultation;</b> accidents, incidents, religious activities or unfair business practices	
Academic Service Offices / Program Offices	Refer to the following page for their contact info.
Division of Student Welfare	029-853-6092, 2245
<b>Clubs/Circles Activities;</b> accidents or incidents during extracurricular activities	
Club Supervisors	*Please contact the supervisor who's in charge of the activity.
Division of Student Welfare (Student Support Team for Extracurricular Activities)	029-853-2247, 2248, 2250
<b>Residence Halls;</b> troubles or inquiries	
Division of Student Welfare (Welfare and Housing Team)	029-853-2079 (available 24 hours)
<b>Psychiatric Services</b>	
University Health Center (Psychiatry)	029-853-2411 <b>【*reservations needed】</b>
<b>Student Counseling</b>	
Counseling and Psychological Services	(Reception) 029-853-2415 <b>【*reservations needed】</b>
International Student Counseling	(Reception) gc-support@un.tsukuba.ac.jp
<b>General Consultation</b>	
General Consultation Services	(Student Plaza) 029-853-8430 (Kasuga Area) 029-859-1207

## Relevant organizations and associations

Tsukuba Police Station	029-851-0110
Tsukuba Fire Department Headquarter	029-851-0119
University of Tsukuba Hospital (Weekdays; 8:30 to 17:15)	029-853-3572
(Weekend & Public Holidays / Night Time;17:15 to 8:30)	029-853-3110
Tsukuba Medical Center	029-851-3511
Tsukuba Consumer Information Center (Weekday;9:00 to 12:00/13:00 to 16:00)	029-861-1333
Federation of Inochi No Denwa Inc., Tsukuba (available 24 hours)	029-855-1000

**We strongly recommend to add emergency contact information to your phone!**



# Contact Lists

Contact Information for Each Academic Service Office		
School & College, Degree Program	Graduate School, Degree Program	
<b>Academic Support Center for School of Comprehensive Studies (2<sup>nd</sup> floor, 1C Bldg.)</b> TEL : 029-853-2529		
School of Comprehensive Studies		
<b>Academic Service Office for the Humanities and Social Sciences Area (3<sup>rd</sup> floor, 1A Bldg.)</b> TEL : [*1]029-853-4022 [*2]029-853-4468 FAX : 029-853-6315		
School of Humanities and Culture	College of Humanities [*1]	<b>Graduate School of Business Sciences, Humanities and Social Sciences-Degree Programs in Humanities and Social Sciences [*1]</b> Humanities / International Public Policy / International and Advanced Japanese Studies
School of Social and International Studies	College of Social Sciences [*1] Undergraduate Program of International Social Studies [*2]	
<b>Academic Service Office for the Pure and Applied Sciences Area (3<sup>rd</sup> floor, 1A Bldg.)</b> TEL : 029-853-6142 FAX : 029-853-6305		
School of Life and Environmental Sciences	College of Geoscience	<b>Graduate School of Science and Technology-Degree Programs in Pure and Applied Sciences</b> Mathematics / Physics / Chemistry / Engineering Sciences / Materials Innovation
School of Science and Engineering	College of Mathematics College of Physics College of Chemistry	
<b>Academic Service Office for the Life and Environmental Sciences Area (3<sup>rd</sup> floor, 2B Bldg.)</b> TEL : 029-853-4804 FAX : 029-853-6316		
School of Humanities and Culture	College of Comparative Culture College of Japanese Language and Culture	<b>Graduate School of Science and Technology - Degree Programs in Life and Earth Sciences</b> Biology / Agro-Bioresources Science and Technology / Agricultural Sciences / Life and Agricultural Sciences / Bioindustrial Sciences / Geosciences / Environmental Sciences / Environmental Studies / Mountain Studies
School of Life and Environmental Sciences	College of Biological Sciences College of Agro-Biological Resource Sciences	
<b>Academic Service Office for the Human Sciences Area (2<sup>nd</sup> floor, 2A Bldg.)</b> TEL : 029-853-8084 (Undergraduate) TEL : 029-853-5606 (Postgraduate) FAX : 029-853-5747		
School of Human Sciences	College of Education College of Psychology College of Disability Sciences	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Education / Psychology / Disability Sciences
<b>Academic Service Office for the Systems and Information Engineering Area (2<sup>nd</sup> floor, 3A Bldg.)</b> TEL : 029-853-4980 FAX : 029-853-5717		
School of Social and International Studies	College of International Studies	<b>Graduate School of Science and Technology - Degree Programs in Systems and Information Engineering</b> Policy and Planning Sciences / Service Engineering / Risk and Resilience Engineering / Computer Science / Intelligent and Mechanical Interaction Systems / Engineering Mechanics and Energy / Empowerment Informatics [*1]
School of Science and Engineering	College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences	
School of Informatics	Bachelor's Program in Interdisciplinary Engineering College of Information Science	
<b>Academic Service Office for the Art and Sport Sciences Area (2<sup>nd</sup> floor, 5C Bldg.)</b> TEL : 029-853-2731 FAX : 029-853-2805		
School of Physical Education, Health and Sport Sciences		<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Neuroscience / Human Care Science/ Doctral Program in Public Health / Sports Medicine / Master's Programa in Psysical Education, Health and Sport Sciences / Sport and Olympic Studies / Doctoral Programa in Psysical Education, Health and Sport Sciences / Coaching Science / Art / Design / Heritage Studies
School of Art and Design		
<b>Academic Service Office for the Medical Sciences Area (2<sup>nd</sup> floor, 4A Bldg.)</b> TEL : 029-853-2916 FAX : 029-853-3411		
School of Medicine and Medical Sciences	School of Medicine School of Nursing School of Medical Sciences	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Doctral Program in Medical Sciences / Nursing Science / Master's Program in Medical Sciences / Master's Programa in Public Health
		<b>Graduate School of Comprehensive Human Sciences - International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health</b>
<b>Academic Service Office for the Library, Information and Media Sciences Area (2<sup>nd</sup> floor, 7B Bldg.)</b> TEL : 029-859-1130 FAX : 029-859-1453		
School of Informatics	College of Media Arts, Science and Technology College of Knowledge and Library Sciences	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Informatics
<b>Academic Service Office for the Business Sciences (3<sup>rd</sup> floor, Tokyo Campus)</b> TEL : [Please refer to *3,*4, and *5 below] FAX : 03-3942-6824		
	[*1] TEL : 03-3942-6817	<b>Graduate School of Business Sciences, Humanities and Social Sciences - Degree Programs in Business Sciences [*3]</b> Law / Business Administration
	[*2] TEL : 03-3942-6812	<b>Graduate School of Business Sciences, Humanities and Social Sciences - Law School Program [*4]</b> <b>Graduate School of Business Sciences, Humanities and Social Sciences - MBA Program in International Business [*3]</b>
	[*3] TEL : 03-3942-6814	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences [*5]</b> <b>Counseling / Counseling Science / Rehabilitation Science / Sport and Wellness Promotion</b>
<b>Bachelor's Program in Global Issues Office (2<sup>nd</sup> floor, Administration Center)</b> TEL : 029-853-2500 [*4] <b>School of Integrative and Global Majors (Laboratory of Advanced Research A703</b> TEL : [*5, *6] FAX : 029-853-5967)		
School of Integrative and Global Majors(SIGMA) Bachelor's Program in Global Issues(BPGI) [*4]	<b>School of Integrative and Global Majors(SIGMA)</b> Humanics [*5]	
	[*5] TEL : 029-853-7085	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Human Biology [*5] / Life Science Innovation(Disease Mechanism / Drug Discovery) [*6]
	[*6] TEL : 029-853-3662	<b>Graduate School of Science and Technology - Degree Programs in Systems and Information Engineering</b> Life Science Innovation(Bioinformatics) [*6] <b>Graduate School of Science and Technology - Degree Programs in Life and Earth Sciences</b> Life Science Innovation(Food Innovation / Environmental Management / Biomolecular Engineering) [*6]

# Need Help?

## General Consultation Services, Counseling and Psychological Services & International Student Consulting Room

People often come wondering ...

Will anyone be patient enough to listen to my troubled thoughts?	Where should I go seek help with my particular issues?	I think I need deeper insights into my own personal traits.
I feel anxious about my own future.	I don't feel motivated enough to go to the classes or the lab.	I have a problem in human relationships.

Counseling and Psychological Services and General Consultation Services are here to provide support to students with regard to all aspects of student life. Do not hesitate to drop by and talk to us if you (or someone you know) are having any difficulties and struggling with them. Consultations are confidential, and the service is completely free of charge. Family members and university staff can also consult with us. We may refer you to the University Health Center, other hospitals and consulting services if necessary. There is also a multi-lingual (English, Japanese, & Chinese) consulting room specifically dedicated to serving international students (see below for details). To use the service, you may just walk in during office hours, or make an appointment by email or telephone.

	General Consultation (Student Plaza)	General Consultation (Kasuga Area)	Counseling and Psychological Services	International Student Counselling
<b>Reception Hours</b>	am 9:30-12:00 pm 13:30-16:00 (Monday-Friday)	am 9:30-12:00 or pm 13:30-16:00 (Monday-Friday, without Wednesday) am 9:30-pm 13:00 (Wednesday)	am 9:00-12:15 pm 13:15-17:00 (Monday-Friday)  <small>(Only available in Japanese)</small>	Office hours are subject to change. *See the Website; <a href="http://www.tsukuba.ac.jp/en/students/campus-life/student-counseling">http://www.tsukuba.ac.jp/en/students/campus-life/student-counseling</a>
<b>place</b>	Student Plaza; Bldg.1D(Northside) -3 <sup>rd</sup> Floor	Room215, Bldg.7B	Room411, University Hall (Bldg.B), 4 <sup>th</sup> Floor	Room 9P204, University Hall (Bldg.C) ,2 <sup>nd</sup> Floor

### CONTACT

General Consultation (Student Plaza) ..... **029-853-8430**  
 General Consultation (Kasuga Area)..... **029-859-1207**  
 Counseling and Psychological Services..... **029-853-2415**  
 International Student Counselling ..... **029-853-6240**  
 gc-support@un.tsukuba.ac.jp  
[http://www.tsukuba.ac.jp/en/students/campus-life/student-counseling.](http://www.tsukuba.ac.jp/en/students/campus-life/student-counseling)



(Only available in Japanese)

Information of open hours of General Consultation Services in detail is available at the official HP.  
← QR code

The consultation will be in strictest confidence

# University Health Center



University Health Center is here to provide first-aid assistance and psychiatric consultation for students.

Contact

## What is University Health Center?



CAMPUS MAP

- Services: primary care (internal medicine and orthopedics), psychiatric consultation
- Office hours: AM 9:15-11:40 PM 13:30-15:00 (Weekdays only)
- Please be sure to bring your student ID card when you see a doctor.
- Students can get medical service for a relatively small fee.  
(e.g. cold (acute respiratory infections): 800yen, sprain: 1,300yen, psychiatric consultation: 2,000 yen)
- For more details, please visit our web page.  
<https://www.hokekan.tsukuba.ac.jp>



【General reception: 029-853-2410 / Psychiatric reception: 029-853-2411】 (University Health Center web page)

## First Aid Assistance (Internal medicine and Orthopedics)

- Only primary treatment for illness/injury is available. (first visit only)
- No appointment necessary (First-come basis)

## Psychiatric Consultation

- Students can consult a psychiatrist on mental health issues such as depression, anxiety, confusion, lack of motivation, insomnia, or loss of appetite.

## How to book a psychiatric consultation

1. A prior appointment is required. Please call us at 029-853-2411 or just visit us for an appointment.
2. Please let us know your request date and time. We will try to arrange the schedule to fit yours.  
(If it is an urgent case, do not to hesitate to say so).
3. On your appointment date and time, please visit our general reception and show your student ID card before doctor's consultation,
4. The confidentiality of the consultation is guaranteed.

Call for an appointment at 029-853-2411 (Psychiatric Reception)



# Other Support Services

Other than the services introduced in previous pages, Bureau of Human Empowerment (BHE), International Student Counseling Room, and Harassment Counseling Center also provides various supports and assistance for students. If you need any help for your study, career path, student life, or life in Japan, just feel free to visit our centers.

## Bureau of Human Empowerment(BHE)

[Location] 1D Student Plaza, 2F

BHE was established in order to enrich our campus environment with cultural, gender, age, and abilities diversity.

<What we do>

- Promoting diversity
- Support for students with disabilities
- Supporting student career development
- Supporting career paths for PhDs
- Supporting LGBTQ+ and other sexual minorities

[BHE, Website]  
<https://dac.tsukuba.ac.jp>  
 (Only available in Japanese)



### Desk for LGBTQ+ and other sexual minorities

[Office hours]  
 8:30-12:15 , 13:15-17:15 (weekdays)  
 Approximately 60-minute session  
 \*appointment required  
 [Tel] 029-853-8504  
 [E-mail] diversity-au@un.tsukuba.ac.jp  
 [Who / What we support]  
 LGBTQ+ and other sexual minorities

### Support service for students with disabilities

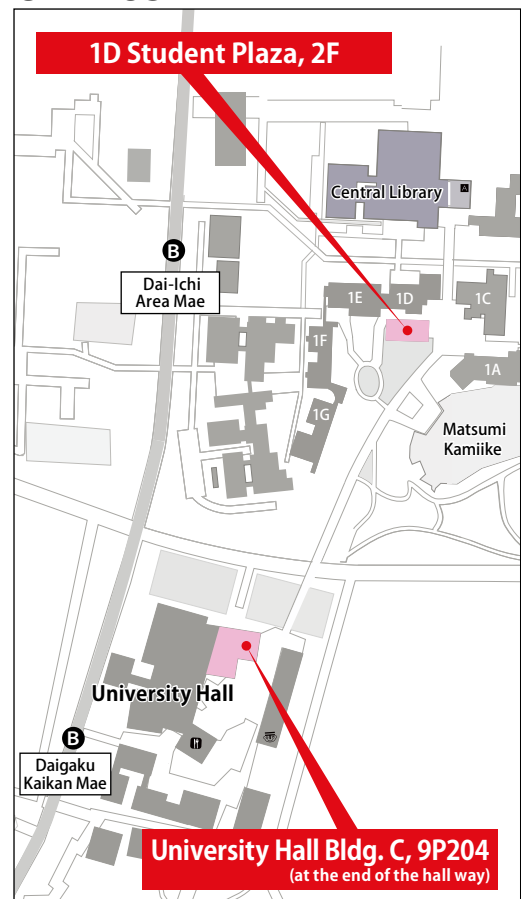
[Office hours]  
 8:30-12:15 , 13:15-17:15 (weekdays)  
 Consultation time is depend on your issue  
 \*appointment required  
 [Tel] 029-853-4584  
 [E-mail] shougai-shien@un.tsukuba.ac.jp  
 [Who / What we support]  
 Study support for students with disabilities

### Desk for career counseling

[Office hours] 8:30-12:15 , 13:15-17:15 (weekdays)  
 45-minute session  
 \*appointment required  
 (Through the Website) [https://syushoku.sec.tsukuba.ac.jp/career/?page\\_id=301](https://syushoku.sec.tsukuba.ac.jp/career/?page_id=301)  
 [Tel] 029-853-8444  
 [E-mail] bhe-student@un.tsukuba.ac.jp (Only available in Japanese)  
 [Who / What we support]  
 Student's career development or finding jobs in Japan



## CAMPUS MAP



## International Student Consulting Room

[Location] University Hall Bldg. C, 9P204(at the end of the hall way)

The International Student Consulting Room is here to provide support to all international students of the University of Tsukuba. International student advisors and clinical psychologists are available to advise students on any problems.

[Open hours] Please check the following URL.  
<https://www.tsukuba.ac.jp/en/campuslife/support-international/counseling/>  
 Languages available : Consultation is available in Japanese, English, and Chinese.  
 ※In order to make sure we can provide a consultation time for you, it is best for you to make reservation.  
 [E-mail] gc-support@un.tsukuba.ac.jp

# Self-care Guide for Student Life



## ★To students

In student life, you all experience unpleasant events as well as pleasant ones.

Sometimes you have to go through difficult times in order to achieve your goals. Here are some ideas and methods that may help you in such times.

## Stress and Self-care

- Student life is busy...
  - completing a lot of class assignments.
  - socializing with their friends.
  - working part-time.

