

# SAFE LIVING

HOW TO LIVE A PLEASANT STUDENT LIFE



Don't miss what's right in front of you!  
Imagine your future



筑波大学  
University of Tsukuba

English Version

2020

# Introduction

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There are more than 16,000 students attending the University of Tsukuba, along with the more than 5,700 faculty members, which forms the largest single community in Tsukuba. Looking at the roll of new students, we can see that our students literally come from all corners of Japan, from Hokkaido in the far north, to Okinawa in the far south. There are also numerous international students who come from over 100 countries and regions around the world. In fact, there are now more than 2,600 international students studying at this university with a student visa. Looking at the students on campus, we can get a sense that the University of Tsukuba is being transformed into a university with an international flavor. The University of Tsukuba is not only open to students with wide array of backgrounds, including LGBT and disabilities, but also open to the local community. There is no wall that surrounds the campus—it is a university with a physical appearance of openness and freedom. Interactions between professors and students, among students themselves, and between the university and the local community create an optimal environment for new students to broaden their circles of friends and acquaintances.

Nearly every new student has left their hometown to come to Tsukuba on their own, and for most of you, it is your first time to live by yourself. Regardless of whether you are living off campus or living with other students in a dormitory, your lifestyles are no longer the ones they knew with their families, and this can cause stress.

Various problems in daily life that you used to share with family members must now be resolved on your own. For some students, both studying at the university and living an independent life can be more difficult than you have expected. What's more, 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 with 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. 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 actions you should take in case you are involved in an accident or trouble. 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  
Shinobu Satoh

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Contact

Transport

Crime Prevention

Cult • Fraud

Student Life

Traveling Overseas

Disaster

# 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. If your family don't hear anything from you for long time, they get worried and sometimes they desperately contact the University to figure out whether you are fine.
- Not to make your family worry, let your family know ASAP when you lost your cellphone.
- 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.

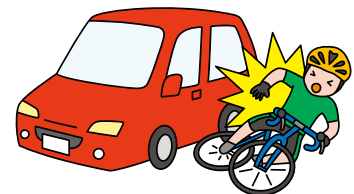
## Update the contact information on TWINS

- 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

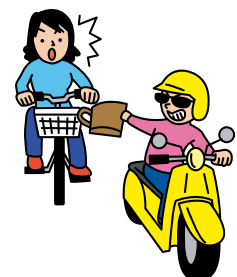
- First, call/report the police and follow their instruction.
- After reporting to police, please remember to report the accident you had to your Academic Service Office using the form "Incident / Accident Report".



## 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".



## 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 or Academic Advisor / Division of Student Welfare

- 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. Also, when planning a trip, always keep in mind that safety comes first.

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

**[Office in Charge]** University Health Center / General Consultation Services

- The University Health Center offers primary health assistance (general internal medicine, orthopedic surgery, and dentistry) and counseling services (psychiatric services).
- 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, Room)

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

## Reports & Consultations

<b>Accident and Emergency on Campus; fire, accidents or incidents(criminal action, suspicious persons / activities)</b>	
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; accidents, incidents, religious activities or unfair business practices</b>	
Academic Service Office	See following page for the contact of each Academic Service Office
Division of Student Welfare	029-853-6092, 2245
<b>Clubs/Circles Activities; accidents or incidents during extracurricular activities</b>	
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; troubles or inquiries</b>	
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>
<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 and 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 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		
<b>School of Humanities and Culture</b>	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
<b>School of Social and International Studies</b>	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		
<b>School of Life and Environmental Sciences</b>	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
<b>School of Science and Engineering</b>	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		
<b>School of Humanities and Culture</b>	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 <b>Graduate School of Science and Technology - Joint Master's Degree Program in Sustainability and Environmental Sciences</b>
<b>School of Life and Environmental Sciences</b>	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 FAX : 029-853-5747		
<b>School of Human Sciences</b>	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		
<b>School of Social and International Studies</b>	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]
<b>School of Science and Engineering</b>	College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences	
<b>School of Informatics</b>	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		
<b>School of Physical Education, Health and Sport Sciences</b>	/	<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 Progrma in Pysical Education, Health and Sport Sciences / Sport and Olympic Studies / Doctoral Progrma in Pysical Education, Health and Sport Sciences / Coaching Science / Art / Design / Heritage Studies
<b>School of Art and Design</b>		<b>Graduate School of Comprehensive Human Sciences - Joint Master's Program in International Development and Peace through Sport</b> Graduate School of Comprehensive Human Sciences - Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education
<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		
<b>School of Medicine and Medical Sciences</b>	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 Progrma 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		
<b>School of Informatics</b>	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		
	[*3] TEL : 03-3942-6817	<b>Graduate School of Business Sciences, Humanities and Social Sciences - Degree Programs in Business Sciences [*3]</b> Law / Business Administration <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> <b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences [*5]</b> Counseling / Counseling Science / Rehabilitation Science / Sport and Wellness Promotion
	[*4] TEL : 03-3942-6812	
	[*5] TEL : 03-3942-6814	
<b>School of Integrative and Global Majors (SIGMA) Office (Room 703, 7th floor, Advanced Research Lab.)</b> TEL : [Please refer to *6 and *7 below] FAX : 029-853-5967		
<b>School of Integrative and Global Majors(SIGMA)</b> Bachelor's Program in Global Issues(BPGI) [*6]		<b>School of Integrative and Global Majors(SIGMA)</b> Humanics [*6]
	[*6] TEL : 029-853-7085	<b>Graduate School of Comprehensive Human Sciences - Degree Programs in Comprehensive Human Sciences</b> Human Biology [*6] / Life Science Innovation(Disease Mechanism / Drug Discovery) [*7]
	[*7] TEL : 029-853-3662	<b>Graduate School of Science and Technology - Degree Programs in Systems and Information Engineering</b> Life Science Innovation(Bioinformatics) [*7] <b>Graduate School of Science and Technology - Degree Programs in Life and Earth Sciences</b> Life Science Innovation(Food Innovation / Environmental Management / Biomolecular Engineering) [*7]


# 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 experiencing some difficulty and struggling to cope. The consultation will be in the strictest confidence, and the service is completely free of charge. We also accept request for consultation from family members and university staff members. We may provide referrals 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>Opening hours</b>	am 9:30-12:15 pm 13:30-17:00 (Monday-Friday) (sign-in is required 30 min. before closing)	am 9:30-12:15 or pm 13:30-16:30 (Monday-Friday) (sign-in is required 30 min. before closing)	9:30-17:00, 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 1D North bld. 3F	Room 215, 7B Bld.	4F, University Hall B Bld.	2F, University Hall C Bld.(9P Bldg.)

