

## 9. Handling of Classes in the Event of Contracting an Infectious Disease

In the event that a student contracts an infectious disease, the university president prohibits said student from attending classes, and if said student is absent from class, the event will be handled per the following. If a student has contracted an infectious disease as regulated in the School Health and Safety Act, the student may avoid being treated as absent from class by reporting to the Student Support Office with a "Certificate of Ability to Attend Classes" form, shown below, or a "Certificate of Recovery," after the period for which that student has been prohibited from attending classes is over.

The "Certificate of Ability to Attend Classes" form may be obtained from the university website (Health Service Center page). Be sure to submit it. In addition to having the "Certificate of Ability to Attend Classes" form for influenza issued by a medical institution, it can also be issued by the Health Service Center if you bring a prescription for anti-flu drugs such as Tamiflu and Relenza.

### Arrangements Concerning the Handling of Absences from Classes

In the event that the university president prohibits students from attending class as a measure taken by the university to maintain its responsibilities to students, the university, giving due consideration to preventing any disadvantage to students affected by this measure, will handle the period during which students were unable to attend class per the following. However, the following does not apply to students prevented from attending class as a means of punishment.

1. Handling of classes

The inability to attend classes will not be treated as an absence.

2. Handling of regular exams

Depending on the situation, a substitute exam, report, or midterm exam will be conducted, or students will be evaluated based on their attendance, etc., in place of evaluation by a regular exam.

This form may be downloaded from the following address (under the Health Service Center domain):  
<http://www.tuat.ac.jp/~health/toukoukanou.pdf>

#### Certificate of Ability to Attend Classes

Faculty, department, etc.: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Full name: \_\_\_\_\_

(The items in this frame should be filled out by the student.)

Illness

Influenza ( Type A / Type B )

Measles

Chicken pox

Mumps

Rubella

Other ( )

I hereby affirm that, due to the above illness, the student indicated above was required to be prohibited from attending classes from \_\_\_\_\_ (date) based on the provisions of Article 19 of the School Health and Safety Act.

The student may return to school from \_\_\_\_\_ (date).

To the university president

Date:

Name of medical institution:

Doctor:

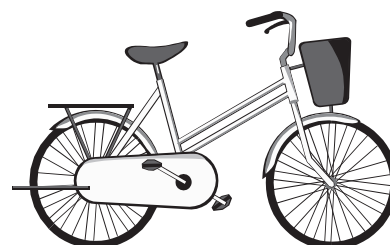
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## 10. On-campus Traffic

In order to maintain an educational and research environment, as well as to ensure traffic safety on campus, the following important points concerning on-campus traffic have been established for the Fuchu and Koganei campuses.

Accordingly, persons wishing to commute to the university using four- or two-wheeled vehicles must request permission to do so per the procedures for each campus.

### (1) Fuchu Campus Traffic



#### 1. Four-wheeled Vehicles

##### 1) Persons Eligible

- Undergraduate fourth-year students and above
- Persons whose one-way commute to the university via transportation facilities would be one hour or more

##### 2) Application Receipt and Period

- Student Support Section, Student Support Office
- Information provided once each year (in April), posted on the Student Support Section news board
- For students entering the university in October, applications are accepted at any time from October onward.

##### 3) Registration Fee

- One year (paid each academic year): ¥12,000

##### 4) Documents Needed for Application

- Application, written pledge, copy of the vehicle inspection certificate, copy of driver's license

**Note:** As the number of parking spaces is limited, selection by a lottery system will be held.

#### 2. Two-wheeled Vehicles

##### 1) Persons Eligible

- Persons who must drive and with a one-way commute of three kilometers or more

##### 2) Application Receipt and Period

- Student Support Section, Student Support Office
- Information provided during or after April, posted on the Student Support Section news board

##### 3) Registration Fee

- One year (paid each academic year): ¥3,000

##### 4) Documents Needed for Application

- Application, written pledge, copy of the vehicle inspection certificate, copy of driver's license

#### 3. Bicycles

Although no application is required, please be sure to park your bicycle in the designated areas.

**Note:** For details, contact the Student Support Section at the Fuchu Student Support Office.

## (2) Koganei Campus Traffic

### 1. Four-wheeled Vehicles

#### 1) Persons Eligible

- Undergraduate fourth-year student and above belonging to a laboratory
- Persons whose residential address is two kilometers or more from the main gate

#### 2) Application Receipt and Period

- Student Support Section, Student Support Office
- Third week of each month

#### 3) Registration Fee

- One year (paid each academic year): ¥12,000 (One year: April 1 – March 31; even if the application is made in the middle of the academic year, the registration fee is the full amount and does not carry over past March.)