Not only when things bother you, but too many tasks will tire you out, even if they are fun and fulfilling. If fatigue and stress become too great to cope with, it is not strange to have physical and mental problems. Maintain your health and wellness through daily self-care.

## Find your favorite ways

- I feel comfortable in...
  - enjoying a meal with close friends.
  - watching a movie while holding a cushion with a nice texture.
  - taking a walk on a nice sunny day.
  - doing karaoke alone.

There are no rules for self-care methods. Anything is fine that makes you feel relieved or comfortable, or makes you think "I'll do my best tomorrow," is fine. It would be good to have a variation in methods, such as something easy to do or something to do when you have time, for when you want to rest or have fun, etc.

## Three good things

For those who are interested in "trying a new way of doing things," here's one easy self-care tip. At the end of the day, write down three good things that happened that day. It can be something as small as "I overslept but made it to class just in time" or "I found a cloud with an interesting shape". It is important to find always three things. By making it a daily habit, you will naturally become aware of positive events and emotional movements. When you feel down or worried, it will prevent you from becoming overwhelmed with your feelings.

## ★If you feel stressed, talk to someone.

Everyone has worries and anxieties. Some people hesitate to talk to others, but seeking help during difficult times is a form of self-care. Connect with someone you trust.

## Be a gatekeeper\*, and open the door --- if you notice something's wrong with your friend.

If you notice any unusual behavior of your friend, such as feeling less energetic than usual, not coming to school, or becoming irritated or angry at something trivial, try to talk to him/her as much as possible to make them feel cared for. The simple phrases are enough. Such as "Are you worried about something?" "You seem to be anxious. Are you okay?"

Even if the answer is "I'm fine" at the time, it is often helpful to know that someone else is aware of your situation.

If you are still concerned, talk to your Supervisor or academic advisor. There have been many cases that a friend has prevented a more serious situation by taking early action. You can also consult with the General Consultation Services (p.5 in detail) and with the other professional services about anything including about your friends. Please feel free to contact these services.

### \*What is a Gatekeeper?

Gatekeeper is a person who recognizes your struggle, talks to you, listens to you, and leads you to the necessary support. They care about people who are struggling. There are no specified licenses to be a Gatekeeper. People around you; your family, co-worker, friend, family doctor, public health nurse, and consultant plays the role of Gatekeeper.

# Lowering the Age of Adulthood in Japan



Starting from April 2022, the legal age of adulthood will be lowered from 20 to 18 by revising the Civil Code. Due to this revision, 18- and 19-year-olds will be treated the same as an adult.

[NOTE] The eligibility age mentioned below basically applies to Japanese. There may be other condition for those who have foreign nationalities.

## Things that will be Changed

- 18- and 19-year-olds will be able to sign contracts without their parents' consent and take the responsibilities of their actions.
  - (ex.) • Signing credit card contracts
  - Signing own apartment lease
  - Making own mobile phone contracts
  - Signing car loan contracts .....etc.
- Being eligible for a 10-year passport
- Being eligible for national qualification such as accountant and judicial scrivener

## Things that will NOT BE CHANGED

- The legal age for drinking alcohol and smoking will remain fixed at 20 in terms of health, delinquency prevention, and juvenile protection.
- For the same reason mentioned above, the legal age for gambling will remain at 20.
- The age for obligation to enroll in the pension system is 20 years old or over.

## Beware of Scams Targeting Young Adults

- Minors (who is under the age of legal adulthood) have right to cancel their conduct which were concluded without the agreement of a legal guardian. When the age of adulthood drops to 18, 18- and 19-year-olds will lose the right.
- Malicious business practices target youth, those who don't deeply understand contracts due to lack of real-world experience.
- According to the report by the Consumer Center, the number of consultations from young people (aged 20 to 24) is very high comparing to the ones from minors. The target is expected to change to 18-and 19-year-olds when the adulthood age dropped.

## What You Can Do to Avoid a Scam

- The number of scam / bad business practices targeting university students has been increasing. Just say "NO" if you don't need the service or product.
- DO NOT sign a contract until you have carefully read and understand it.
- Consult your family or the Consumer Center when you are in trouble. Consumer Hotline run by the center is also available.

## If you have any trouble, please contact the following:

- Tsukuba Consumer Center: 029-861-1333 (available on weekday 9 a.m. to noon / 1 p.m. to 4 p.m.)
- Consumer Hotline: Dial 188
- University of Tsukuba: Please refer to page 3 to 4 and contact the respective office. General Consultation Services (refer to page 5) is also available.

**Think carefully BEFORE you purchase / make contract!**  
**If you have any trouble, DO NOT HESITATE to consult the Consumer Hotline, local Consumer Center, or the University!!**

# Healthy lifestyle and infectious diseases



Generally speaking, college students start becoming susceptible to “adult diseases”. The diseases, including obesity, high blood pressure, and diabetes, are often caused by unhealthy lifestyle. Therefore, they are called “lifestyle diseases” or “civilization diseases.” In order to enjoy a fulfilling student life, you need to develop healthy lifestyle habits.

In addition, though many infectious diseases are under control, we recently have seen outbreaks of novel coronavirus (COVID-19), Ebola virus, bird flu (avian influenza), and dengue fever. Some college students get infected during their overseas trip. Please be careful not to be infected with the diseases.

If you have any questions or concerns about your health, please contact the University Health Center.

## Obesity

- Obesity is generally diagnosed based on the Body Mass Index, or BMI, which is calculated with the formula  $BMI = \text{body weight (kg)} / (\text{height (m)} \times \text{height (m)})$ . A BMI of 18.5 - 25 is considered “normal; 25 - 30 is “overweight” (Class 1); 30 - 35 (Class 2) and 35 - 40 (Class 3) are “obese,” and 40 (Class 4) or more is “very obese.” It has been reported that the disease and premature death rates are the lowest at a BMI of 22 - 23.

## High blood pressure

- If the upper value (systolic blood pressure) of your blood pressure is 140 mmHg or more or if the bottom value (diastolic blood pressure) is 90 mmHg or more, you have high blood pressure. Long-term high blood pressure can cause hardening of the arteries and increase the risk of apoplexy, angina pectoris, and myocardial infarction heart failure, kidney failure, and so forth. Body weight is correlated with blood pressure. As preventive measures, you should restrict your intake of salt and maintain a proper body weight.

## Diabetes

- The literal meaning of the Japanese word for diabetes is “sugar-in-the-urine disease.” The blood sugar level rises due to the obstruction of sugar uptake at the cell level. Please make sure to maintain a proper bodyweight through proper diet.

## Smoking

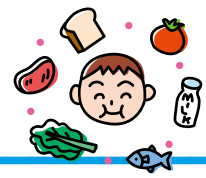
- Tobacco contains tar, nicotine, carcinogens, and other harmful chemicals. Smokers are susceptible to emphysema, lung and other types of cancers, and the hardening of the arteries. It is said that for each cigarette you smoke, you lose 5 minutes and 30 seconds of your life time. Thus, someone who smokes 20 cigarettes a day can lose 28 days of their life time in one year. It is not too late to quit smoking. The reason people can't stop smoking is due to nicotine addiction, but there are ways to quit. Quit smoking marathon: <https://kinen-marathon.jp/>

## Measures against infectious diseases

- To prevent and control infectious diseases including COVID-19, please follow the precautions below.
- ① Regularly and thoroughly clean your hands with alcohol-based hand rub or wash them with soap and water.
- ② Wear a mask.
- ③ Avoid the 3 Cs (Closed spaces, Crowded places, Close-contact settings)
- ④ Follow cough manners. (Cover your mouth and nose with a tissue, handkerchief, or your bent elbow when you cough or sneeze).
- ⑤ Keep your distance from someone who is coughing or sneezing.
- ⑥ Refrain from dining out with many people. When you are dining out, keep some distance from each other.
- ⑦ Refrain from talking inside trains, buses, or elevators.
- ⑧ Avoid touching your eyes, nose, and mouth.
- ⑨ Stay home when you feel unwell.
- ⑩ Go to see a doctor when you have a fever, severe cough, and difficulty breathing.



# Proper diet for your good health



Have you heard the expression “You are what you eat”? It means that your mind and body are derived from what you eat. That’s how “eating” is the basis of life. The food you eat provides the nutrients you need to survive. Eat well and stay healthy! The first step to live a healthy student life is to eat right.

**Each meal should include a staple food, a main dish, and side dishes. You should also take in milk, dairy products, and fruits.**

- Breakfast, lunch, and dinner should include a staple food (rice, bread, or noodles, which provide carbohydrates for energy) and a main dish. You should eat meat/fish/eggs/soybean products about the size of your palm (to provide protein which is an important component of your body) and 2-3 small side dishes of vegetables (which also include kinoko mushrooms, edible seaweed, and so on) to provide vitamins and minerals needed to coordinate body functions. Snacking and desserts should be limited to one time per day and should include milk, dairy products, and fruit.

**Please have breakfast!**

- Breakfast provides you with energy to start your day and create daily rhythm.
- If you usually do not eat breakfast, try to form the habit of eating breakfast.
- An economical way of eating healthy is rice and seasonal vegetables-oriented diet.

**Weigh yourself!**

- The simple way to determine whether you are eating the right amount of food is to weigh yourself. Please check your weight on a regular basis.
- If your weight starts to increase gradually, it means that you are taking in more energy (food) than you are burning through daily activities. Walking or running around campus will help increase your energy consumption.

**Get in the habit of exercising!**

- Students should be involved in daily exercises. Exercise such as fast walking can burn 4 (kilo)calories for each kilogram of body weight per hour. For other types of exercise, the number of calories burned per hour can be calculated as “METs number of the exercise times body weight”. The METs number for different exercises can easily be found through web sites. Let’s calculate calories burned by doing your favorite exercises.

**Prevent food poisoning!**

- When you cook, you have to be careful about germs. Many food poisoning cases happen not only during the hot summer, but also in the rainy season and the autumn. Avoid and kill germs to prevent food poisoning.
- Cleanliness: Wash your hands properly. You should especially wash your hands immediately after handling meat and fish. You should also wash your cooking utensils as soon as you finished using them. Also, clean your sponge thoroughly and let it dry completely.
- Swiftness: You should properly store foods. Specifically, meat, fish, milk, and dairy products should be stored in the refrigerator soon after buying them. When food is cooked, it should be eaten as soon as possible. If you cook a lot, the food should be cooled immediately and put in the refrigerator or freezer. If you have to stop cooking before the food is ready, do not leave it at room temperature
- Heating: Heat your foods to an adequate temperature that will not spoil the taste. If you reheat leftovers, heat them until they are heated completely through. Cooking utensils should also be sterilized by heating.

**Please note: You can’t rely on vegetable juice.**

- Vegetable juice is not a substitute for fresh vegetables. It can be used as a supplementary food when fresh vegetables are not available. Do not forget to eat fresh vegetables!



# Residence Hall

## -Tips for living safe and comfortable-



The Student Residence Halls provides a place for students to develop a disciplined life. If you are living in our Residence Hall, please read through the rules or etiquettes described in the "Regulations for Student Residence Halls" that you received when moving into the Residence Hall, and make a better living environment yourself.

### Tips for home safety

- Unfortunately, thefts and other crime do occur even in residence halls. While entrances are equipped with a security system, criminals are always thinking of ways to illegally enter buildings. In order not to be a victim of crime, please keep yourself safe always.
- Keep your door locked when leaving your room even for a short time to take a shower or use the restroom.
- Never share the entry code for the entrance with non-residents.
- Never prop the entrance open with concrete blocks or other objects.
- Do not leave large amount of money in your room. \*Thieves particularly target new residents who just moving in April.
- If you see any suspicious-looking person / article, or find your properties stolen, please report it to the police and notify the Student Residence Administration Office and the Academic Service Office you belong to.

### Fire safety precautions

- There are more than 3,000 students living in the residence halls. Please be aware of fire safety, and participate in the fire drill held in every May in order to raise the awareness of the danger of fires.
- If you see smoke or fire, make an emergency call to 119 (Fire/Medical Emergency). Call out in a loud voice to let the neighbors know that there is a fire (Shout "Kaji-da") as well as notifying Student Residence Administration Office. If possible, please try to put the fire out with an extinguisher (Each floor is equipped with at least one fire extinguisher.).
- Corridors and lounges are important evacuation routes in case of a fire. Do not leave your personal items in these areas.
- When using a gas burner/cooker in the kitchen, you should always keep an eye on it and never leave the room with the gas burner on.
- In the residence halls, you are not allowed to use/keep kerosene heaters or such appliances that use an open flame in your room.
- Including the Residence Halls, having bonfires or barbecues on campus are forbidden.

### Keep your living environment safe and comfortable

- Please dispose of garbage in the designated location following the rules for garbage separation. Never leave your unwanted items in public areas (e.g. corridor, the place around building). In case of large items (e.g. TV, furniture, etc.), it requires disposal fee to collect them. Please find more information on the city hall website, and make an appointment for a pick up date.
- Please park your bike always at the designated place. Parking your bike around entrance can block the evacuation route, and it is very dangerous, in case of an emergency.

### How to avoid trouble with your neighbors

- In order to avoid any irritation or trouble between residents, respecting and following the rules of good manners is very important.
- The residents are not permitted to smoke (including e-cigarettes) in their room. Please keep in mind that smoking is prohibited anywhere on campus.
- Kitchen and laundry rooms are available only between 7:00 a.m. and 10:00 p.m. Please don't use any other time in order not to cause troubles.
- Loud laughter or other noise (e.g. music, fireworks) inside and outside the hall can be a cause of trouble. Always have consideration for others.
- When you use shared facilities (e.g. kitchens, laundry room, shower room, etc.), please do not leave your personal items and help to keep the area clean for those who will use them after you.
- Remember to say hello to your neighbors when moving-in, and get to know them. They may become a good friend of you who will always be more than the family living far from you.
- Some senior students in the Residence Halls are in leadership positions ("Community Leader" in the halls for Standard Single Room / "Unit Leader" in each unit of Global Village). If you are having troubles in your hall, please consult them first.

# Protect yourself from Internet troubles



Accessing the Internet is a part of your daily life, however, at the same time you can easily be involved in troubles and accidentally be an individual at fault of a rash behavior.

## How to handle passwords and personal information

- **Do not use words or numbers that can be easily looked up, such as dictionary words, your birthday, and your name as your password.**  
It would be desirable for the password to contain a mixture of at least 8 characters, with a recommendation of 12 or more characters, including uppercase and lowercase alphanumeric characters and symbols.
- **Never disclose your passwords to anyone.**  
Store your passwords in a place that cannot be accessed by other persons. Of course, do not share your password with others.
- **Do not use the same password for multiple sites.**  
Setting up a different password from service to service prevents widespread damage if one of your passwords becomes known. Do not use the same password for multiple sites.

## Usage of SNS

- **Be aware that information published on SNS may be spread to an unspecified number of people even if access is restricted.**  
Inappropriate videos and images that you posted all in good fun may be uploaded to other sites. Beware of posts to SNS spread to every place.
- **Be aware that content posted on SNS may remain permanently as "Digital Tattoo".**  
"Digital Tattoo" may continue to affect your future life (employment, marriage, evaluation, etc.).
- **Be aware that you are responsible for your words and actions.**  
It is strictly forbidden to insult individuals or groups, or to make any discriminatory statements or adopt an exclusionary attitude regarding race, gender, nationality, thought, religion, appearance, or occupation.
- **When using social networking services, please comply with the "Social Media Usage Guidelines".**  
<https://www.tsukuba.ac.jp/images/pdf/2020g02.pdf>

## Protect yourself from scams

- **Beware of phishing scams e-mails.**  
An e-mail that looks like it originated from a company's actual site (e.g., banks, Rakuten Amazon, Apple, Microsoft) may be sent to lure you to a fake webpage; this is called "phishing." Remember that banks do not send e-mails requesting your sensitive information, such as your bank account number, password, or credit card number.
- **If you receive something suspicious, do not reply to the contact information written in the received e-mail, and look up that company's contact information before you make any inquiries.**  
If you face something you don't understand or cannot resolve, ask your friends or a faculty member for advice, or look up the websites like the ones shown below.
  - National Consumer Affairs Center of Japan [https://www.kokusen.go.jp/ncac\\_index\\_e.html](https://www.kokusen.go.jp/ncac_index_e.html)
  - Cybercrime Consultation National Police Agency <https://www.npa.go.jp/bureau/cyber/soudan.html> (Only available in Japanese)

## Protecting yourself against computer viruses

- **Frequently update the operating system (e.g., Windows) and web browsers (e.g., Microsoft Edge, firefox, chrome) on your device.**
- **Install anti-virus software and always keep definition files up to date.**

## Before you use any computers or networks on campus, be aware of the rules for use!

When you use the University of Tsukuba Information System (networks, computers, etc.), there are rules that you must follow. Please check, confirm and follow these rules. Acquire the correct knowledge and utilize the university's information system with peace of mind and safety.