### 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 University official HP.  
 ← QR code

The consultation will be in strictest confidence

# University Health Center



The health center provides first-aid assistance and psychiatric and mental health counseling for students.

Contact

## What / Where is University Health Center?

University Health Center is here to serve primary care in the clinical fields of internal medicine, orthopedics, and dental treatment and also provide a private psychiatric consultation.



## CAMPUS MAP



## Center Map

University Health Center, University of Tsukuba  
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8577, Japan  
General Reception: 029-853-2410

## First-Aid Assistance

- Only primary treatment for illness/injury are available.
- Bring the student ID card with you when you see a doctor.
- Students can get medical consultation for a relatively small fee.  
Ex. cold (acute respiratory infections): 800yen, sprain: 1,300yen, early cavity: 1,500yen,  
a private psychiatric consultation: 2000yen

\* Other charges: [http://www.hokekan.tsukuba.ac.jp/tu\\_healthcenter/wp-content/uploads/ryokin1810.pdf](http://www.hokekan.tsukuba.ac.jp/tu_healthcenter/wp-content/uploads/ryokin1810.pdf)  
(Only available in Japanese)



[University Health Center HP]  
(Only available in Japanese)

## Psychiatric Consultation

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

## How to book a private psychiatric consultation

1. A prior appointment is required. Please call us at the number below.
2. Let us know your convenient date and time. In case you need to visit a specialist immediately, just feel free to say so. We will try to arrange the schedule to fit yours.
3. Visit us on the appointment date and time. The consultation is confidential.

Call for appointment : 029-853-2411

For further information please visit our website:

<http://www.hokekan.tsukuba.ac.jp/> (Only available in Japanese)



# Other Support Services

Other than the services introduced in previous pages, Center for Diversity, Accessibility and Career Development (DAC Center), 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.

## DAC Center

[Location] 1D STUDENT PLAZA, 2F

DAC Center, consisting of 3 divisions; Division of Diversity, Accessibility Division for Students with Disabilities, and Division of Career Development, was established in order to enrich our campus environment with cultural, gender, age, and abilities diversity.

### <What we do>

- Promoting diversity on campus
- Providing reasonable accommodation for students with disabilities
- Supporting student career development
- Supporting LGBT and other sexual minorities

[DAC Center, HP]  
<http://dac.tsukuba.ac.jp>  
(Only available in Japanese)



## Desk for LGBT 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](mailto:diversity-au@un.tsukuba.ac.jp)

[Who / What we support]

LGBT 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](mailto: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)

Approximately 40-minute session

\*appointment required

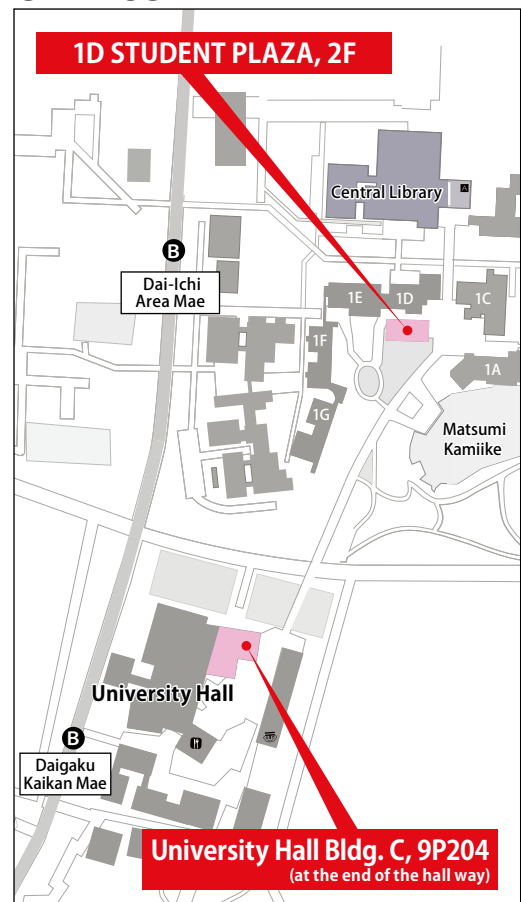
[Tel] 029-853-8444

[E-mail] [syushokuka@un.tsukuba.ac.jp](mailto:syushokuka@un.tsukuba.ac.jp)

[Who / What we support]

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.

<http://www.tsukuba.ac.jp/students/international/counseling.html>

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.

[Tel] 029-853-6240

[E-mail] [gc-support@un.tsukuba.ac.jp](mailto:gc-support@un.tsukuba.ac.jp)

# 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.
- To keep evacuation routes clear, do not park your bike on braille blocks(studded paving blocks to aid blind people) or in front of entrances. Also, park your bicycle at the designated areas on campus always and never leave it in front of convenience stores outside of 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, the university disciplinary action will be taken on top of the university's disciplinary action.

\*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

- 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.
- 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 must be attached. Please complete the registration process with the staff in your Academic Service Office/Division of Student Welfare.

## 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.

# 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

(AY2014-AY2018)

Figure1: The number of accidents on/off campus

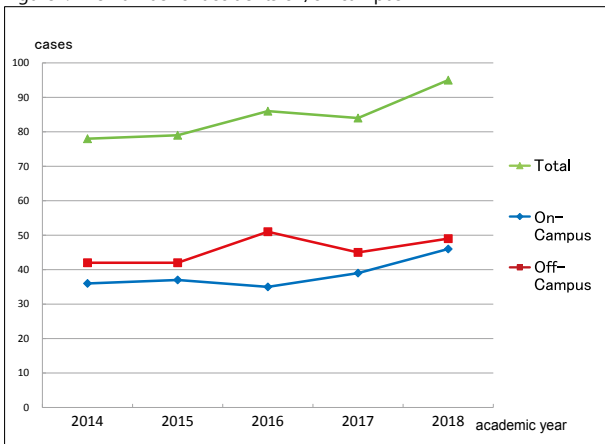
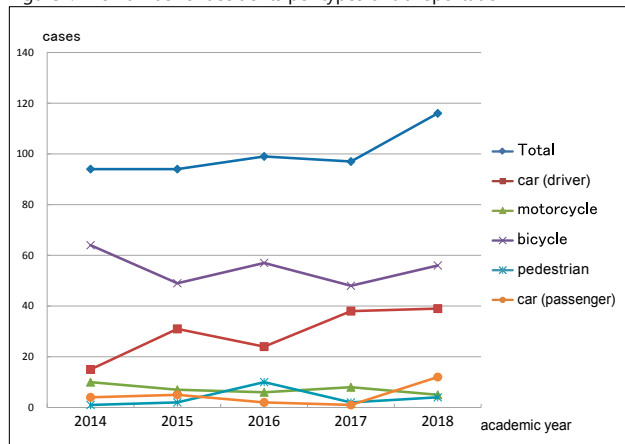


Figure2: The number of accidents per types of transportation



## 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, the number of traffic accidents have been increasing. 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 8 and 10.



