

Travel Guidelines for Students, Faculty Members and University Employees in case of a Crisis Overseas

July 2, 2015

Decision by the President

Revised on September 3, 2015

Revised on December 10, 2015

Revised on February 1, 2018

Revised on December 17, 2020

In case of a crisis including an incident, accident, terrorism, natural disaster, and infectious disease, the following measures about overseas travel for students, faculty members, and university employees (on business, etc. or personal business) shall be taken, based on the overseas travel safety information by country and by region released by the Ministry of Foreign Affairs of Japan (MOFA) - travel advice and warning, including the travel advice and warning on infectious diseases.

When students travel overseas for overseas study, leave of absence, etc., overseas travel procedures (system name: TRIP) shall be carried out and when traveling on business, FAIR entry shall also be carried out. Furthermore, when carrying out these procedures, the itinerary prepared for TRIP shall be attached. Moreover, procedures for TRIP shall be carried out beforehand even for private travel.

When faculty members and employees travel overseas on business, procedures for TRIP and FAIR entry shall be carried out and when carrying out these procedures, the itinerary prepared for TRIP shall be attached.

For the overseas travel discussed above, procedures shall be carried out by faculty members and employees based on the Security Export Control Regulations (system name: TExCO) beforehand.

1. Measures based on the travel advice and warning, including the travel advice and warning on infectious diseases (4 categories), released by the Ministry of Foreign Affairs of Japan

(1) 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.

(2) Level 2: Avoid non-essential travel

Avoid all dispatch and travel (including stay) of students.

Faculty members and university employees are advised to avoid non-essential travel and to conduct a review of their travel plans.

If travel is required by necessity because of business obligations, etc., they should stay alert to the security situation by not engaging in activities other than the original intent and take appropriate safety measures after liaising and coordinating with the local partner institute or diplomatic establishment abroad for confirmation. Additionally, they should regularly contact their affiliated organization after ensuring a line of communication where they are staying with their affiliated organization.

Avoid all dispatch and travel of students.

(3) Level 3: Avoid all travel (Travel warning)

Avoid all dispatch and travel (including stay) of students, faculty members, and university employees.

However, there will be a preliminary talk with the head of their affiliated organization and the president on the request of the government and international organizations including the Ministry of Foreign Affairs and JICA (such as participation in an inquiry or international support team, etc.).

(4) Level 4: Evacuate and avoid all travel (Evacuation warning)

Immediately avoid all dispatch and travel (including stay) of students, faculty members, and employees regardless of purpose.

Regardless of the measures mentioned above, in the case where the president finds it necessary, measures pertaining to the relevant case may be decided.

Furthermore, in case symptoms including a fever develop on their return to Japan from a country with an epidemic outbreak, they should refrain from visiting a local medical institution but first contact a public health center, comply with their instructions and after doing these, they should contact their affiliated organization.

In addition, in case of inbound researchers and students, etc. coming from a country with infectious disease, cases are determined on an individual basis depending on the disease, while getting the opinions of the vice president, person in charge of medical affairs, etc.

Note

This decision by the president shall be put in execution from September 1, 2015.

Note

This decision by the president shall be executed from Revised on December 10, 2015.

Note

This decision by the president shall be executed from Revised on February 1, 2018.

Note

This decision by the president shall be executed from Revised on December 17, 2020.