<https://oii.tsukuba.ac.jp/en/oii-security-2/>

Organization for Information Infrastructure (Division of Information Infrastructure Management)

E-mail: [oii-security@oii.tsukuba.ac.jp](mailto:oii-security@oii.tsukuba.ac.jp)



# Stop Harassment

-not to encounter damage of harassment / not to be a harasser-



What is harassment?

Harassment is verbal or physical acts of one party causing another party to feel shame or uneasiness about the latter's ethnicity, nationality, sex, sexual orientation, gender identity, home country, religion, political belief, age, occupation, physical attribute, or any matters to feature a person. While there are many forms of harassment, the types most often encountered at universities are academic and sexual harassment. These harassments usually do not exist in a single form but rather be found in a complex form, and often mixed with different types of harassments.

## What is academic harassment?

Academic harassment is inappropriate and improper words and actions used by a superior one in an authoritative relationship in educational or research organizations to cause disadvantages or damages to victims' education, research or study.

- Hindering of research: This includes requesting deviant conditions at the time of submitting papers, improper expulsion from a research team, refusing or ignoring to provide guidance, or exploitation of a subordinate's achievement for one's own benefit.
- Hindering of academic and career path: This includes infringing on the right of students' academic path, hindering a student's / subordinate's career (advancement, graduation or finding work).
- Forcible acts in the laboratory: These include making people conduct experiments from early morning to late at night, making one particular person in the lab do all the incidental tasks, and unfairly making people pay the expense that should be covered by research funds.

## What is sexual harassment?

Sexual harassment is verbal or physical abuse of sexual nature aimed at another person, and it is an infringement of personal rights. Victims receive damage, disadvantage or discomfort by harassers' unwanted sexual words or unpleasant physical attitudes or contact. Perception of words and actions about sexual matter varies by individual (regardless of gender) and his/her position. Whether your words or actions are subject of sexual harassment or not is solely determined by other party. Even if your intent for these words and actions is just to express the closeness, you may cause other party to feel unpleasant, therefore it is necessary to pay attention for that matter.

- Remarks of sexual content: telling unbearable vulgar jokes: asking someone about their sexual experience and sex life, spreading a sexual rumor and setting someone on a target to make fun of.
- Sexual actions: persistently inviting someone to dinner or go on a date, giving someone a call of sexual content, sending a letter or e-mail of sexual content, approaching with unnecessary physical contact.

For more details, please look at our brochures and the university website (on-campus only).

### Consultation method

Counseling is carried out on a meeting basis, however, it is also available by telephone, mail or email.

#### How To Find an adviser

On "manaba" Learning Management System, click, then go to "Harassment Prevention" (Note: Required to Register for the Course) and choose "Harassment Counseling Center" "Contact List of Harassment Advisers". Please choose a harassment adviser from a list of advisers shown there, and contact the person after confirming available days and hours for consultation. Usually meetings are conducted by two advisers, but one adviser can be presence on a request basis.

#### Harassment Counseling Center

Answered by an exclusive counselor.

Service hours: 8:30am to 5:15pm (Service hours can be flexible only for an appointment.)

TEL: 029-853-8449 E-mail: [stop-harassment@un.tsukuba.ac.jp](mailto:stop-harassment@un.tsukuba.ac.jp)



👉 For more information

**Students who have cases such as "My friend asked me for advice" or "I want someone to hear my story a little bit" can also seek for this service. Please feel free to contact the Harassment Counseling Center.**

# DO NOT touch any illegal drugs



Recently, news on drug abuse among college students was widely broadcasted, suggesting temptations for illegal drugs probably being near you. You should know that using of illegal drugs will adversely affect your body, mind, and even personality. It will result in losing the trust from people around you and may ruin your life in the end. DO NOT get involved in any drug use.

## Types of illegal drugs

- Stimulants (also known as speed, "S", "shabu," pep pill, etc.)  
Stimulants cause your body to instantly feel heightened pleasure, reduced fatigue, and increased sexual desire. However, as soon as the effects of drug are worn off, you will feel uneasiness, confusion, and extreme fatigue. It is easy to become extremely addicted to stimulants, and it can cause you hallucination, mental illness, and depression.
  - Cocaine (also known as "C", coke, crack, etc.)  
Upon taking cocaine, you may feel "high", but afterwards you will suffer from sleeplessness, tiredness, and irritation. Chronic abuse can cause hallucinations and mental illness. Furthermore, as a result of abuse, you may feel as if small bugs are crawling throughout your body, which will cause you to scratch your skin till you bleed.
  - MDMA (also known as ecstasy, "X", "batsu", etc.)  
The MDMA, which is growing its popularity, is often abused by young people and can cause excessive agitation and hallucinations. Afterwards, users can experience sleeplessness, depression, and temporary insanity. Users can die from overdoses.
  - Hemp (also known as Marijuana hashish, hash, weed, grass, "happa," etc.)  
Marijuana users usually inhale the smoke of burning marijuana leaves. You may at first feel like you are floating and relaxing, but later you experience emotional distress, lack of patience, hallucination, and delusions as chronic symptoms. If the abuse continues too long, it will harm your intellectual capacity.
  - Dangerous drugs (known as "herb," "rush", etc.)  
These drugs were created in order to evade restrictions against illegal drugs and have a slightly altered chemical structure. They are sold in various forms, including liquid, powder, and even as bath salts. Their toxicity is greater than other drugs, and often cause impaired consciousness, convulsions, and sometimes even death.
- ※ Please note that some countries legally sell cannabis-contained-confectionery and beverages, such as cookies, gummies, chocolate, brownies cakes, beer & sparkling water, and coffee, etc.

## A tiny bit of curiosity will forever ruin your life

- The marijuana abuse by college students is spreading out in Japan. No cases confirmed in this university so far, but students who were found to be using the drug in other universities were expelled from school.
  - Most of the students reported that they could not resist curiosities at the beginning. Then, they started to feel uneasy when they discontinued using the drug and could not stop using it. Most users become drug dependence and experience mental disorders.
  - Some illegal drug users have committed violent crimes, suicide, and murder. Your curiosity can ruin yourself, your family and friends, and potentially strangers' life.
- At present, a rash of illegal drugs are being promoted as "supplements" and "herbs" that not appear to be illegal. Do not take any origin questionable drugs.

## Drug smuggling on the rise: some innocent citizens are entangled in the cases

- In recent years, in overseas, some Japanese have been involved in smuggling of illegal drugs, and those smugglers were given severe punishment including the death penalty. Some of these incidents have involved innocent people who were told to carry a parcel to someone, and they unknowingly become a drug courier and were arrested at an airport. The smuggling of illegal drugs, whether knowingly or unknowingly, can result in severe legal punishment (in some countries, life imprisonment or the death penalty). Careless behavior could ruin your entire life.

Please visit the site for information about drug abuse prevention.  
<https://www.mhlw.go.jp/content/11120000/000548730.pdf>



# Part-time Work

## -7 things you should know before you start working-

### Check your employment contract before you start working!

Working part-time without knowing your employment contract may put you in the situation where you think that it is different from what you heard / expected before. Before you start working, make sure to receive a paper contract / agreement and read through carefully, especially the following 6 points:

- ① The period of the labour contract
- ② Renewal process in case of a fixed-term employment contract
- ③ Working place and duties
- ④ Working hours (including shift hours, shift start and end times, overtime work, breaks, and days off and leave)
- ⑤ Remuneration (setting of hourly rate, the way to calculate the wage, how and when you will be paid)
- ⑥ Rules for leaving the job, reasons for dismissal or non-renewal

### The five principles of wage and salary

The Labour Standard Act states the 5 principles of wage and salary; wages must be paid to the workers 1) in currency, 2) in full, 3) directly, 4) at least once a month, and 5) on a fixed date. Also, the pay must be at least the minimum hourly wage of the prefecture where you work.

#### **[Deductions of Wages]**

Your employer may deduct your wages in accordance with the written agreement as penalty for breach of contract; arriving late for work, causing some issues in the work place, etc. However, the amount of deduction cannot exceed a half day's pay, and the total fines in a month cannot exceed 10% of your monthly salary (or 10% of the wages of the particular payment period).

### Part-time workers' rights 1: Extra pay for overtime

The daily working hours are limited to 8 hours or less, and the weekly working hours are limited to 40 hours or less. This working hour rule also applies to part-time jobs. Specifically, overtime pay will be provided in the following cases.

- |   |     |
|---|-----|
| 1) More than 8 hours in a day or 40 hours* in a work week:                              | 25% |
| *44 hours for retail, hospitality, entertainment (, etc.) with fewer than 10 employees. |     |
| 2) More than 60 hours of overtime in a month:   | 50% |
| 3) Working on statutory days off  | 35% |
| 4) Working late at night (between 10 p.m. and 5 a.m.)                                   | 25% |

### If you have been sexually harassed, or abused by employer (“Power Harassment”)

Sexual harassment is unwelcome sexual behavior such as; sexual jokes, unwanted touched, etc. Regardless of their(your) gender, any unwanted / unwelcome sexual behavior that makes you feel uncomfortable is considered as sexual harassment. By law, it is an employer's duty to prevent those actions or behavior in their workplace.

If you suspect that you are being sexually harassed, let the perpetrator know, firmly and clearly, that his/her actions are unwelcome. Also, it is highly recommended to take notes about what/when/where/how it happened, and inform that to the consultation desk in your workplace or public consulting service.

“Power Harassment (abuse of power)” refers to a type of harassment that can be seen in workplace - harassing behavior by someone in a position of authority toward his or her subordinates. Those behaviors often hurt employees physically / emotionally, or create harmful effects of abuse of power in the workplace. However, it is very difficult to define what constitutes power harassment. If the warnings or lectures have been provided as necessary, those are not considered as “power harassment,” no matter how you feel about them.

If you think you face power harassment, make a note of what happened as accurately as possible, and consult to the consultation desk in your workplace or public consulting service.



## Part-time workers' rights 2: Paid leave

“Paid Leave (有給休暇:Yukyu Kyuka)” is any kind of time that is taken off of work with pay. Workers on part-time contracts are also entitled to paid-annual-leave when they fulfill the following conditions;

- Stipulated-work-days: more than 1 days per week / more than 48 days per year
- Years (months) of Service: not less than 6 months
- Working on at least 80% of the total working days

## Part-time workers' rights 3: Workers' Accident Compensation Insurance

Regardless of the type of employment or titles, all workers including part-time workers and temporary employees may be covered by the Workers' Accident Compensation Insurance (*Rosai Hoken*) in the event that a worker suffers injury or illness while on duty. Please keep in mind that the Health Insurance does not cover medical costs for work-related injuries nor illness. Instead, the Rosai Hoken (Industrial Accident Compensation Insurance) will cover the cost. Inform that you'd like to use the insurance at the counter of hospital /clinic. If the case is recognized as work-related injuries or illnesses, the medical expense will be fully (in principle) covered by the insurance. Also, some wage replacement benefits will be provided for the during the period of absence from work.

## Part-time workers' rights 4: You cannot get fired for no reason

No matter you work full-time or not, the employers cannot fire you for their own reasons. Employers are only allowed to dismiss their employees if there are objectively reasonable grounds for dismissal.

## Labour Consultation Service

If you would like to get some advice for working conditions or some troubles, you can consult at 総合相談コーナー (*SOGO SODAN CORNER*: general labour consultation counter) which is located at Labour Bureaus or Labour Standards Bureaus in all prefectures. Also, the Labour Standards Advice Hotline (0120-811-610) is available for free during hours when the Labour Bureaus are closed or on weekend/national holiday.

### 【Counseling Services and Hotlines in Foreign Languages】

(URL) [https://www.check-roudou.mhlw.go.jp/soudan/foreigner\\_eng.html](https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html)

#### <Telephone Consultation Service for Foreign Workers>

Language	Days Available	Hours	Phone Number
English	Monday to Friday	10:00 a.m. to 3:00 p.m. (closed between noon to 1:00 p.m.)	0570-001701
Chinese			0570-001702
Other 11 languages	*Refer to the website above.		*Refer to the website above.

#### <Labour Standards Advice Hotline>

Language	Days Available	Hours	Phone Number
Japanese	Every day	- Weekdays: 5 p.m. to 10 p.m.	0120-811-610
English			0120-531-401
Chinese	*Refer to the website above.	- Saturday, Sunday and Holidays: 9 a.m. to 9 p.m.	0120-531-402
Other 11 languages			*Refer to the website above.



Source: “確かめようアルバイトの労働条件(employment conditions of part-time workers)”, Ministry of Health, Labour and Welfare

# If you're under age 20, drinking alcohol is always illegal



Any drink that contains more than 1% of ethanol / ethyl alcohol is considered as an alcohol beverage. In Japan, under 20 (minors) drinking and serving alcohol to minors is forbidden by the Law Prohibiting Minors from Drinking. Those who sell or provide alcohol to minors are subject to fines or penalties.

## Why underage drink is forbidden?

- Under20 drinking is prohibited by law because of the risk of alcohol harming the developing body and brain.
  - Affecting the brain function (e.g. personality disorder or memory problems caused by brain shrinkage).
  - Leading to the stunted growth, hypogonadism, or organ dysfunction.
  - Raising the risk of acute alcohol poisoning.

## When you are in a situation where alcoholic beverages are served, .....

- People under 20 must refuse the offers of alcohol. Try not to be swayed by the atmosphere, and say "No" to the offer without worrying about spoiling the party/event.
- You may be afraid that you will have trouble with people by saying "No" to them. However, your life is the most important thing so don't endanger yourself with underage drinking. The University have been alerting seniors of the danger of underage drinking. If the relationship got bad by just refusing their offer, then they are just not worth your time.

## Chugging or forcing others to drink is extremely dangerous!!

- Forcing others to drink can harm his/her relationship, besides, it is a crime when it's done to minors.
- Chugging (alcohol enema) leads you to be acute alcohol poisoning, and it is very dangerous behavior.
- In other university, there was a case in which a student died from alcohol poisoning in a college party. In that case, the parents accused those who organized the party of being responsible for the student's death. That means that forcing others to drink or to chug could be considered a homicide and also, onlookers who don't stop such behavior could be accounted accomplices.

**\*When you have a party / event, make sure that all participants there fully understand or are aware of how to handle alcohol responsibly. If you are organizing a gathering or event where minors will be present, try to create an environment or a system which induce underage guests not to get alcoholic beverages (e.g. designing an alcohol-free event).**

## Raising awareness about the risks of drinking

- The University provides opportunities to freshmen to find their alcohol tolerance in First Year Seminar as well as giving them advice on how to handle alcohol-related problems (e.g. Alcohol Harassment; forcing people to drink alcohol, acute alcohol poisoning, etc.). For seniors, the University gives some guidance on organizing gatherings or events in which minors can participate safely.
- Through the workshop on Safety Living, the club / circle representatives receive the guidance on how to handle alcohol in their gatherings. In addition, they are encouraged to achieve underage drinking eradication in their group, and not to induce excessive consumption of alcohol.
- The posters to raise awareness of the danger of alcohol are periodically posted / displayed around the holiday seasons.

## Drinking Alcohol -The responsibilities of the people around-

- In a gathering, party, or event that serve alcoholic beverages, all the people there are responsible with handling alcohol. Don't offer alcohol to those who are planning to drive / ride back home and, needless to say, to minors (under 20).
- The following actions are prohibited by law; Road Traffic Act (\*refer to Article 65) and can be subject to penalties (imprisonment or fine, or administrative disposition; revoking/suspend the license):
  - Providing a vehicle to a person under the influence of alcohol.
  - Providing an alcohol beverage to those who are likely to drive a vehicle.
  - Riding with a drunk driver although the passenger knew that the driver is under influence of alcohol.