## 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.

⊗ 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**



(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.**

The Metropolitan Police Department: Safety Guidelines for Cyclists

You can check the traffic safety tips from the Metropolitan Police Department homepage (Top Page > Multilingual > English > Traffic Safety > Traffic Rules), however, please keep in mind that some information on the website is only applied in Tokyo.



(Available in multiple languages)

#### Follow the << Five Safety Rules for Cyclists >>

1. Use roadways in principle. Ride on sidewalks is allowed only in exceptional cases.
2. Keep to the left on roadways.
3. On sidewalks, pedestrians have the right-of-way. Slow down and keep to the side closest to the roadway.
4. Obey safety rules.
  - Do not 1) ride under the influence of alcohol, 2) carry a passenger, nor 3) ride side-by-side.
  - Use the front light after dark.
  - At intersections, 1) obey traffic light and 2) come to a full stop and then check the traffic in all directions.
5. Children must wear a bicycle helmet.

# 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: Cases occurred in past & thefts recently reported \*

August 2018- July 2019  
(Reported by Tsukuba-Chuo 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.

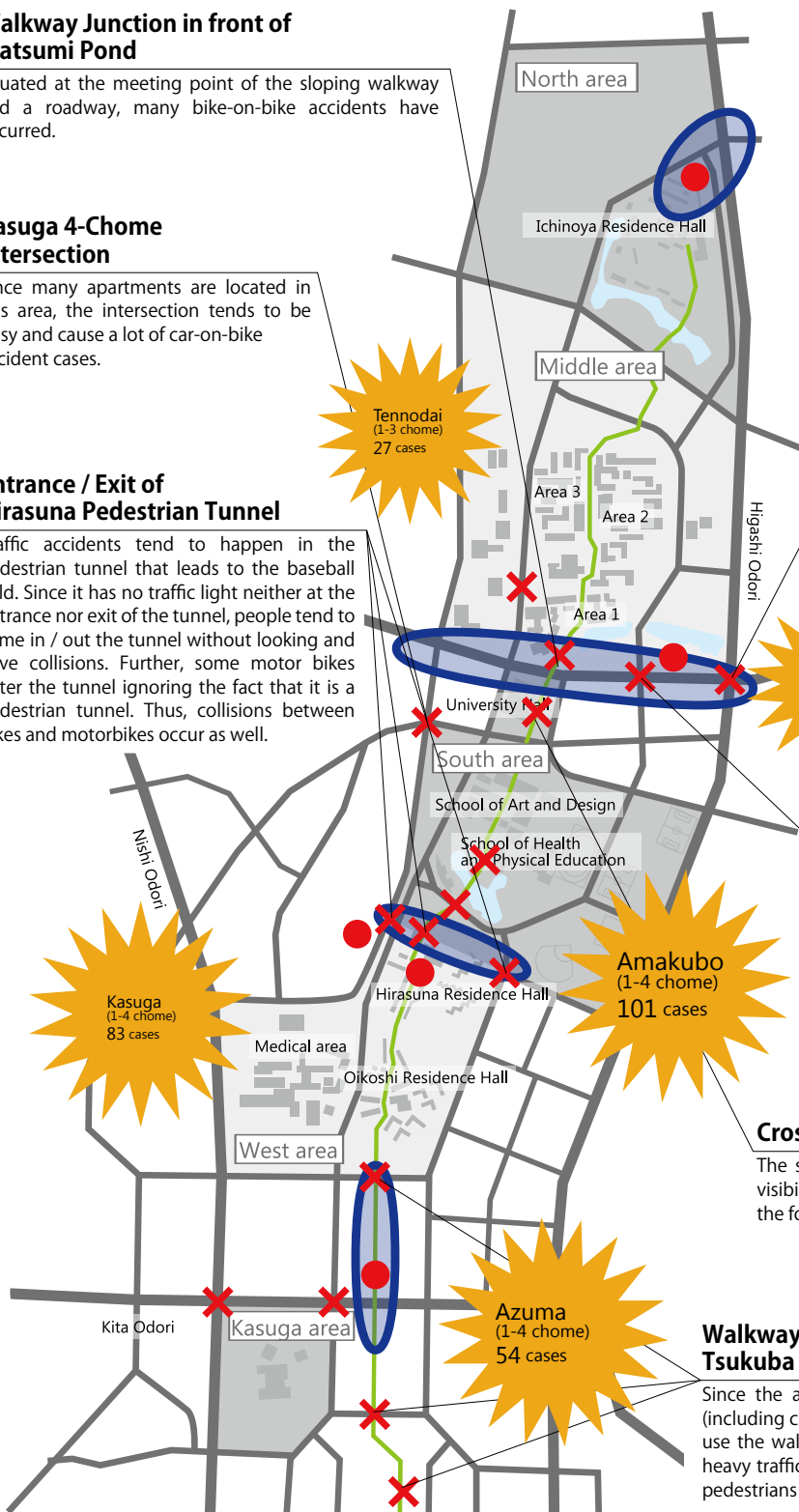


## Crosswalk in front of University Hall

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.



**Tennodai (1-3 chome)**  
27 cases

**Sakura (1-3 chome)**  
29 cases

**Kasuga (1-4 chome)**  
83 cases

**Amakubo (1-4 chome)**  
101 cases

**Azuma (1-4 chome)**  
54 cases

# 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, 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 the previous page)
- 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, carry a security buzzer and/or 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 ]

- Lock your doors as soon as you return home! 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.