# Protect yourself against stalkers



Stalking; following another person against his/her wishes and harassing that person is a crime. If it appears that you are being stalked, don't keep it to yourself, please immediately consult someone you can trust, such as a police officer. It is important to nip stalking in the bud before it gets out of hand.

## What exactly is stalking?

- **Demanding meetings and dates:**  
ex. 1) demanding dates or meetings from who refused to go / come, 2) demanding to receive unwanted gifts, etc.
  - **Following, lying in wait, or barging in on the victim:**  
ex. 1) tailing and hounding the victim, 2) blocking / lying in wait on the victim's way to school or their destination, 3) monitoring the victim's movement around their apartment, residence hall, or school, 4) barging in on the victim, etc.
  - **Repeated and unwanted communications through phone calls (including silent calls) or emails:**  
ex. 1) silent calls intimidate the victim, 2) repeated and unwanted contact by phone or emails, etc.
  - **Letting the victim know that they are being watched:**  
ex. 1) subtly letting know the victim that they have been watched by telling them what they were wearing or what they did on that day, 2) phone/email the victim to say "Okaeri (welcome back / how's your day?)" when they back home, etc.
  - **Violent/aggressive behaviors:**  
ex. 1) hurling abuse at the victim, 2) yelling across the victim's house, 3) beeping the car alarm, violent behavior, and so forth.
  - **Damaging the victim's reputation:**  
ex. 1) telling / sending something slanderous.
- ☆Recently, embarrassing, harassing, or posting slanderous comments through SNS, LINE or Twitter are often considered as a cyberstalking.

## How to deal with stalkers

- **Take measures in an early stage:** Stalkers always try to access your privacy. Keep your personal information safe before your personal information get exposed to the stalker.
  - **Handle your personal information/data carefully:** Utility bills or anything that includes your personal information such as; name, phone number, address, should be torn into tiny pieces or shredded before throwing away. There are also cases that ex-partners leak the personal photos or videos of their former partner online. Hold off on sharing your personal information / data from beginning, and do not leave them behind.
  - **Show that you are not interested in a relationship:** Stalkers desire a relationship with the victim. Make it clear that you are not interested in any kind of relationship with him/her. Try not to be too nice with your rejection, otherwise it escalates their stalking behavior.
  - **Don't keep it to yourself:** Stalking is not a problem that you can resolve by yourself. It is very important to seek advice from someone you can trust, such as a police officer.
  - **Keep a record:** Evidence will be required to prove an offence of stalking. Keep a record of any suspicious incident or all calls and emails as well as the date and time.
- \*It is essential to take actions in an early stage, before the problem gets critical. If you feel you are being stalked, do not suffer by yourself and contact the police or other support channels.

## How to avoid being a stalking victim / perpetrator: You may not know that you are.....

### [Not to be a victim]

- As a recent tendency, many stalking cases involve estranged relationships. In most cases, it caused by the failure of ending the relationship because of not telling the end clearly or telling to keep the relationship as a friend, and the ex-partner cannot give up on his/her and that leads to stalking.
- \*Taking an ambiguous attitude may convey the wrong impression to the ex-partners. Make it absolutely clear to them that the relationship is over.

### [Not to be an unintentional stalker]

- In some cases, the stalkers don't know what they are doing is considered as stalking.
  - Aren't you trying to contact someone forcibly, even though he/she decline a date or ask you not to call?
  - Aren't you troubling someone to make him/her fall for you?
  - Aren't you behaving badly because you cannot get positive reaction from the person you like?
- The behaviors above can be considered as stalking.
- If you feel like you are about to behave like the above, talk to someone and get some advice in order to avoid troubles.



# Stay Safe on a Night Out

Unfortunately, assaults around the campus frequently occurred in the past. Although the University has taken measures to prevent those incidents, it is important to think about your personal safety and protect yourself with personal security products such as security buzzers or whistles.

## University Safety Services

- Conducting safety patrols on campus to deter crime. When crimes or incidents do occur on campus, the University takes special precautions and beef up patrols.
- Installing additional on-campus streetlights, together with cutting trees/branches blocking the streetlights.

## It may seem peacelul, but...

- The areas on / around the campus have green and peaceful landscape, however, it also means that it can be quite dark at night. In fact, many incidents occur on/around campus. (See the map on page 34)
- Even if you may feel safe as you get used to your campus life and nobody around you has been a victim, you should always be keenly aware of crime and its prevention.

## When going out at night...

- You should not go out at night unless it is necessary. If you, however, have to go out, try not to go out alone. There have been cases of people being assaulted and robbed while walking alone.
- Refrain from playing with your mobile phone or listening to loud music while you are walking, as this prevents you from being aware of your surroundings. Criminals target such vulnerable people.
- Avoid dark or deserted streets at night. They have the higher risk for being involved in criminal activities.
- Take another route for your safety when you see a suspicious activity/person.

## Keep your Room Safe and Secure!

### [Home Invasion]

- Intruders often break into residences through doors or windows. In order to prevent home invasions, make sure to lock all outside doors and windows, and put a door-chain/auxiliary-lock on to enhance safety. Keep in mind that intruders have targeted residences when the occupants go out, so you should always lock the door and windows even if it is just for a short time (ex: taking out trash, etc.). There were cases in which the intruder broke in home from the upper-floor balcony during night, that is to say that **just having a room on upper floor does not guarantee your safety.**
- If a stranger comes to your door, you should leave the door chain locked while dealing with the person. Criminals use various tricks to enter, such as posing as deliverymen or claiming that they hit your car in the parking lot. If you doubt the situation, by all means, ask for identification!

### [Safety Tips for Female Students ]

- Keep the door locked. Recently, sexual crimes and robberies targeting female students living by themselves have occurred in various areas in Japan. The people who commit these crimes often observe the area carefully, follow their target to make sure that she is living alone, and then enter her residence while she is sleeping or bathing.
- Avoid walking on dark streets alone! Some of our female students have been the victims of sexual assaults on and around campus.

# Theft Prevention



Many thefts, including bike thefts, have been happening on-and off-campus. Always pay attention to your surroundings and take precautions to safeguard your property.

## Theft Prevention Tips

- Always keep your residence door locked. You can improve the security if you put door-chain on, or install auxiliary-lock on windows. Also, do not forget to close and lock the windows when you leave your room, or sleep.
  - \*Theft is a crime of opportunity. Even if you are just leaving your room for a few minutes or though the building has secure entrance, you should always take precautions. (Thefts in the Residence Halls have also been reported.)
- Always lock your bike whenever you leave your bicycle unattended. In the majority of bicycle thefts were either unlocked or improperly locked. It is highly recommended that you double lock your bike using cable locks or other additional locks.
- Keep your keys safe always. Make sure you do never drop it.
- If you get a new (or take over from someone) bicycle, register it with *Jitensha Bohan Toroku* (自転車防犯登録, bicycle anti-theft registration) under your own name.
- Never leave your purse, wallet, laptop, or other properties unattended in labs, research rooms, libraries, or computer labs (*Satellite Computer Rooms*).

## The police survey shows that.....

- Many thieves fail / give up to steal when it takes too much time to reach their target or they call public attention.

## What to do if you see suspicious people

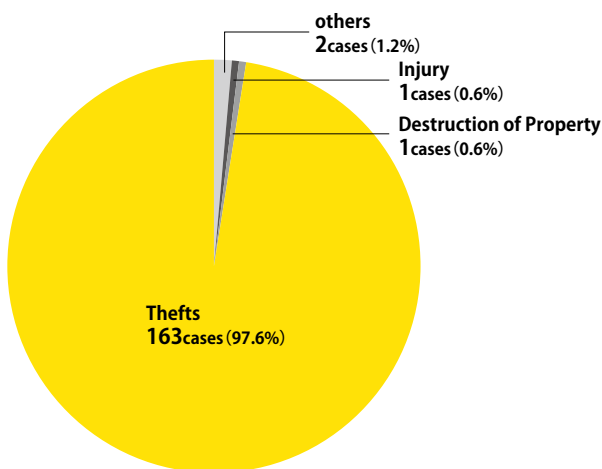
- Do not approach the person(s). Keep away from the suspicious person(s) or activity.
- If you witness a behavior that concerns you, report it to any/closest academic service office, the Disaster Prevention Center, or police station.

### Crimes Targeting Students

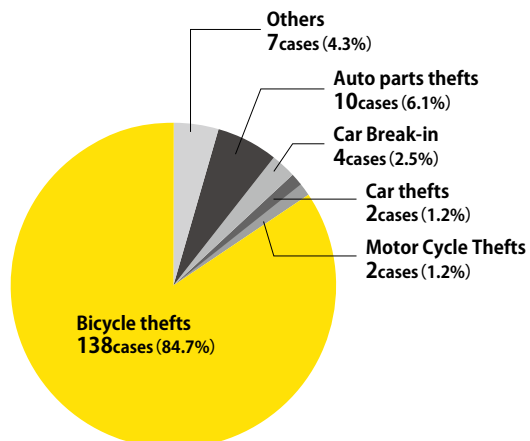
August 2022-July 2023  
(Reported by Tsukuba Police Station)



[Figure: Number of Criminal Incidents (A Total of 167 cases)]

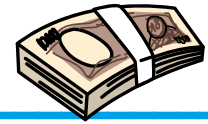


[Figure: Reported Thefts by Type (A Total of 163 cases)]





# Sales and Cults; Their words are friendly, but.....



Every year, new college students or the students who are facing job-hunting difficulties tend to be good targets for door-to-door sales and cult recruitments. They try to get close to you using nice and charming words under club/circle recruiting activities, and many students get in trouble with that.

**\* Please do not freely give out your name and contact information including SNS account information (ex. WhatsApp, LINE, etc.).**

## Examples of Past Cases

- **Door-to-Door Sales:** The students who just start their new life in a residence hall or apartment are a good target for door-to-door salesmen. The following are the cases that actually happened to the students of University of Tsukuba:
  - Making a contract of a water dispenser and its bottled waters by the sales says "It's special price if you agree today!"
  - Buying a set of study material being tricked by the words "Many students in University of Tsukuba use this material".
  - Buying a fire extinguisher believing the words "By law, you must have a fire extinguisher yourself".
  - Tricking people into switching power providers by the words "The liberalization of the electricity market (in Japan) has started! May I check your energy meter?"
- \*Don't be pushed into signing a contract unless you're sure you want the product/service.**
- **Fake Job Offer:** Some students got recruited for a part-time teacher, however, they never get any position after they registered their name and a head shot. There seem to be clam schools / home tutoring agencies which are just aiming to increase the registration number of the students of University of Tsukuba for their publicity.
- **Cult Recruitment:** Some cult groups recruit new students pretending to be the University's clubs/circles, and start getting down to their own business after the break of Golden Week (in May). Some students consulted with the Division of Student Welfare and figured out that the group is not a club/circle officially registered in the University, and manage to quit. However, there were students who lost themselves in the group, separated from their friends, and withdrew from the University.

## How sales/cults trick you

### Door-to-Door Sales

- Many sales try to make you think that you are getting a good deal by using some sales buzzwords; "Today only", "Special offer", "Limited", etc.
- Some salesmen take advantage of you living alone by making you feel uneasy about it. They might tell you "You're the only one who doesn't have this!" or "If you don't have this, you could have trouble!".
  - \* In those sales, they often take advantage of the fact that you are living alone. If you are judged to be a person who can't say "No," they will push and push until you finally sign a contract.

### Cult Recruitment Hiding their Religious Identities

- When they invite you to a seminar, they let you set the date yourself instead of pushing you to come on the date originally set. Therefore, you feel sorry to say that you are not going to participate in it. (e.g. They ask "Why don't you come to our study workshop on this Saturday?" → answering "Sorry, I have plans for this Saturday." → then they say "So, when are you available? We can set the seminar for you.")
- Some groups approach the students without telling who they really are, and start helping with their class registration, studying, or bringing something to eat when the targets are sick. They invite the students to their seminars once the targets get helps enough from the member(s), so the students feel sorry to turn down the invitation. Later, in that seminar, the student see that it is about religion.

## How to avoid troubles with solicitation/recruitment

- It is essential to turn down their offer or invitation firmly if you get the feeling that the solicitation / recruitment is suspicious. They may approach you in many different ways until you get in to their request of demands. However, don't pay attention to what they say, just turn down their offer saying "Irimasen (no need)" or "Kyomi arimasen (not interested)".
- Do not freely give out your name and contact information, including your ID of VoIP apps such as LINE. Many scammer groups are secretly connected and share the contact information they get.
- Suspicious soliciting and activity are often seen in the first 3 months of an Academic Year (April, May, and June). Don't fall for their sweet words or sales pitches.

# Be wary of shady cults hiding what they really are



New students are good targets of cult recruitments. The cult members hide their true identities and gently lead you to join them in a series of small steps. Anyone can be a victim of cults, even though you believe that you know what cults are and how to say "No" to them.

## I accidentally gave my contact information in responding a survey...

- Be careful with what information you provide. Never freely give out your contact information (including your LINE ID, SNS account such as X, Instagram, and so on), especially to someone you just met.
- Don't answer the survey unless you know where the survey takers belong to and their purpose. Also, if the survey is taken on campus, please check whether they have permission. All activities on campus require prior permissions from the University.

## I couldn't turn down an invitation to visit a study group.....

Not all invitations are related to cults, however, they will hide their true identity and get close to you nicely in order to trick you before you realize what is actually happening. If you fall into following situations, please be wary of the invitation. It could be a first step of mind control:

- Feeling guilty not to go to the study group after making a good comment about it.
- Convincing yourself that you have no choice but to go out of courtesy, because you got invited many times and kept answering them "I'll go if I can".
- Trying to believe that the gathering is innocuous because the person invited you has been so kind to you in many situations (e.g. complimenting you, accepting for who you are, giving you good advice, or taking care of you when you felt sick).

It is very important not to simply think like "It's just like going to a study group" or "I know what is cult. If I see anything suspicious there, I can always leave". **Just say "No" to those invitations firmly.** If you take the step, you may get sucked into the cult.

## I thought it is an interesting club/circle, but.....

The followings are cases in which cults pretended to be the University's club/circle:

- Their activities gradually changed from what I heard in their recruitment.
- The place where the activities take place was a room in an off-campus apartment or a place called "center".
- After participating in some events (strawberry picking, soccer/football), they started revealing their real group/organization name and the purpose.
- I was told not to tell about the club or their activities neither to my friends nor family because they don't understand what we are doing.
- During their training camp, they took away my phone, wallet, even my apartment/house key because those items bother their camp. I wanted to leave there, but, I couldn't.

## If you do suspect that someone is attempting to recruit you, do not hesitate to ask us for help

- If you have doubts about the group or their approaches, never join or accept immediately. Take your time to think or search, and don't let them trick you with their affectionate gesture.
  - You should suspect that you are being recruited if the person approaching you bring up the names of celebrities / great figures.
  - Be wary of cult recruitment if you receive compliments like "You are special" or "You are very aspirational".
- \*If you find anything that makes you feel nervous or suspicious, talk to your academic advisor/ supervisor, respective Academic Service Office, or Division of Student Welfare. \*The General Consultation (refer to page 5) is also available. Also, please use the following consultation services.**

### Consultation on consumer's problem

• **Tsukuba City Consumer Affairs Center**  
TEL: 029-861-1333  
(weekdays 9:00-12:00, 13:00-16:00)

• **Consumer Hotline**  
TEL: 188

# Say "No" to a sales pitch if you don't need it



Scams / unfair business practices targeting college students have been on the rise. You are urged to be wary of scams or unfair business practices, and have courage to say "No" to the sales pitch.

## Protect yourself from scams and fraud!

- Furikome(bank transfer) Scams: They force targets to transfer money by pretending to be their children or others like a police, lawyer, etc. In order to prevent your family from falling to this scams, you should call your family often. It is also highly recommended to give them the contact details of your Academic Service Office or Division of Student Welfare in case of emergency.
- Fake Invoice Scams: Pretending as a legit and real company or a public institution, the scammers mail / email you a phony invoice showing that you've bought goods or services. The following are important points to bear in mind in case you receive an unexpected bill:
  - Avoid responding to the sender if you were not expecting the invoice/bill.
  - Do not pay the fee if you cannot recall what that charge was for.
  - Beware of the invoices that requires E-money payment.
  - Just in case, keep the letter or email for a while.

**\*If you are worried about an unexpected invoice or bill, you should consult with 消費生活センター (consumer affairs center) before you contact the sender, or pay the fee.**
- Unscrupulous Sales Practices: This sales practices approach you on streets posing as a survey taker or pretending to offer a campaign, without telling their real business. They take you to their office or a café and push you to sign their contract.
- Pyramid Schemes: The participants of this business model make money by selling the products they bought from the direct selling company or by signing up more recruits. All pyramid schemes are risky and there is no guarantee that you will get the money back and make a profit. Also, you should keep in mind that lying to get someone into the business is considered as a crime.
- Pyramid Schemes without Physical Goods: Instead of physical products, it sells information that sounds valuable; "Successful Investment Rules from the Top Investors", crypto-assets, profitable information, etc.
- Qualification Course Scams (or Pushy Sales): The scammer or the salesperson try to convince you to buy a course material package saying "You'd better have this qualification to get a good job", "You just need to complete this course to get the license", etc. If you don't need, do not use vague phrases such as "Kekko Desu (That's fine / No thank you)" to refuse the offer. You should say "No" clearly in order not to be trapped into making a contract.

## Beware of *Sarakin* (unsecured personal loans) and credit card debt

- *Sarakin* are unsecured loans that consumers can use for anything. Comparing to other consumer loans (e.g. mortgage, auto loans, etc.), it is easy to apply and get approved by using their ATM installed at station or other convenient place.
  - Since it is so easy to borrow money, some borrowers tend to miss the fact that they are making debt. Keep in mind that the interest rate of unsecured loan is very high, and it may fall you into the situation that you have to borrow from other lender to pay back the one you borrowed first. Some students fell in the above situation, and it troubled also their family on top of their own student life.
  - Credit cards are one of the consumer loan that let you make purchases without having cash. It is very simple and easy to use, however, it may cause the trouble that you cannot make the payment if you use it carelessly.
- \*Beware of revolving credit (リボ払い)!! It allows you to pay the minimum amount due on your credit card bill and carries forward the remaining amount balance to the next month. This type of loan can lead to the borrowers overlooking the entire amount of the debt and its high interest, and make a large credit-card debt.**
- Despite the easiness of using consumer loans, remember that the borrowers always have the responsibility to repay loans. Before you use those loans, look through your personal finances and your self-management skills. If you don't have confidence to handle the payment, you should not make any kind of loans.

## Beware of Scams Aimed at International Students

- In recent years, the following scams have been increasing. International students receive a phone call from a person claiming to be from a public organization overseas stating that, "You are involved in a crime in your home country and will be arrested," and demand that a large sum of money be transferred as a security deposit.
- The tactics used are becoming more sophisticated. These include sending documents bearing official seals of public institutions, except that these are fake seals.
- If you receive a suspicious phone call, do not decide by yourself. Instead, please contact the university or a local police station.

# Know your consumer rights — Cooling-off System —



If you carelessly signed a contract through certain business dealing such as door-to-door sales, the cooling-off system allows you to cancel the contract unilaterally and unconditionally for a certain period of time. This is especially important for the cases which the customers were pushed to buy / sign the contract against their will.

## Cooling-off period for each sales methods

- Door-to-Door Sales: within 8 days from the date on which the contract document was issued.
- Telemarketing Sales: within 8 days from the date on which the contract document was issued.
- Pyramid Schemes (Multilevel Marketing): within 20 days from the date on which the contract document was issued or which the consumer received the product.
- Business Opportunity Related Sales Transactions (homeworking scam, monitoring scam): within 20 days from the date on which the contract document was issued or which the consumer received the product.
- Specified Continuous Services (designated following types of businesses that cost more than 50,000 yen; beauty salons, language courses, home tutoring, cram schools, computer classes, matchmaking services): within 8 days from the date on which the contract document was issued. \* Consumers can execute a prospective cancellation (**mid-term cancellation**) of this kind of contract even after the cooling-off period has finished.

## How to cancel the contract / goods during a cooling-off period

In order to cancel the contract, you must provide a written notice of the cancellation by postcard, and send it to the seller using registered mail (simplified registration). Before you send it, you should make a copy of the letter (both inner and back side) and keep it with the receipt of the registered mail.

### <How to write a notification (sample)>

**\*If you used a credit card in making the contract, notify the credit company as well as sending a notice of cancellation to the seller.**

Notification of Cancellation of Contract

I hereby cancel the following contract.

Date of Contract: (year / month / date)  
 Name of Item: XXXXXXXXXXXX  
 Contract Amount: XXXXXXXX yen  
 Name of Seller: XXXXXX, XXXXX Office,  
 Person in Charge: XXXXXX  
 (Credit Company: XXXXXXXXXXXX)

(Date)  
 (Address of Purchaser)  
 (Name of Purchaser)

The cooling-off system does not usually apply to the contract / items which you go into store yourself, or which you purchase online / from teleshopping. **\*In case of mail-order-business, the special terms of cancellation will be applied.**

If you don't know whether the cooling-off system apply to the item / contract you got, please consult your local consumer affair bureau.

- ① Tsukuba Consumer Affair Bureau  
 [Open Hours]  
 Monday to Friday (excluding National Holidays)  
 9:00-12:00, 13:00-16:00  
 [Phone] 029-861-1333  
 [URL]  
<https://www.city.tsukuba.lg.jp/kurashi/kankyo/shohi/1000980.html>  
 (Consultation Services in English)  
<http://www.tsukubainfo.jp/adviser/>



- ② Consumer Hotline  
 [Operating Days] Everyday (in principle) (Only available in Japanese)  
 [Phone] 188  
 \*It reaches to available counter depending on the day of the week.  
 [URL]  
[https://www.caa.go.jp/policies/policy/local\\_cooperation/local\\_consumer\\_administration/hotline/](https://www.caa.go.jp/policies/policy/local_cooperation/local_consumer_administration/hotline/) (Only available in Japanese)

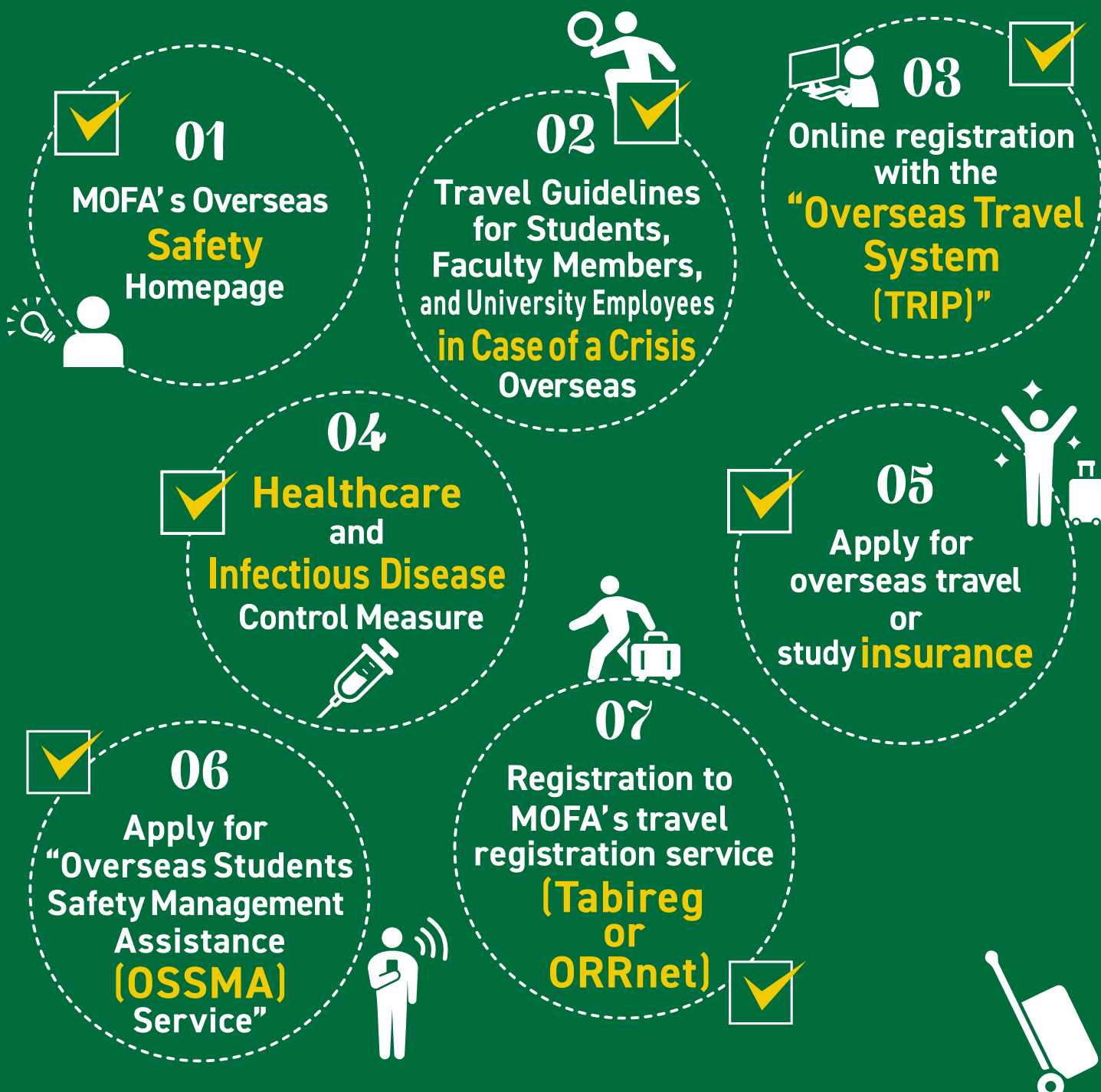


- ③ National Consumer Affairs Center of Japan  
 [URL]  
[http://www.kokusen.go.jp//ncac\\_index\\_e.html](http://www.kokusen.go.jp//ncac_index_e.html)



# 7 Things

## to be checked when students travel overseas





# Overseas Safety and Risk Management

<https://www.tsukuba.ac.jp/en/about/risk-safety/>



During recent years, there are various occasions to travel overseas from brief durations to extended periods including overseas training, internship, and trips beyond overseas study. With these, it is conceivable that there are cases of involvement in emergency situations including significant injuries, accidents, crimes, diseases, and disasters. You may not avoid danger if you live at the same level of awareness while living in Japan. First, be conscious of the risks of "being overseas" and always striving for both safety and health management.



## ① MOFA's Overseas Safety Homepage

The Overseas Safety Homepage (<https://www.anzen.mofa.go.jp/>) of the Ministry of Foreign Affairs (MOFA) releases an index of local information and precaution measures in countries and regions requiring special care as danger information in 4 categories in traveling and staying overseas. As our university has established actions to be taken by students, faculty members, and university employees based on overseas safety-related information by MOFA, be sure to check them before travel.



## ② Travel Guidelines for Students, Faculty Members, and University Employees in Case of a Crisis Overseas

"Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas" (Decision by the President) <https://www.tsukuba.ac.jp/campuslife/go-abroad-stay/safety/pdf/otn-sisin-en.pdf>

MOFA Travel Information (Danger Information)	Travel Measures
Level 1: Exercise caution	Students, faculty members, and university employees traveling to and residing overseas are advised to fully comprehend and stay alert to the security situation released by MOFA and to regularly contact their affiliated organization after ensuring a line of communication where they are staying with their affiliated organization.
Level 2: Avoid non-essential travel	Avoid all dispatch and travel (including stay) of students. Faculty members and university employees are advised to avoid non-essential travel and to conduct a review of their travel plans. If travel is required by necessity because of business obligations, etc., they should stay alert to the security situation by not engaging in activities other than the original intent and take appropriate safety measures after liaising and coordinating with the local partner institute or diplomatic establishment abroad for confirmation. Additionally, they should regularly contact their affiliated organization after ensuring a line of communication where they are staying with their affiliated organization.
Level 3: Avoid all travel (Travel warning)	Avoid all dispatch and travel (including stay) of students, faculty members, and university employees. However, there will be a preliminary talk with the head of their affiliated organization and the president on the request of the government and international organizations including the Ministry of Foreign Affairs and JICA (such as participation in an inquiry or international support team, etc.).
Level 4: Evacuate and avoid all travel (Evacuation warning)	Immediately avoid all dispatch and travel (including stay) of students, faculty members, and university employees regardless of purpose.



## ③ Online registration with the "Overseas Travel System (TRIP)"

- It's necessary for students of our university to register itinerary etc. when traveling overseas for conference participation, private trip, etc., as well as for study abroad.  
Note: See page 29 for details.
- Please remember to contact your academic adviser (supervisor) regarding your travel.

## ④ Healthcare and Infectious Disease Control Measure

Be sure to check the warning on infectious diseases and medical information in the travel destination beforehand as well in healthcare before travel. Consultation of immunization and other considerations may be needed depending on the travel destination so check ahead of time.

Please take extra care of your health condition after returning home. There are cases when illness begins 1 month after returning home so if you notice any ongoing symptoms including a fever, first contact a healthcare facility and follow their instructions. Please also approach airport quarantine in the presence of fever or diarrhea when you return.

- World Medical Care Situation (MOFA) <http://www.mofa.go.jp/mofaj/toko/medi/>
- FORTH (Ministry of Health, Labour, and Welfare Japan) <http://www.forth.go.jp/index.html>
- National Institute of Infectious Diseases (NIID) <https://www.niid.go.jp/niid/en/>

## ⑤ Apply for overseas travel or study insurance

- When traveling overseas, make sure to take out an overseas travel or study insurance. Some people use the Overseas travel insurance of credit cards nowadays, but the coverage has a lot of limitations, so make absolutely sure in advance.
- If studying overseas for a long period, taking out an insurance for overseas study is recommended. There are numerous overseas study insurances, but please absolutely make sure of the amount payable and coverage before taking it out. Also, try to contact the insurance company immediately and be aware of the contact information all the time in case something happens at your destination.



## ⑥ Apply for "Overseas Students Safety Management Assistance (OSSMA) Service"

- Please join OSSMA to cover your travel period.
- The overseas travel insurance is a system to provide a certain amount of money to those who contracted an illness, encountered an accident, etc. overseas whereas OSSMA does not cover necessary cost in response (medical bill, etc.) but makes accurate recommendations of local hospitals, transportation to the hospital, etc. if a happening or accident occurs during your stay at your overseas destination. For students to make the most of their lives overseas, if a problem occurs during their stay, OSSMA will provide appropriate support in Japanese and English 365 days a year, 24 hours a day. Receiving the service of OSSMA is promised on taking out an overseas travel or study insurance.



## ⑦ Registration for MOFA's travel registration service (Tabireg or ORRnet)

- Remember to register for the service below to get local safety-related information and e-mail notices in the event of emergencies from MOFA and diplomatic establishments abroad.
  - **"Tabireg" for travels less than 3 months**
    - Registration available through the "Overseas Travel System (TRIP)"
  - **"Overseas Residential Registration (ORRnet)" for travels more than 3 months**
    - <https://www.ezairyu.mofa.go.jp/RRnet/>

### NOTE

Tabireg is available only in Japanese language. If a foreigner traveling abroad wishes for local information from the Japanese embassy, it will be sent by registering with the simplified version of the Tabireg.

ORR is required only for Japanese nationals but it is possible for foreigners to register as a Japanese national's household member. If your home country has a similar service, register for it and keep the information of your safety conditions updated.

## \*How to make travel safer ~ Try Self - Defense ~

With taking care of yourself over everything else in mind, it is important for each traveler to have sufficient "knowledge" and strong "awareness" and ensure self-control to make your travel safer. Our university regularly holds overseas crisis management seminars for students, faculty members, and university employees, in addition to awareness building of crisis management before overseas travel with the various measures described above. Students should make effective use of such opportunities.

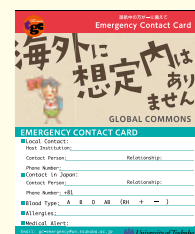
- Know information and common practices of your travel destination fully and take care to avoid hazardous locations and situations.
- You are in danger of falling victim to crime including luggage lifting, bag-snatching, pickpocket, stealing, and sneak thievery. It is necessary to share sufficient local information including such dangers with family members.
- Keep close watch on your actions and behaviors by observing rules and manners and reminding yourself constantly that you are a student of our university.
- Examples of emergency contact persons include the person in charge in the local host institution, person in charge in the University of Tsukuba, support desk of the crisis management service, overseas travel insurance, etc., family member in Japan, contact information of the diplomatic establishments abroad. Regularly contacting family members and the university in Japan during your stay also leads to emergency measures so carry out regular contact.