# 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.



# 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

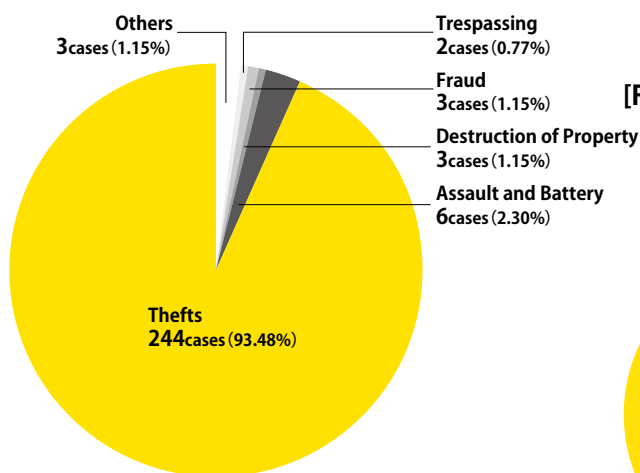
- Do not approach the person(s). Keep away from the suspicious person(s) or activity.
- If you witness a behavior that concerns you, report it to any/closest academic service office, the Disaster Prevention Center, or police station.

## Number of criminal incidents against the students of University of Tsukuba and their properties.

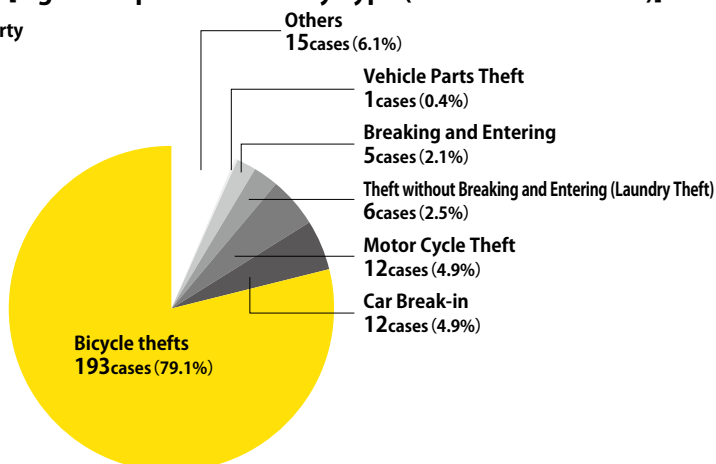
August 2018 - July 2019  
(Reported by Tsukuba Chuo Police Station)



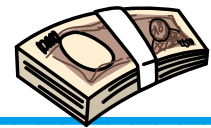
[Figure: Number of Criminal Incidents (A Total of 261 cases)]



[Figure: Reported Thefts by Type (A Total of 244 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".**\*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 college 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 ID of VoIP apps such as LINE), 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, cults get close to you nicely and 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.**

# 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.**
- “Lost Wallet” Scams: Swindlers approach you pretending to be a pitiable person who has lost his/her wallet, and asks you to lend him/her some money. The swindler leaves a small note as an IOU (promissory note), however, later on, you will discover that you have been swindled. Never lend money to anyone whom you do not know without careful consideration.
  - 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.
  - 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.

# 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)



# Healthy lifestyle and infectious diseases



University students start becoming susceptible to “adult disease.” Most of “adult diseases” are caused by unhealthy lifestyle; obesity, high blood pressure, and diabetes are called “lifestyle disease” or “civilization disease.” In order to enjoy a college student life, you need to be careful with your life style and health.

In addition, though many infectious diseases are under control, we recently have seen outbreaks of Ebola virus, bird flu (avian influenza), and dengue fever.

If you have any question 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 - 24.9 is considered “normal; 25 - 29.9 is “overweight” (Class 1); 30 - 34.9 (Class 2) and 35 - 39.9 (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 body weight through proper diet.

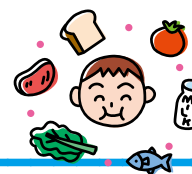
## Smoking

- 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. If you are a smoker, please go to the web site and make efforts to stop smoking.

Quit Smoking Marathon: <http://kinen-marathon.jp/>



# Proper diet for your good health



Eating is the basis of life! Have you heard the expression “You are what you eat”? It means that your mind and body are derived from what you eat. In order for us to ingest the compounds we need to live from food, we must eat. Food is the key to health! 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, or fruit.

**Please have breakfast! Don't be stingy with the food expenses**

- Breakfast provides you with energy to start your day and create daily rhythm.
- If you are not used to eating breakfast, start to develop this habit gradually.
- An economical way of eating healthy is to eat mostly rice and seasonal vegetables.

**Weigh yourself!**

- The simple way to determine if 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 amount 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 the amount of calories you can burn by doing your favorite exercises.

**Prevent food poisoning!**

- When cooking, you have to be careful not to get and spread germs. Try to disinfect and eliminate any possible contamination. Many cases of food poisoning happen not only during the hot summer, but also during the rainy season and the autumn.
- Cleanliness: Washing your hands. 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 after you buy them. Specifically, meat, fish, milk, and dairy products should be stored the refrigerator as soon as you brought them home. You should eat what you cook 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 so that the heat will heat the food completely. 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.), please contact the administration office of your hall. It requires disposal fee, and also you need to set the collection 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 uppercase and lowercase alphanumeric characters and usable 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. If you need passwords for many different online services, you can use a password management software.

## 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.

## 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.
  - Tsukuba Consumer Information Center: • National Consumer Affairs Center of Japan
  - Safety and Security Counseling on the Internet, National Police Agency  
<https://www.npa.go.jp/cybersafety/> (Only available in Japanese)

## Protecting yourself against computer viruses

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

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

When you use the University of Tsukuba Information System (networks, computers, etc.), there are guidelines that you must follow. Please check, confirm and follow these guidelines. They can be viewed from the oncampus network at this site:

<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)



# 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

It is necessary for the employers to comply with certain procedure prescribed by the law (Article 36 of the Labour Standards Act) in order to have a worker work in excess of the legal working hours. For work done in excess of the legal working hours, extra pay is calculated as followings:

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



## 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* will cover the medical expenses fully (in principle), so please mention that your injury / illness is considered as work-related at the counter of the medical institution. Also, a part of the wage may be covered while the person is taking a leave of absence.

## 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 advice hotline for consultation (0120-811-610) is available for free during hours when the Labour Bureaus are closed or on weekend/national holiday.

### 【For foreign workers:】

You can check the counseling services and hotlines in foreign languages in the following website.