Overseas Crisis Management Desk of the University of Tsukuba <[gc-emergency@un.tsukuba.ac.jp](mailto:gc-emergency@un.tsukuba.ac.jp)>  
(Replace "#" as "@" in the above e-mail address before sending an e-mail.)

### Emergency Contact Card

We urge that you fill it out with your personal information in English and carry it with you just in case. In addition to being distributed by each academic service office and the Student Commons, you can find the template of the emergency contact card in the website of our university so after downloading, cutting and filling out necessary information, carry it with you on site.

- Emergency Contact Card (EXCEL)  
<https://www.tsukuba.ac.jp/en/about/risk-safety/>





Please register with the

# “Overseas Travel System (TRIP)”

Register with the “Overseas Travel System (TRIP)” when traveling overseas. This is for the university to confirm your safety promptly when emergency situations such as a natural disaster, terrorism, and pandemic of disease hit the countries or areas where you are staying. Therefore, students are required to enter into TRIP even when you go on a private trip.

In addition, we have introduced OSSMA<sup>\*1</sup> (Overseas Students Safety Management Assistance) to make further support available in time of troubles during your trip. Please start with registering with the “Overseas Travel System (TRIP)” then proceed to the application procedures of OSSMA.

01

Login to “Overseas Travel System (TRIP)”<sup>\*2</sup> by scanning the QR code below (with your PC device or smartphone)

02

Register required information<sup>\*3</sup> including travel destination, travel period, and emergency contact information

03

Access to the OSSMA application website from the following link (<https://www.tsukuba.ac.jp/en/about/risk-safety/>)

※1 OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its pre-registration service is available in Japanese and English 365 days a year, 24 hours a day.

※2 The United AuthenticationID (the 13-digit number printed on the back of your student ID card, under the barcode) and the password are required to login to TRIP. In case you forget your password, a new password can be reissued for you. Please come in person to the office of Academic Computing & Communications Center, or the closest library.

※3 Upon registering the information into TRIP, prepare items like your passport and any other documents including your flight information (**e.g. flight ticket (e-ticket), reservation slip, and itinerary**) which will help you to confirm the required information.

<For PC/Smartphone>



<https://trip.sec.tsukuba.ac.jp/>

For the Overseas Travel System (TRIP), you can revise itinerary, etc. after the registration.  
When travel details have been changed, carry out a revision of the registered information each time.

## ▼Inquiry:

Global Commons, Bureau of Global Initiatives / E-mail: [gc-emergency#un.tsukuba.ac.jp](mailto:gc-emergency#un.tsukuba.ac.jp)  
(Replace "#" as "@" in the above e-mail address before sending an e-mail.)

# Transportation: Safety Tips



All students should obey all traffic rules both on and off campus. Please bear in mind one thing: accidents can happen to anyone, at any time. In order to have a great college life here, in the University of Tsukuba, you should allocate appropriate attention to your surroundings and avoid being involved in accidents.

**\*In Japan, drivers and cyclists must keep to the left, while pedestrians should keep to the right side of the road.**

## Bicycles

- Traffic on campus tends to be very heavy, especially during recesses between classes. Please ride on your bike at reasonable speed and avoid collisions with pedestrians.
  - Never park your bike on tactile paving (yellow brick road) nor the place where it blocks doorways. (Keep the tactile paving and doorways clear for blind people and for emergency cases.)
  - Do not leave your bicycle unattended for a long period of time at convenience stores or other places when you are outside campus.
  - Don't carry stuff like bags or an umbrella in your hands while you ride. Serious accidents have been caused by (shopping) bags and umbrellas getting caught in the front wheel of bicycle.
  - It is prohibited in Japan to ride a bicycle 1) without light on, 2) using a cell phone / portable device, 3) listening to music through earphones / headphones, nor 4) with an open umbrella in your hand.
- \*You could be fined in Japan for riding a bicycle while talking on a cell phone or breaking the traffic laws mentioned above (See the web site of IBARAKI PREF. POLICE for further details.).**

## Buses; University On-Campus Transportation System

- The University has introduced the bus service; University On-Campus Transportation System. When using the bus services, you must show a valid one-year(1 April - 31 March) bus pass. Please be aware to have a valid sticker on your student ID card. Not showing the sticker, riding on the bus with expired pass, or using the service with other's student ID card are considered as unauthorized use.
  - In the case of unauthorized use, university disciplinary action will be taken on top of the payment of a penalty.
- \*When your bus pass is expired, renew it as soon as possible. Or, if you no longer use the pass, remove the sticker from your student ID card.**

## Motorcycles and other motorized bicycles

- It is not allowed to ride motorcycles/scooters on sidewalks nor any pedestrian paths. If you need to enter pedestrian areas to get to a parking space on campus, please get off your motorcycle/scooter and push it through with the engine off.
- Ride at a safe and reasonable speed always, and wear helmet for your safety. \*The Japanese law requires riders wear a helmet.
- Pay attention to traffic signs and signals always, obey the speed limit, and follow the parking control signs.

## Automobiles

- For campus safety, the speed limit on campus is 30 km/h. There are, however, still many accidents involving the students every year. Some cases off campus led to fatal accidents in the past.
- Main causes of accidents and crashes on campus are due to human errors, such as speeding, failing to stop or slow down at intersection, or ignoring traffic signs.
- Using cell phone while driving is very dangerous and prohibited. DO NOT use cell phone or look at the screen while you drive, use only after you have parked in a safe place.

**\*All bicycles/motorcycles/automobiles operated on campus is required to be registered and a permit sticker (IC-tag) must be attached. Please complete the registration process with the staff in your Academic Service Office/Division of Student Welfare.**

## Cautionary Points

- Commuting by Car  
Those who need to commute by car shall apply for on-campus parking lot. Regarding its application procedure, please ask to the Road Safety Office (交通安全会) or your Academic Service Office. Please note that it is, in principal, prohibited to commute by car for short-distance trips; less than 2 km from your Academic Service Office.
- Using a Used-Bicycle (Receiving a Bicycle from a Friend)  
If you receive a bicycle from a friend, please be sure to transfer the ownership. Have your friend make a written statement (譲渡証明書) that proves he/she has given you the bicycle, and then go to a bicycle store (authorized one; 自転車防犯登録取扱指定店) to transfer the ownership. When you re-register the bicycle with your name, you will be asked to have (a) statement, (b) bicycle you received, and (c) your ID.

# Bicycle Accidents and its Compensation

Roughly 80 percent of the students at the university use bicycle to travel from home to the campus, or to go to off-campus location. Unfortunately, as the number of bicycle user increases, more bicycle accidents have been reported.

Please always keep in mind that riding on a bicycle could cause tragic accidents in a collision with pedestrian which results in a personal injury or death. In some previous cases in Japan, the cyclists who caused a tragic accident got charged with criminal liability, or charged tens of millions of yen as compensation for the damage. Having insurance for liability compensation for bicycle accidents is not mandatory in Japan, however, joining an insurance like "TS Mark Insurance" is highly recommended for the worst-case scenario.



## TS Mark Insurance covers injury, liability, and damage compensation

**The TS Mark is affixed to your bicycle at a bicycle safety maintenance shop when you purchase a bicycle or have an inspection / maintenance carried out on your bicycle.**


The TS Mark Insurance includes accident insurance and liability insurance, and is valid for one year from the date the bicycle is inspected

**Please ask any bicycle shop for further details.**

**Have your bicycle inspected once a year and renew your TS mark sticker.**

You'll find this mark attached in member stores



(Only available in Japanese)

Source: Japan Traffic Management Technology Association

## Traffic Accidents Involving the Students

(AY2018-AY2022)

Figure1: The number of accidents on/off campus

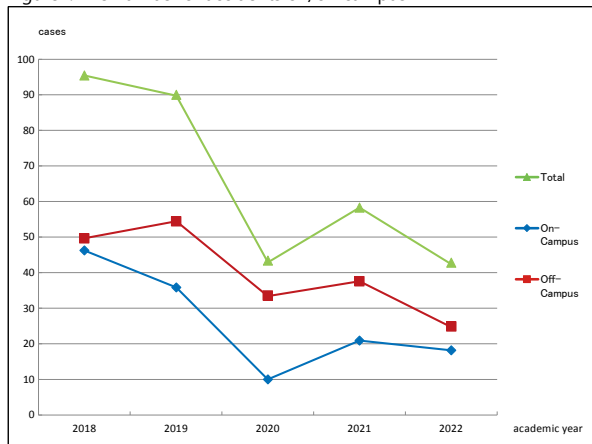
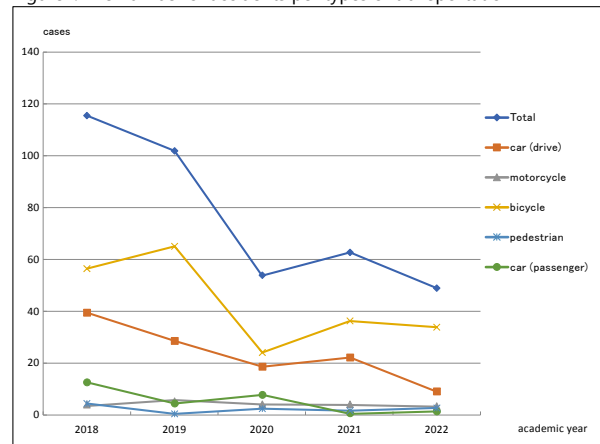


Figure2: The number of accidents per types of transportation



Transport

## Safety First!

### The number of traffic accidents is on the rise

○Police departments and local governments in Ibaraki prefecture, which has one of the highest number of traffic accidents nationwide, have launched road safety campaigns and the University has participated in them as well as launching its own original campaigns. However, many traffic accidents occur each year. Those campaigns are not enough unless you yourself are aware of road safety. Your safety awareness is the key to reduce traffic accidents and protect yourself from them.

### Bicycle-related injuries/accidents are remarkably increasing

○Many traffic accidents resulting in broken bones or fatalities have occurred on/around campus. To protect you from critical accidents, the University wants you all to pay attention to traffic safety as well as respecting traffic rules and manners. Unfortunately, we have been reported of students' bad manners on bikes by local residents and communities. Some have claimed that they almost had an accident with students on bikes due to their poor traffic manner. As a member of local communities, please make sure that you read and understand rules and manners described on pages 30 and 32.





## Bicycle rules and manners

Here in Tsukuba, you will have many chances to use bicycles to get around the campus, to go shopping, or to go to the movie theater. While bicycles are an easy-to-use, convenient mode of transportation, they can also be a “weapon” that can harm people, things, and even the bicyclists themselves. In order for you to have a safe “bike life,” basic rules, manners, and bicycle maintenance are introduced in this chapter. Please refer to this guide for your own safety.

Bicycles, like cars and motorcycles, are vehicles. Therefore, if bicyclists do not obey traffic regulations, and commit a traffic violation, they can be subject to severe penalties. Please understand the riding rules and manners for bicyclists and ride safely.

### Ride your bicycle on the left side of the road

In fact, bicycles in the roadway are considered vehicles. Here in Japan, you must ride a bicycle on the left side of the road and give pedestrians right of the way. Cycling on side walk is permitted only where there are signs that say “自転車歩道通行可 (bicycles allowed)”, or in unavoidable circumstances. Even if it is allowed to ride on side walk, you must yield to pedestrians and go slowly on sidewalks. On the Campus Pedestrian Walkway, pedestrians there have priority, and bikers must use the left side of the walkway.

⊗ Under articles 17 and 18 of the Road Traffic Act, violators are subject to **imprisonment of up to 3 months, or a fine of up to 50,000 yen**.

### Obey traffic signals and signs

You need to obey signals and signs. Failure to obey them has often resulted in traffic accidents, and in many cases bicyclists have been negligent. Many places on campus have poor visibility. It is very dangerous to ignore traffic signals or suddenly dart into sidewalks or roads, so please follow the signals and do not rush out to the road.

⊗ If you violate the rule, you are subject to **a penalty of up to 3 months in jail, or a fine of up to 50,000 yen**, under Article 7 of the Road Traffic Act.

### Have lights on at night

Bicyclists must use a light at night. Riding a bike at night without lights is extremely dangerous. If you don't have lights, it can put you and others in danger as the bikers cannot be easily seen by others, or they are unable to recognize the pedestrians on the street / road.

⊗ If you violate the rule, you are subject to **a fine of up to 50,000 yen**, under Article 52, Section 1, and Article 62 of the Road Traffic Act.

### Do not ride double or side-by-side

Riding double on a bicycle is extremely dangerous, as it is difficult to control the bicycle and the brakes are much less effective. Except for riding a bicycle with a child in a special seat, riding double is prohibited. Also, riding side by side on bicycles is not permitted. Violating these rules can cause not only troubles for pedestrians, but may also lead you to be involved in an accident.

⊗ If you violate the rule, you are subject to **a fine of up to 20,000 yen**, under Article 19, and Article 57, Section 2 of the Road Traffic Act.

### Do not ride a bicycle holding an open umbrella

Cycling while holding an umbrella is very dangerous on top of the danger of wet rainy roads. Not only it puts you in danger, you may cause an accident when your umbrella collide with pedestrians, cars, or motorcycles. On rainy days, please consider using public transportation or walking instead of riding a bicycle. If you still need to ride, wear a rain jacket or some other type of rain gear.

⊗ If you violate the rule, you are subject to **a fine of up to 50,000 yen**, under Article 71, Section 1, Clause 6 of the Road Traffic Act, or the road traffic rules of the public safety commission of your prefecture.

### Do not operate a cell phone, or listen to music while riding

To ride a bicycle safely for yourself and other road users, your full attention is needed when riding. In order to be aware of your surroundings, such as approaching cars or the voice of people around you, do not wear earphones when riding. Also, riding a bike one-handed while talking on / operating a phone is extremely dangerous as it does not allow you to control the properly or look ahead carefully.

⊗ If you violate the rule, you are subject to **a fine of up to 50,000 yen**, under the road traffic rules of the public safety commission of your prefecture.

### Parking bicycles in inappropriate places can cause troubles

Do not park your bicycle in non-designated bicycle parking area. Also, parking on and around “Braille blocks” (raised blocks for blind pedestrians) is strictly prohibited. Parking in non-designated area is particularly dangerous for people with visual impairments and in wheelchairs. It can narrow passageways, which can cause traffic congestion and accidents. It can also obstruct evacuation when a disaster hits, which is extremely dangerous.

## << Recent Changes in Rules & Ordinances >>

- ① Ibaraki Prefectural Police (Revised on July 1, 2013: Partial Revision of the Detailed Enforcement Regulations of Road Traffic Act)  
Additional Provisions: 1) using cell-phones while riding, 2) wearing head / earphones on bikes  
**\*Potential fine: Up to ¥50,000**
- ② Tsukuba City (Revised on April 1, 2014: Bicycle Ordinances)
  1. Keep to the left on roadways.
  2. Use of bike helmet and reflective vest (material) is encouraged.
  3. Bicyclist should have bicycle liability insurance and perform bicycle inspection regularly.
- ③ The Metropolitan Police Department (Revised on June 1, 2015: Bicycle Safety Training Classes)  
Those who commit several traffic offences are required to take traffic safety classes.  
**\*Potential fine (in case of refusing the class): Up to ¥50,000**
- ④ The Metropolitan Police Department (Revised on April 1, 2023: Road Traffic Act)  
All bicycle users shall endeavor to wear helmets.



(Only available in Japanese)



(Only available in Japanese)



(Only available in Japanese)



(Only available in Japanese)

## Bicycle Maintenance

Bicycles that are not well-maintained cannot perform at its best, and may cause an accident. In order to enjoy a safe and comfortable ride, the tires, chain, and other components should be regularly checked and maintained.



5-Minute

### Bike Safety Check

#### Bike Seat Height & Positioning

Check that the seat is adjusted at the right height and position for you.

#### Lock

Ensure to have a proper locking.

#### Reflectors

Keep the reflectors clean and maintained.

#### Chain

Keep your chain in good condition, and check if it is well adjusted.

#### Handlebars

Make sure your handlebars are straight and the stem is tight.

#### Bell (or Horn)

Check whether the bell or horn is in good working order.

#### Brakes

Grasp the hand brake levers for front and rear tires alternately while rocking the bike, and ensure the both breaks working properly.

#### Light

Check if the lights turn on and illuminate properly.

#### Tires

Make sure they are inflated, and are not wearing down.

#### IC tag sticker

Be sure the sticker is securely attached.

Front →

Back →



Remove the white paper back from the sticker and affix the sticker to your bicycle.

**\*Any bicycles without a valid IC-Tag on campus will be removed.**

⇒ **Lastly, take your bicycle for a test ride.**  
**If anything sounds fishy, take your bike into the shop.**

## To avoid unintentional/accidental crime.....

### Embezzlement of Lost Property;

- Recently, many unintentional bike thefts have been reported. Those who were stopped by police often claim that they thought the bike was abandoned, however, it is technically theft and considered as a crime "Embezzlement of Lost Property". Even though it may appear to be abandoned, it could be someone else's bike which got stolen and left there. To avoid committing a crime unintentionally, **DO NOT TAKE WHAT'S NOT YOURS.**

### The University's Disciplinary Action;

- If the students committed a severe traffic offence (e.g. drunken-driving, speeding offence, unlicensed driving, etc.) or they are at fault in a traffic accident, disciplinary actions (reprimand, suspension, or withdrawal) will be taken as well as reporting to law enforcement.

# Incidents / Traffic Accidents Map



- Unfortunately, many traffic accidents and incidents such as robbery, groping woman in public area, or flasher occur on/around campus. The map below shows the spots where accidents/incidents occurred the most.
- On top of the frequent accidents spots, some common bicycle accident cases on/around campus are described on the map below. In order to prevent those accidents, we need you all to ride in a safe and careful manner. When you use the Campus Pedestrian Walkway, please keep in mind that pedestrians always have priority there though the walkway is for both pedestrians and bikers. Also, it is very important to respect traffic rules and manners. For your safety and that of others, never cycle while holding an umbrella or cell phone, nor wearing earphones. And lastly, remember that you need to use extra caution in your riding when it rains and the walkway gets very slippery.

## Walkway Junction in front of Matsumi Pond

Situated at the meeting point of the sloping walkway and a roadway, many bike-on-bike accidents have occurred.

## Kasuga 4-Chome Intersection

Since many apartments are located in this area, the intersection tends to be busy and cause a lot of car-on-bike accident cases.

## Entrance / Exit of Hirasuna Pedestrian Tunnel

Traffic accidents tend to happen in the pedestrian tunnel that leads to the baseball field. Since it has no traffic light neither at the entrance nor exit of the tunnel, people tend to come in / out the tunnel without looking and have collisions. Further, some motor bikes enter the tunnel ignoring the fact that it is a pedestrian tunnel. Thus, collisions between bikes and motorbikes occur as well.

## Incidents on/ around Campus; Robberies and Thefts

(Aug.2022-Jul.2023, Tsukuba Police Station)

- ☀ Number of thefts & robberies
- Areas targeted by molesters/flashers
- ✗ High-risk crash sites
- Areas to be extra careful at night
- The Campus Pedestrian Walkway

## Shibasaki Intersection

Many students cross this intersection to go to grocery stores in Sakura, however, the intersection, which is always heavily crowded with vehicles and pedestrians, has a very high accident rate. Some tragic accidents resulting in death occurred in the past.



## University Park South-Crossroad

Many people use this intersection, especially in morning / evening commuting hours. There have been severe accidents in this intersection and at the crosswalk next to it.

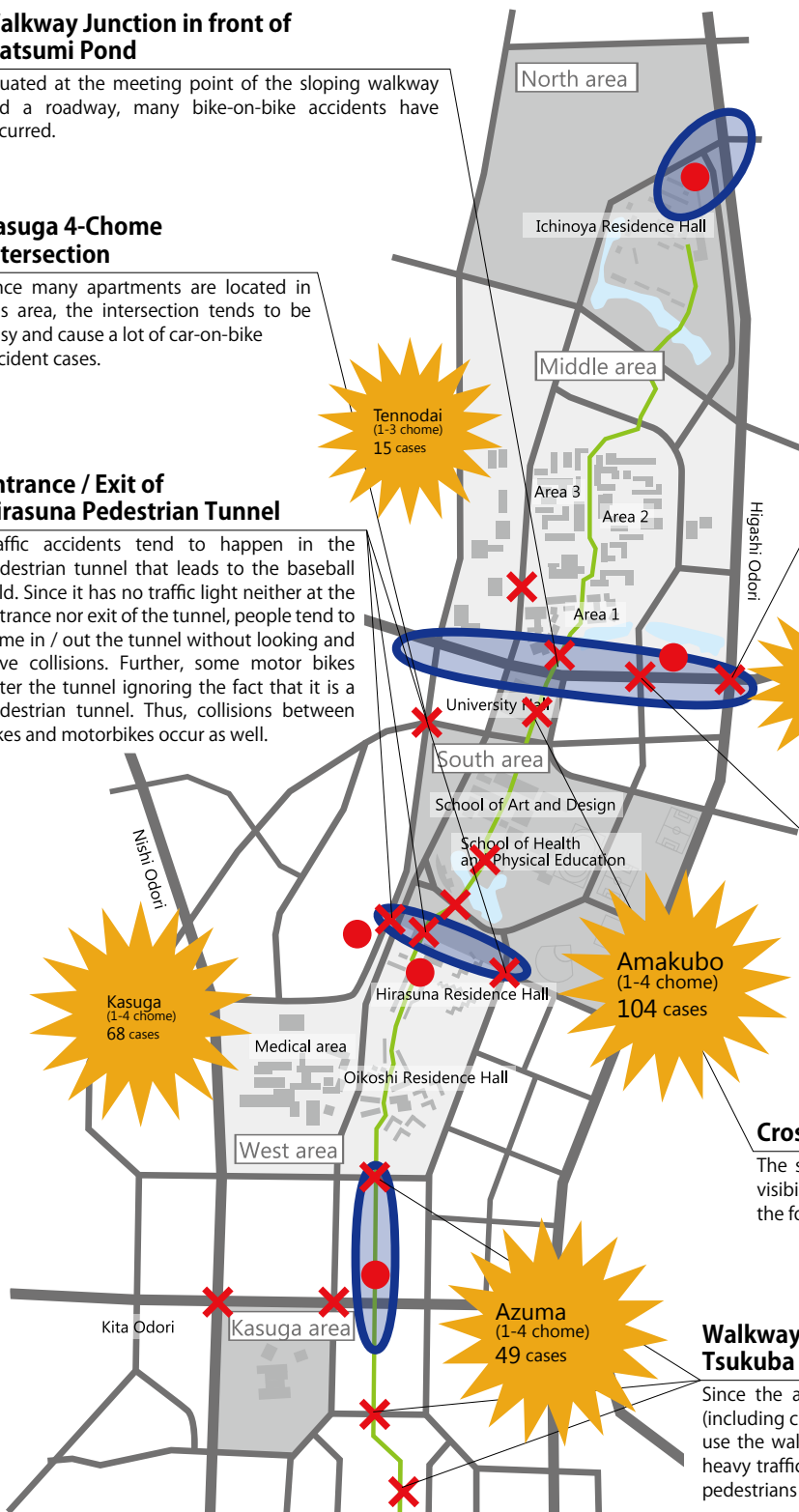


## Crosswalk in front of University Hall

The small crosswalk at the bottom of the slope has poor visibility. Many cyclists tend to ignore the crosswalk to go up the following slopes and collisions with pedestrians occur.

## Walkway Crossroad / Path leads to Tsukuba Station

Since the area has a hospital and many houses, many people (including children, elders, and outpatients) pass the crossroad and use the walkway, the part that leads to Tsukuba station. There is heavy traffic on both the walkway and the road, so collisions with pedestrians often occur at these points.



Transport



# 筑波キャンパス緊急避難場所

## Tsukuba Campus Evacuation Assembly Points

※避難建物が使用できない場合は、別に指示する建物に避難してください。  
If the primary evacuation assembly point is unavailable, please evacuate to other designated point.

● 屋外避難場所  
Outdoor EAP

● 屋内避難場所  
Indoor EAP



- 10 第三エリア北側駐車場  
Area 3 North Parking Lot
- 11 第3体育館  
Third Gymnasium
- 12 中央図書館西側  
West Side of the Central Library
- 13 大学会館正面駐車場  
University Hall Parking Lot
- 14 体芸西駐車場  
Art and Physical Education West Parking Lot
- 15 ミュースガーデン  
Muse Garden
- 16 5C 棟北側広場及び体芸東ゲート駐車場  
5C Building North Square or Art and Physical Education East Gate Parking Lot
- 17 中央体育館  
Central Gymnasium
- 18 工房棟南側広場  
Workshop Building South Square
- 19 D 棟前ヘリポート  
Heliport in front of D Building
- 20 陸上競技場  
Athletics Track Field

- 1 一の矢学生宿舍前駐車場  
Parking Lot in front of Ichinoya Residence Hall
- 2 一の矢生活センター  
Ichinoya Community Center
- 3 虹の広場  
Niji no Hiroba
- 4 本部棟北側駐車場  
Administration Center North Parking Lot
- 5 第1体育館  
First Gymnasium
- 6 石の広場  
Stone Square
- 7 本部棟南側駐車場  
Administration Center South Parking Lot
- 8 1H 棟  
1H Building
- 9 松美上池前広場  
Matsumi Kamiike Square
- 16 体育・芸術エリア  
Art and Physical Education Area
- 17 中央体育館  
Central Gymnasium
- 18 工房棟南側広場  
Workshop Building South Square
- 19 D 棟前ヘリポート  
Heliport in front of D Building
- 20 陸上競技場  
Athletics Track Field
- 21 平砂学生宿舍前駐車場  
Parking Lot in front of Hirasuna Residence Hall
- 22 平砂生活センター  
Hirasuna Community Center
- 23 追越学生宿舍前駐車場  
Parking Lot in front of Oikoshi Residence Hall
- 24 追越生活センター  
Oikoshi Community Center
- 25 病院職員駐車場  
Hospital Staff Parking Lot
- 26 医学食堂前広場  
Medical Cafeteria Square
- 27 第2体育館  
Second Gymnasium
- 28 医学納品検収所前  
Front of the Medical Supplies Storage
- 29 外来平面駐車場  
Outpatient Parking Lot
- 30 救急部前駐車場  
Parking Lot in front of Department of Emergency
- 31 春日プラザ西側駐車場  
West Side of Kasuga Plaza Parking Lot
- 32 春日グラウンド  
Kasuga Athletic Field
- 33 第4体育館  
Fourth Gymnasium
- 34 春日福利厚生棟前広場  
Kasuga Welfare Facilities Building Square
- 35 情報メディアユニオン前駐車場  
Union of Library and Information-media Studios Parking Lot

Disaster

# Protect yourself from disasters



The traditional dreadful things for children are “*Jishin Kaminari Kaji Oyaji*”, which means “Earthquake, Thunder, Fire and Father”. As you can see from that, natural disasters are greatly feared in Japan. Now we got a way to predict and avoid the lightning striking, however, the other 2 disasters are still cause big damage and hurt people. It may be difficult for you to imagine how it is, but, we all need to learn and be prepared for those disasters.

## Earthquake : It strikes when people lose their memory of the previous one

- As for now, we cannot predict when an earthquake will strike.
- Be prepared for an earthquake. Earthquakes can strike at any time.
- Earthquakes themselves don't kill people. Most deaths / injuries in earthquakes are due to building collapse.

## Don't Panic! Hope for the best, prepare for the worst

- Prepare your home for a natural disaster; fastening shelves securely to walls (with screws or tension rods "tsuppari bō," etc. Remember that being upstairs is usually safer when you are in relatively weak 2(or more)-storey building. As well as preparing home, gathering supplies is also very important. It usually takes at least 3 days to restore lifelines and basic services. Also, you'd better check the evacuation sites and route in advance. In case of the Residence Halls, please find the designated evacuation sites in the booklet "Regulations for Student Residence Halls" that you received when moved in.

### ★Build Your Own Emergency Kit

Basic Supply Lists; 10L of drinking water, ready-to-eat food, flashlight, radio, first-aid-kit (bandage, hand sanitizer, etc.) and other essential items for you. The total weight should be within 15kg.

## Emergency Preparedness Guide: Earthquake-Protect yourself First!

### ○When you're inside

#### 1. Secure your personal safety

Get under a strong desk or table and secure your personal safety until the shaking stops (usually major quakes last one to two minutes).

#### 2. Fire prevention

Turn off all gas appliance or anything that may cause a fire (cooking or heating appliances). In order to prevent secondary disasters, remember to turn off those appliances before you evacuate.

#### 3. Secure a way out

With major quakes, doors can become jammed as a result of deformation of the buildings. Leave a window or door open when the quake stops so that you always have a way to get outside.

#### 4. Do not rush outside

DO NOT RUSH OUTSIDE. Put on your slippers or shoes to protect your foot. After the shake has stopped, head to the evacuation area protecting your head from falling objects.

### ○When you're outside

Because of the falling block walls, windows, etc., outside may be most dangerous place to be in an earthquake. Cover your head from falling objects and try to get a wide-open space such as a park.

### ○When you are in an evacuation shelter

In such emergencies, follow the instructions provided by the authorized persons there and respect rules and manners always.

## \*Get accurate information from radio/TV and act calmly.

### .....~★ Emergency Kit List ★~.....

It's important to build an emergency supply kit and have it ready. Try to assemble your kit well in advance of an emergency and store it in accessible locations at home.

#### ●Daily Necessities

- Flashlight
- Battery-powered radio
- Extra batteries
- Candle, lighters, and matches
- Moist towelettes
- Blankets and waterproof sheets
- Instant heat pad (kairo)
- Sanitary napkins
- Backup pair of eyeglasses & contact lenses

#### ●Valuable Items

- Cash
- A copy of ID card (passport, residence card)
- A copy of health insurance card

#### ●Food and Drink

- Water (2 to 3 liters per day per person)
- Food, at least a three-day supply of non-perishable food items such as hardtack, ready-to-eat rice, and jerry drink in a squeezable pouch

#### ●Other (for family with babies)

- Diapers
- Powdered milk



.....~★ Disaster Emergency Message Dial (171) ★~.....

During a disaster emergency, communication traffic to the disaster-stricken area increases and it is difficult to get through. In such a severe disaster, Disaster Emergency Message Board services will be available from major telephone / mobile phone companies. Please make use of the services to confirm your family's and friend's safety.

\*The service can also be used from mobile phones and PHSs, but please check the details with the provider of your communication device.

**When you want to let your family / friends know you're safe**



**Recording a Message :** <Step1> Dial "171" <Step2> Press "1" <Step3> Dial your Number

**When your family / friends want to confirm your safety**

**Listening to a Message :** <Step1> Dial "171" <Step2> Press "2" <Step3> Dial your Number

.....~★ On-campus Earthquake / Fire Incident -Action Guide- ★~.....

**If an earthquake occurs**

<b>1. Secure your personal safety</b>	Protect yourself by taking cover under a sturdy table (,etc.).
<b>2. Evacuation</b>	When the shaking stops, head to the closest evacuation spot while attempting to extinguish fire. <b>[On-campus Evacuation Spot]</b> UT Official Website > Risk Management > Evacuation Area and Zone 
<b>3. Report your safety status</b>	Report your safety status through <b>the Safety Confirmation System (ANPIC)</b> <b>[What is ANPIC?]</b> UT Official Website > Risk Management > University of Tsukuba Safety Confirmation System (ANPIC) 
<b>4. Getting the correct information</b>	Don't be misled by false rumors. Gather information through the reliable source (TV, radio, fire station, or government agency)

Disaster

**Keep warm, keep safe**

- In the past, some suspicious fires have occurred on campus. If you see someone / something suspicious, please do not hesitate to report to the nearest guard station or the Disaster Prevention Center (029-853-2079 \*24 hours-a-day). **\*Emergency Telephones on campus are available (see P.39 for further details.)**

**★Fire Prevention**

- Do not forget to turn off all equipment when you are not using them.
- Do not put flammable items, such as clothing and bedding materials near heaters.