[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 6 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. - Saturday, Sunday and Holidays: 9 a.m. to 9 p.m.	0120-811-610
English			0120-004-008
Chinese	*Refer to the website above.		0120-290-922
Other 6 languages			*Refer to the website above.



Source: “確かめよう 労働条件(*Tashikameyo Rodo-joken*)”, 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?

- Underage 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 Freshman 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.

**Drinking large amounts of alcohol at one time can be life-threatening. 19 students have died from alcohol poisoning over the past 10 years, and 10 of those were minors.**



### Partying Safely

Forcing someone to drink alcohol is "Alcohol Harassment." All of the following activities constitute a harassment, and they may lead to the loss of someone's life.

- ⊙ Forcing someone to chug-a-lug, play a drinking game, etc.
- ⊙ Creating an environment where people feel pressure to drink alcohol.
- ⊙ Providing only alcoholic drinks at parties.
- ⊙ Getting into drunken fights or arguments.
- ⊙ Forcing minors, drivers, or people with low alcohol tolerance to drink alcohol.
- ⊙ Holding a drinking party with the intention of drinking until people pass out.

### How to Take Care of a Drunk Person

- ⊙ Absolutely, do NOT leave them alone. Do not leave them in a "drunk room (a space for drunk people)."
- ⊙ Loosen their clothing, and make them comfortable.
- ⊙ Prevent their body temperature from dropping by putting a blanket, on them to keep them warm.
- ⊙ Lay them on their side to prevent choking on their own vomit.
- ⊙ If it looks like they are going to vomit, do not raise them up—let them vomit while lying on their side.

### The Warning Signs of Alcohol Poisoning - Call ambulance immediately! -

- ⊙ Snoring very hard, and not responding to being pinched.
- ⊙ Being unresponsive to your voice or shaking.
- ⊙ Having extremely low body temperature.
- ⊙ Passing out, and foaming at the mouth.
- ⊙ Having fast and shallow breathing, or stopping breathing.
- ⊙ Throwing up blood.

\*Other than the above, do not hesitate to call an ambulance if you think it's serious. Do not worry about what other people think. It is a matter of life and death!

## Being Drunk = (equal) Your Brain on Booze - The 4 Stages of Alcohol Intoxication -



Source: イッキ飲み防止連絡協議会 (Ikkinomi Boshi Renraku Kyogikai)

# DO NOT touch any drug



Recently, drug abuse among college students has been broadcasted on the news. Temptations for all sorts of drugs may be all around you. If you get involved in drug use, you can not only physically and psychologically harm yourself, but also you can lose the trust from people around you. It will ruin your life. Therefore, DO NOT get involved in any drug use.

## Types of illegal drugs

- Stimulants (also known as speed, "S", "shabu," pep pills, etc.)  
Stimulants cause your body to feel heightened pleasure, reduced fatigue, and increased sexual desire. However, as soon as the effects of the 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 are drugs whose chemical compositions have been changed slightly in order to skirt the restrictions against illegal drugs. They are sold in various forms, including liquid, powder, and even as bath salts. Their toxicity is greater than other drugs, and taking such drugs has often resulted in brain damage, convulsions, and sometimes even death.

※Please note that some countries legally sell confectionery and beverages including cannabis.  
(cookies, 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. Students who were found to be using the drug will be expelled from school.
- Most of the students reported that they couldn't resist their curiosities at the beginning. Then, they started to feel uneasy when they discontinued using the drug, so they couldn't stop using them. Most users become dependent 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. DO NOT get involved in any drug use under ANY circumstances.
- Recently, there has been a rash of illegal drugs that are being promoted as "supplements" and "herbs." Even if they do not appear illegal, do not take any drug that has a questionable origin under any circumstances.

## An increasing number of students are being entangled in the smuggling of illegal drugs

- In recent years, some Japanese have been involved in the 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>

# 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.

In order to ensure a harassment-free campus, our university established the Harassment Prevention Regulations and the Harassment Prevention Guidelines and continuously working on prevent harassment, offer counsel and resolve problems.

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 the university website(Japanese site), click " 在学生の方へ ", then go to " 福利厚生・心や体の健康相談 " and choose " ハラスメント関連 " " ハラスメント相談 " (University internal page). 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

**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.**

# Date Violence



Domestic abuse or violence is physical or emotional abuse that can occur at home, often between husband and wife. If a similar problem occurs among young unmarried couples, it is called "Date Abuse." According to a survey conducted by the Cabinet Office, 13.7% of females and 5.8% of males in their teens or twenties have been physically or emotionally victimized by their partner. Also, it has been reported that about 40% of both males and females could not end a relationship which they wanted to end, and 30% of females and 60% of males did not ask anyone for advice. Although date abuse is a common problem, it is often difficult to talk to someone about it.

## What exactly is date abuse?

- **Emotional abuse:**  
Constantly criticizing, refusing, or ignoring one's partner, being overly angry, blaming everything on other people, and/or controlling one's partner by threatening to "commit suicide," "disclose secrets about him/her,"
- **Stifling one's partner:**  
Checking the partner's cell phone without his/her permission, getting angry if the partner doesn't immediately reply to his/her message, monitoring the partner's schedule, and/or not allowing the partner to meet his/her friends
- **Monetary abuse:**  
Always begging for money, not paying back loans, and/or forcing the partner to find or quit a job
- **Physical abuse:**  
Hitting, beating, kicking the partner, breaking or throwing things, grabbing the partner's neck, and/or pinning the partner down
- **Sexual abuse:**  
Forcible touching or sexual behaviors, and/or refusing to use birth control

## Do not become a victim or a perpetrator of date abuse

- Date abuse includes both male-on-female and female-on-male violence.
- Restricting your partner's behaviors to control him or her is not a sign of affection.
- Every person is born with the right to be treated with respect by others. When your partner is violent or abusive, you have the right to say "No!" No matter what the situation, there is no reason to justify violence or abuse.

## Has date abuse occurred around you?

- If you have been the victim of date abuse, or if you think you might be a date abuser, talk to someone about it.
- If a friend has been the victim of date abuse, please listen to what he or she says without interruption.
- Within the university, please call General Consultations (029-853-8430), or consult with the Counseling and Psychological Services (029-853-2415) at the Student Plaza or Kasuga Area.
- Outside the university, you can use the DV consultation NAVI (0570-0-55210). By dialing that number, your call will automatically be forwarded to the nearest consultation office based on your postal code or other local information, and you can immediately start your consultation.