**Fires can hurt you physically and mentally**

- If you discover a fire or smoke,
  - 1) Alert People in the Area: Shout out "Kaji-da (Fire!)" to let all the people nearby notice the danger.
  - 2) Raise the Alarm: Activate the nearest fire alarm and call the Disaster Prevention Center (029-853-2079 \*24 hours-a-day). **\*Emergency Telephones on campus are available (see P.39 for further details).**
  - 3) Initial Firefighting: If the fire is small and manageable, try to put out the flames using fire extinguishers.
  - 4) Call the Fire Service: Call 119 to report a fire to the local fire station.
  - 5) Evacuation Assistance: Assist those who need help in evacuating the building / place.
  - 6) Self-Evacuation: Remove yourself from danger.

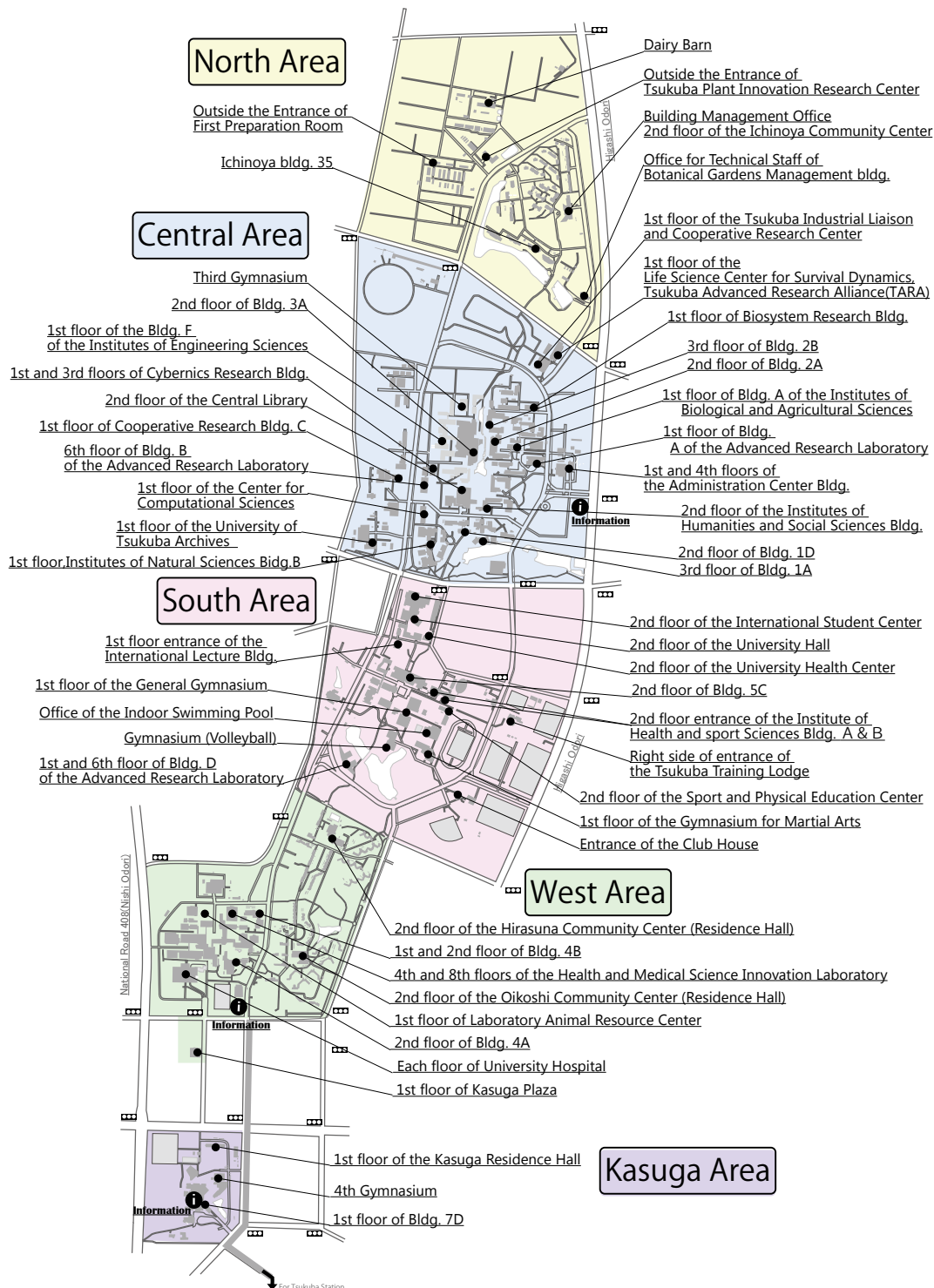
# AED (automated external defibrillator)



An AED (automated external defibrillator) is a medical device which gives electric shocks to a heart that is undergoing sudden cardiac arrest. They help an abnormally beating heart to recover its natural rhythm. Since July 2004, in Japan, AEDs can be used by non-medical people to resuscitate those who are suffering cardiac arrest. To save the life of someone who is suffering cardiac arrest, it is important to immediately: (1) inform emergency personnel (by calling 119), (2) perform CPR (cardiopulmonary resuscitation), (3) defibrillate using an AED, and (4) transport the person to a hospital. To use an AED, you have to: (1) push the switch to get it started, (2) attach the electrode pad to the person's chest, and, if necessary, (3) push the button to start the electrical current. Furthermore, voice instructions are given by the equipment.

Although they can be easy to use, you can receive a proper training from the Japanese Red Cross Society, fire department, etc., so that you can save someone's life. We especially recommend that members of athletic clubs learn how to use it properly. Please learn where you can find AEDs on campus.

## Map of locations of AED (automated external defibrillator) at Tsukuba University



Disaster

# Emergency telephone



Emergency telephones are installed along the loop road and pedestrian walkways to use in case of emergencies. They are easy to use -- All you have to do is to lift up the receiver and you will be connected to an operator at the Disaster Prevention Center.

You can contact the Disaster Prevention Center directly by mobile phone.

- Call the Disaster Prevention Center at 029-853-2079 (available 24 hours)  
stay calm and give them the information. Please keep this number in your mobile phone.

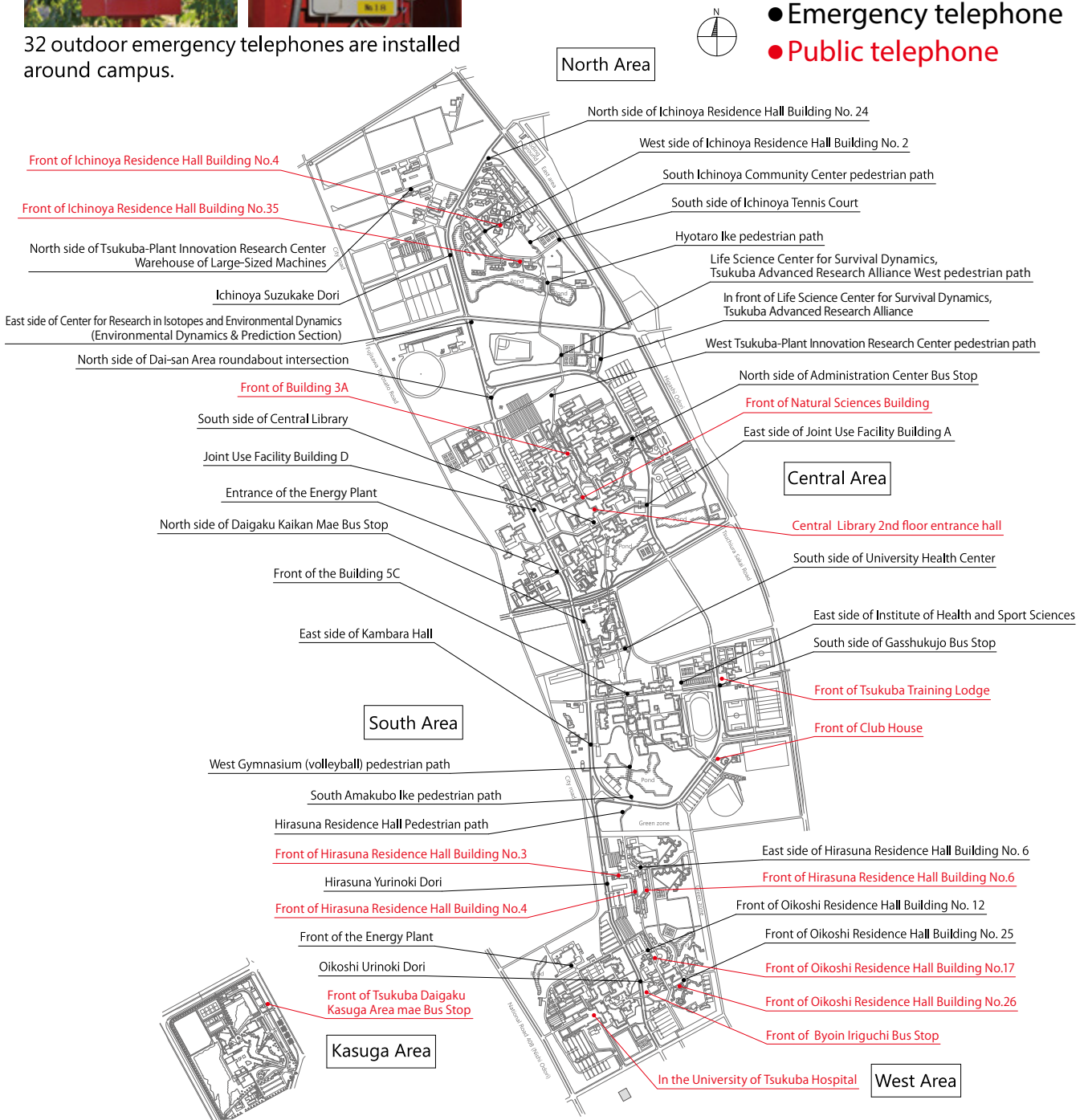
This is the emergency telephone!



32 outdoor emergency telephones are installed around campus.

Where you can find the emergency telephones

- Emergency telephone
- Public telephone



# Emergency Contact from the University



In the event of an emergency, such as a natural disaster, incident or accident, or any other emergency, the University of Tsukuba will post information on the University of Tsukuba official website, the official Facebook page, and the TWINS (Web Bulletin Board), regarding the state of emergency and the University's response to the situation.

In addition, an email is sent to the email address on the Zengaku (university-wide) Computer System given to each student to notify them of urgent and important notices and to confirm their safety in the event of a disaster.

Students should always be able to confirm emergency contact from the university.

## <Three things that students should do>

1. To check your university email every day, such as by setting forwarding
2. To check the university official website, official Facebook page, and TWINS (Web Bulletin Board) frequently
3. To report your safety as soon as possible, when you receive an email confirming your safety

\*Please check here to learn how to use the university-wide computer system's email and safety confirmation system.

Email on the Zengaku (university-wide) Computer System

<https://www.u.tsukuba.ac.jp/en-email/>

University of Tsukuba Safety Confirmation System (ANPIC)

[https://anzenkanri.tsukuba.ac.jp/?page\\_id=33804](https://anzenkanri.tsukuba.ac.jp/?page_id=33804)

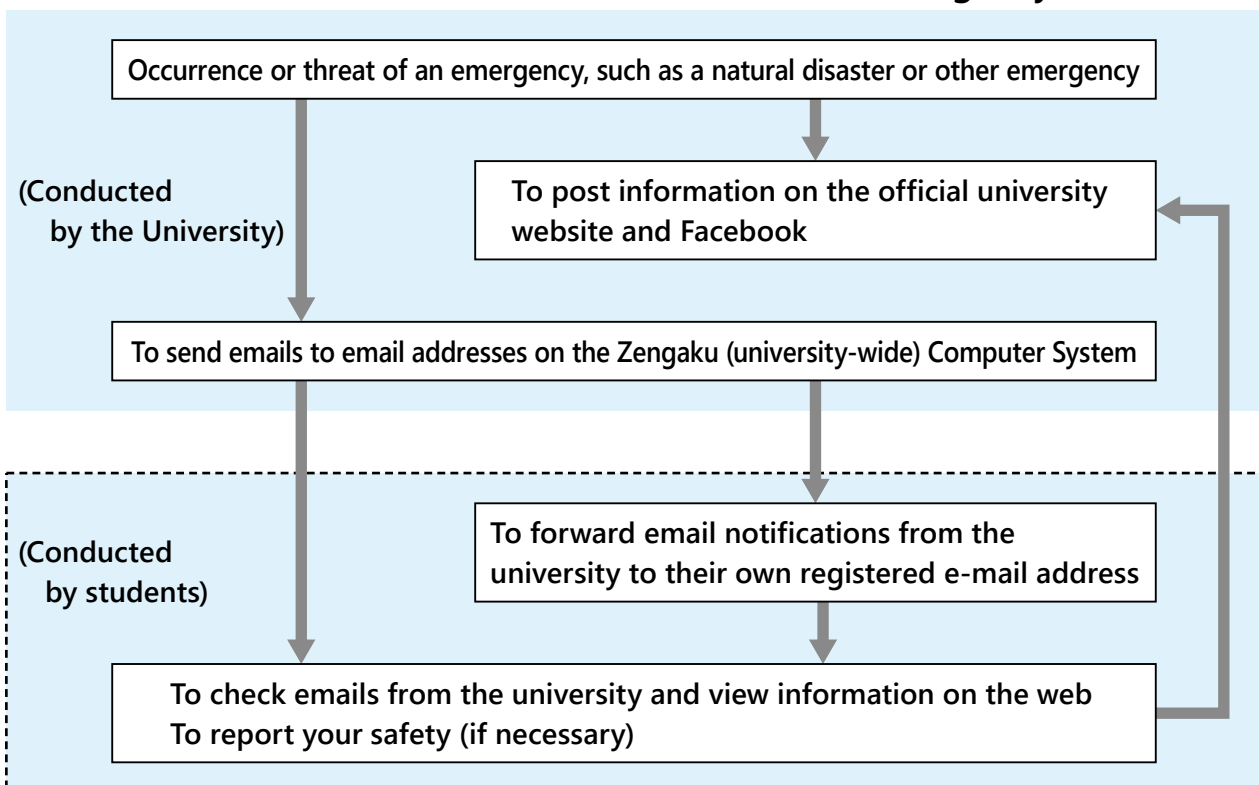
## <Please be sure to complete the "Initial Registration" of the University of Tsukuba Safety Confirmation System (ANPIC)!>

Initial registration ensures multiple means of safety reporting.

To ensure that you can promptly report your safety, please complete the initial registration, add your daily email address, and register a dedicated application, etc.



## <Flow of information in the event of an emergency>



# Closing Remarks

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We issue this "Safe Living" guidebook every year in hope that all students can spend campus life comfortably and safely.

When students start their life in community, they are required to be autonomous by following rules, and at the same time, it is necessary for students to acquire ability to defend themselves from unforeseen dangers or disasters. Recently SNS related troubles are increasingly reported. We hope that you will have your student life to the fullest as you look to the future. Today there is always a chance of misfortune, and you may think that you will be fine from that without reasons. It is important to know that effectiveness in your response to various situations will depend on whether you have defensive measures or not.

This issue of "Safe Living" contains information that we feel will be indispensable for you. Please read it over, and if something happens, please remember to use it for a reference. We hope that you will keep this guidebook close to you and help yourself to avoid accidents and incidents, and that it will help you to lead a more pleasant and fulfilled student life.

Director of Office of Student Welfare  
KAGA Nobuhiro

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How to Live a Pleasant Student Life  
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## General Consultation Services

### General Consultation Services

- Student Plaza 029-853-8430
- Kasuga Area 029-859-1207

## Consultation on Campus Life

- Counseling and Psychological Services 029-853-2415

## Consultation on Harassment

- Harassment Counseling Center 029-853-8449

## Accident and Emergency on Campus; fire, accidents or incidents

- Tsukuba Police Station 029-851-0110
- Disaster Prevention Center 029-853-2079

## First-aid Assistance

- University Health Center (Psychiatry) 029-853-2410

## Nearby Hospital

- University of Tsukuba Hospital 029-853-3572
- (Weekends\*1 & Night Time\*2) 029-853-3110

\*1: Including Public Holidays \*2: 17:15-8:30

- Tsukuba Medical Center 029-851-3511

## Emergency Calls in Japan

- Police 110
- Fire / Ambulance 119