## Date abuse checklists

- \* Are you in danger of becoming a date abuse victim?
  - Even when you are treated harshly, do you try to protect your partner and make excuses for his/her actions?
  - Have you lied to your partner about what you are doing, where you have been, and who you are meeting to keep him/her from getting angry?
  - Even if your partner has been violent or abusive, do you think you should make up with your partner when he/she apologizes?
  - Has your partner refused to pay back money he/she borrowed from you for a long time?
  - Do you think your partner will not like you if you do not have sex with him/her after dating for a while?
- \* Are you becoming an abuser?
  - Do you call your partner stupid, or say he/she can't do anything right?
  - When you are having an argument, do you blame your partner by saying something like "You make me so angry!"?
  - Do you check your partner's cell phone and tell him/her to delete some of the contact information?
  - Do you think it's natural to spend your partner's money just because he/she has money?
  - Do you try to force yourself on someone just because you think he/she likes you?

If even one of the items listed above is relevant to you, please do not hesitate to visit our counseling facilities.



# 7 Things to be checked when students travel overseas

During recent years, there are various occasions to travel overseas from brief durations to extended periods including overseas training, internship, and private trips. With these, it is conceivable that there are cases of involvement in emergency situations including significant injuries, accidents, crimes, diseases, and disasters during your stay in foreign countries. 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 Keeping Oneself Informed about Overseas Safety

The Overseas Safety Homepage 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. There may be different levels of risk geographically occurring in the same country.



(Only available in Japanese)

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

The university has established actions to be taken by students, faculty members, and employees based on the overseas safety information of MOFA so be sure to check them before travel. Students cannot travel to regions where the danger information is level 2 (avoid non-essential travel) or higher.



## 3 Online submission of the "Overseas Travel Notification" (OTN)

Submit the OTN online when travelling overseas. This does not apply only to overseas study but also to conference participation, private trips, etc. Please also remember to contact your academic advisor (homeroom teacher) regarding your travel.



## 4 Healthcare and Infectious Disease Control Measures

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

## 5 Apply for overseas travel or study insurance

When traveling overseas, make sure to take out an overseas travel or study insurance. If studying overseas for a long period, taking out an insurance for overseas study is recommended. Also, try to contact the insurance company immediately and keep oneself informed of the contact information all the time in case something happens at your destination.

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

Apply for OSSMA (subject to fees), apart from overseas travel or study insurance, as a support service in case of trouble including incidents, accidents, etc. in your travel destination. Enter your OSSMA application from ③ OTN entry screen.



## 7 Entry in MOFA’s Travel Registration Service (“Tabireg” or “Overseas Residential Registration” (ORR))

Remember to register for “Tabireg” (stays under 3 months) or ORR (stays not less than 3 months) to get local safety-related information and e-mail communication in the event of emergencies from MOFA and diplomatic establishments abroad.



(Only available in Japanese)

Refer to pages 32-33 for more information.

# Overseas Safety and Risk Management

<https://www.tsukuba.ac.jp/students/go-abroad/safety.html>

## 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. The level may be subject to variation geographically even in the same country. 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/student/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 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 content and take appropriate measures after liaising and coordinating with the local partner institution and 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 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 MOFA and JICA (such as participation in an inquiry or international support team).
Level 4: Evacuate and avoid all travel (Evacuation warning)	Avoid all dispatch and travel of students, faculty members, and university employees regardless of purpose. All visiting students, faculty members, and university employees are urged to evacuate immediately from the country or region where they are residing to a safe country or region.

## ③ Online submission of the "Overseas Travel Notification"

- Please remember to submit the overseas travel notification online when traveling overseas such as conference participation, visit, etc. but not limited to overseas study.  
Note: See page 34 for details.
- Please remember to contact your academic (supervisor) advisor regarding your travel.

## ④ Healthcare and Infectious Disease Control Measure

### <Healthcare>

- If you are going on a long-term study trip overseas, you are recommended to have a pre-departure physical checkup to get a picture of your health condition.
- If you have a pre-existing condition, prepare a memo explaining it in the local language or English.
- The specification of drugs prescribed overseas may be different with those in Japan so for those who are worried, please consult your doctor and get a prescription for drugs during your period of study.
- 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.
- After arrival, please notify the Quarantine at the airport if you have diarrhea, a fever, etc.

### <Infectious Disease Control Measure>

- Infectious disease control measures are very important while traveling. There is a likelihood of contracting various infectious diseases in developing countries in particular and it's difficult to say that the medical system is always in-place. Please take measures including vaccinations and be ready for departure.
- If you travel overseas, you should pay attention to the information about infectious diseases overseas, and consider delaying or canceling trips that are not necessary or urgent. Please check out the following web sites to help you lead a healthy student life.

## 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”

- The University of Tsukuba introduced OSSMA as a support service in case of incidents, accidents, and other troubles in one’s travel destination and strongly recommends that students join (subject to fees). (In participating in university-sponsored programs, joining OSSMA is made compulsory so check with the administrator in advance.)
- 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 premised on taking out an overseas travel or study insurance.

## ⑦ Registration to MOFA’s travel registration service (Tabiregi or ORRnet)

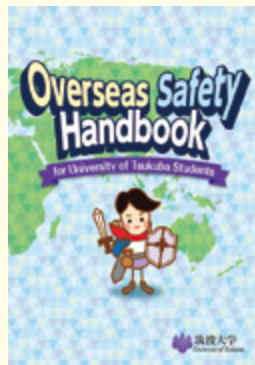
- Remember to register (see below) to get local safety-related information and e-mail communication in the event of emergencies from MOFA and diplomatic establishments abroad.
  - Travel less than 3 months  
→ "Tabiregi" <https://www.ezairyu.mofa.go.jp/tabireg/index.html>
  - Travel more than 3 months  
→ "Overseas Residential Registration (ORRnet)" <https://www.ezairyu.mofa.go.jp/RRnet/index.html>

## ⑧ Publications and Reference Materials Related to Overseas Safety Management

We have prepared and been distributing dos and don’ts and a leaflet summarizing procedures required to be taken by students before traveling overseas and a handbook on safety measures overseas, etc. to students.



<Overseas Safety Leaflet of the University of Tsukuba>



<Overseas Safety Handbook for University of Tsukuba Students>



<Emergency Contact Card>

## ⑨ How to make travel safer

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)>



## Please submit the “Overseas Travel Notification”

Submit the "Overseas Travel Notification" (OTN) online when travelling 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 submit the OTN form even when you go on a private trip.

In addition, we have introduced OSSMA\*<sup>1</sup> (Overseas Students Safety Management Assistance) to further support available in troubles during your trip. When taking out OSSMA, please start with submitting the OTN form then proceed with application for OSSMA on the OSSMA registration page.

[https://manaba.tsukuba.ac.jp/ct/course\\_492362\\_survey](https://manaba.tsukuba.ac.jp/ct/course_492362_survey)

①

• Login to manaba page\*<sup>2</sup> through scanning the QR code below (with your PC device or smartphone)

②

• Click “Overseas Travel Notification (○th time while in the university)” from the “Surveys” list

③

• Submit the form after filling in all necessary information\*<sup>3</sup> including destinations, traveling period, contact address in an emergency …etc.

④

• Access to the OSSMA application site from the link

- \* 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 Authentication ID (the 13-digit number printed on the back of your student ID card, under the barcode) and the password are required to login. 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 inputting information, prepare items like your passport and any documents including your flight information (**e.g. flight ticket (e-ticket), a reservation slip, itinerary**) which will help you to confirm the necessary information.

<For PC device>



<For Smartphone>



**ONT is to be transferred to the new system.**

The guide to the new system is posted at the top page of the current system and the Global Commons website.

▼Inquiry :

Global Commons / E-mail: gc-kaigaitokou@un.tsukuba.ac.jp

# 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



- 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
- 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 学生会館正面駐車場  
University Hall Parking Lot
- 14 体芸西ゲート駐車場  
Art and Physical Education West Gate 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
- 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



In Japan, fear of disasters is reflected in the traditional listing of dreadful things for children, “*Jishin Kaminari Kaji Oyaji*”, which means “Earthquake, Thunder, Fire and Father”. As you can see from this, natural disasters are greatly feared in Japan. While there are ways and time to avoid getting struck by lightning, fires and earthquakes are still unpredictable and those disasters can bring buildings (burn) down, hurt or kill people. If you have never been through a disaster, it may be difficult to imagine how it is, however, we all need to learn and be prepared.

## 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. Fasten shelves securely to walls using screws or nonpermanent methods such as tension rods (tsuppari bō). Also, if you are in relatively weak two(or more)-storey building, being upstairs is usually safer. On top of preparing your home for a disaster, gathering supplies is also very important. Since it usually takes at least 3 days to restore lifelines and basic services, you should keep a supply of food and water on hand, and check the location of evacuation shelters near your home. In case of the Residence Halls, please find the designated evacuation sites in the booklet "Regulations for Student Residence Halls" that you received when moving into the Residence Hall.

#### ★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.

## 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).**
- 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.

## Emergency Preparedness Guide:

### If there is an 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). If the shaking is too strong, turn them off after the shaking has stopped. In order to prevent secondary disasters, remember to turn off the gas at the main before evacuating.
3. Secure a way out  
With major quakes, doors can become jammed as a result of deformation of the buildings. To avoid being trapped inside a room or building, 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 during the shaking. Glasses or dishes may be broken, so put on your slippers or shoes to protect your foot from injuries. Wait until the shaking has stopped, and go to the designated evacuation area protecting your head from falling objects.

#### ○When you're outside

In an earthquake, outside may be most dangerous place to be since block walls, glass windows, and signs may fall over. Cover your head with a bag or something and try to get a wide open space like 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
- Supplies for your specific needs  
(Examples: eye glasses, contact lenses, medication, and oxygen or nebulizer supplies)

#### ●Valuable items

- Cash
- A copy of identification 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 phone number including area code, and record a message following the voice guidance.

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

**Listening to a Message :** <Step1> Dial "171" →<Step2> Press "2" →<Step3> Dial the phone number of the person whose safety you are trying to confirm.

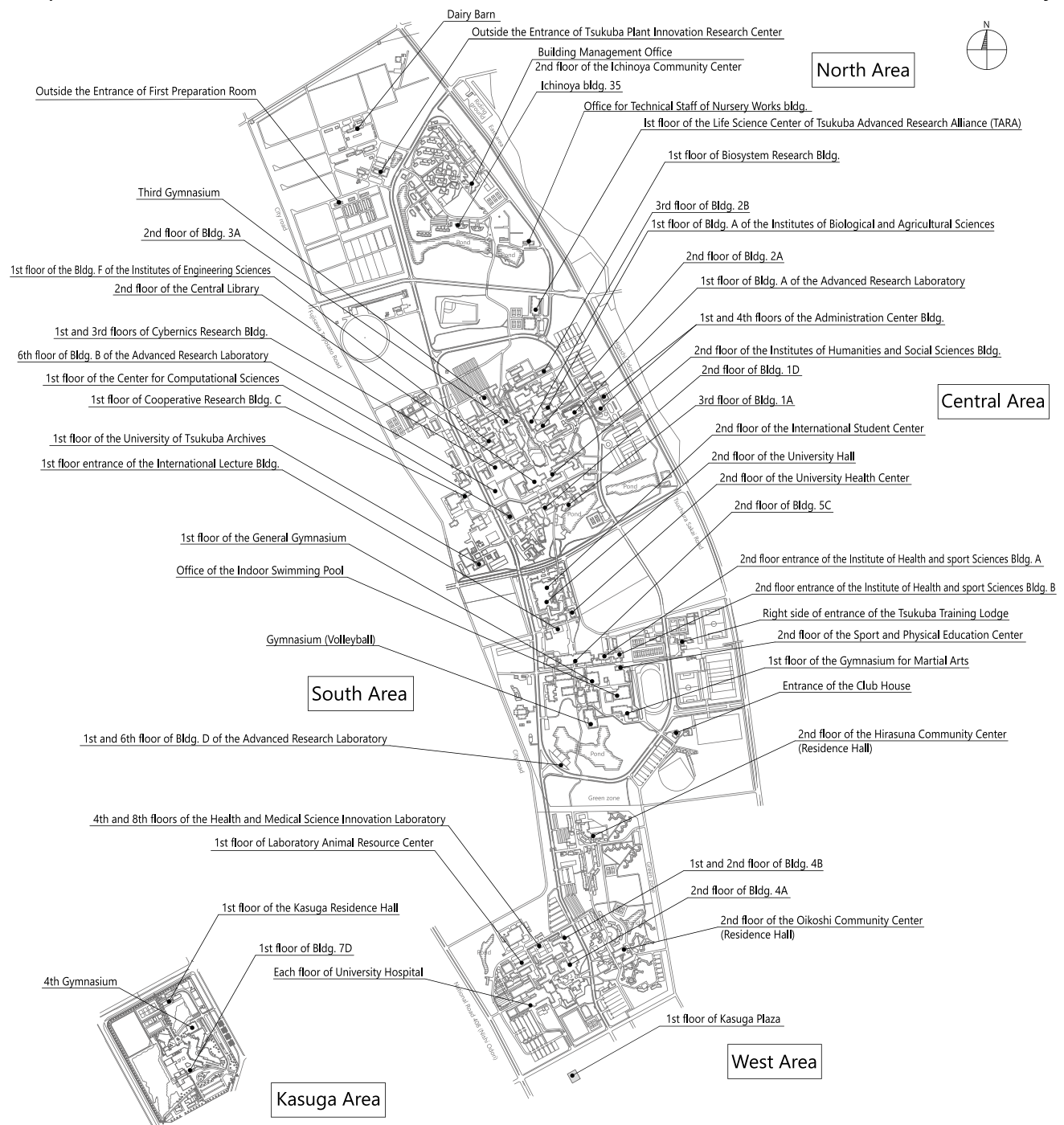
# AED (automated external defibrillator)



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





# 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 e-mail notifications from the University



In case a natural disaster or an accident occurs or likely to occur, emergency information will be posted on the university website or on its official Facebook.

Also, emergency notifications titled "University of Tsukuba Simultaneous Emergency Mail" will be sent to all students. Every student has been assigned an official University e-mail address of the Zengaku Computer System.

Note:

For students who enrolled before FY 2016, an e-mail will be sent to "@u.tsukuba.ac.jp".

For students who enrolled after FY 2017, an e-mail will be sent to "@s.tsukuba.ac.jp".

Official e-mails sent by the university can be checked on the computers installed in the satellite rooms of Zengaku Computer System, or on a personal computer connected to the Internet. In addition, you can have university e-mails forwarded to your mobile phone and/or home computer. For more information about Mail Forwarding Setup, please refer to "Mail Forwarding Setup (Active! Mail)" or "Mail Forwarding Setup (office 365)" below.

•Mail Forwarding Setup (Active! Mail) (@u address → another email address)

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

•Mail Forwarding Setup (office 365) (@s address → another email address)

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

Check your university e-mail every day because you may receive an "University of Tsukuba Simultaneous Emergency Mail," and it will contain important emergency information.

## Using e-mail on the Zengaku Computer System

We recommend you use the Zengaku (University-wide) Computer System and Web Mail ("Active! Mail" or Office 365) for sending and receiving e-mails. Web Mail is an e-mail tool that can be used with a Web browser. To use e-mails please refer to "3) E-mails of Zengaku Computer System" below.

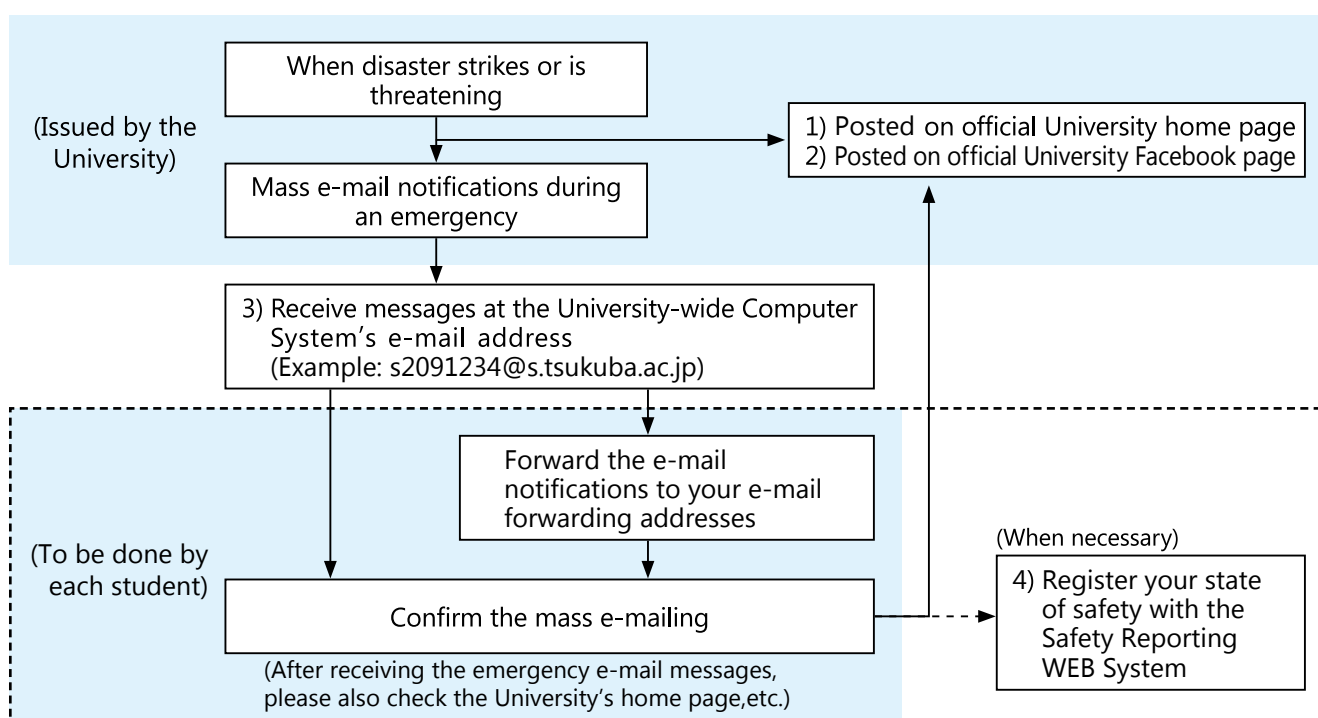
- 1) University of Tsukuba's official home page
- 2) University of Tsukuba's official Facebook page
- 3) E-mails of Zengaku Computer System
- 4) Safety Reporting Web System

<http://www.tsukuba.ac.jp/en>

<https://www.facebook.com/univ.tsukuba.en>

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

<https://anpi.tsukuba.ac.jp/>



# 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 Student Support Office  
Nobuhiro Kaga

Safe Living  
How to Live a Pleasant Student Life  
Issued April 2020

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<http://www.tsukuba.ac.jp/campuslife/pdf/safeliving2020en.pdf>

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