#### 4) Documents Needed for Application

- Application, written pledge, copy of the vehicle inspection certificate, copy of the number notification of the vehicle parking location emblem (parking certificate)



### 2. Two-wheeled Vehicles

#### 1) Persons Eligible

- All students

#### 2) Application Receipt and Period

- Student Support Section, Student Support Office
- Third week of each month

#### 3) Registration Fee

- One year (paid each academic year): ¥1,000 (One year: April–March; even if the application is made in the middle of the academic year, the registration fee is the full amount and does not carry over past March.)

#### 4) Documents Needed for Application

- 400 cc and over: Application, written pledge, copy of the vehicle inspection certificate
- Under 400 cc: Application, written pledge, copy of the light motor vehicle registration certificate (or a similar document)



### 3. Bicycles

1) Persons who will use bicycles on the Koganei Campus must apply via the Faculty of Engineering Co-Op website. Other procedures, etc., are handled by the above as well.

2) Applications are accepted at any time.

#### 3) Registration Fee

See the Faculty of Engineering Co-Op website.

4) Unused bicycles can be disposed of via the Faculty of Engineering Co-Op for a fee (within designated periods).

**Note:** For details concerning 1 and 2, contact the Student Support Section at the Koganei Student Support Office.

Students belonging to the Graduate School of Bio-Applications and Systems Engineering should contact the Graduate School of Bio-Applications and Systems Engineering Office.

For details concerning 3, please contact the Faculty of Engineering Co-Op.

## 11. Learning and Lifestyle Cautions, Etc.

### (1) How to Take Exams

When taking exams, take them with a rigorous attitude and do not engage in improper conduct. If it is observed that a student has engaged in improper conduct during an exam, the student engaging in the improper conduct will be suspended from the moment said conduct was discovered, all credits from classes taken by the student for that semester will be invalidated, and the student will receive appropriate disciplinary measures per school regulations.

1. Unless otherwise directed, students should arrive in the prescribed classroom five to 10 minutes prior to the start of an exam.
2. Unless otherwise directed, students should take exams in their assigned seat.
3. Place all articles other than those necessary for the exam in the location indicated by the exam supervisor.
4. Turn off all cellular phones and place them in your bag.
5. Be sure to place your student ID on your desk during exams.  
Persons not carrying a student ID will have their exams invalidated; be sure to bring your student ID.
6. Do not lend or borrow writing implements during exams.
7. Do not leave the exam room without permission from the exam supervisor.
8. Do not engage in activities that will emit noise, etc., or hinder other people during exams.
9. Do not leave the exam room within 30 minutes after an exam starts.
10. As a general rule, persons arriving more than 30 minutes late cannot take the exam. However, depending on the circumstances, permission to take the exam may be granted; submit a notification to the Educational Affairs Section and obey their instructions.
11. Failure to indicate your department, year of entry to the university, student ID number, and full name may result in your exam being invalidated; check that you have entered these items.
12. After the allotted time for an exam has elapsed or if you finish an exam before the allotted time has elapsed, unless otherwise directed, place the exam on top of the instructor's desk or hand it directly to the exam supervisor and quietly leave the room.  
Do not leave the exam on your own desk and leave the room.
13. Do not take exam papers home.
14. Persons other than legitimate exam takers authorized to take the class for which the exam is being conducted may not enter the exam room.

## (2) University “No Smoking” Measures

In accordance with Article 25 of the Health Promotion Act executed in May 2003, the university has promoted the creation of a no-smoking/separate smoking area environment. However, since April 1, 2005, as a university advocating concern for the environment, the university is moving to aim to make both campuses (Fuchu/Koganei) completely non-smoking. It has completely eliminated smoking in buildings (including prohibiting smoking outside of buildings where tobacco smoke might flow into buildings) via the following measures to strengthen the separation of smoking areas. Please strictly observe the following.

### 1. Measures for Separate Smoking Areas on Campus

- (1) Smoking is prohibited in buildings, including laboratories and student dorms. (Consequently, smoking is prohibited even in rooms in which measures to prevent secondhand smoke have been implemented.)
- (2) Smoking is also prohibited outside doors if tobacco smoke could flow into buildings.
- (3) Smoking is prohibited outside of designated areas on campus. Consequently, smoking while walking is also prohibited.

### 2. Campus Beautification and Smoking Ethics

Taking into consideration the harm to campus beautification caused by smoking due to problems such as discarded cigarette butts and the failure to observe smoking ethics already prevalent in society such as walking while smoking, the university aims to strengthen separate smoking measures alongside restoring smoking ethics among the university population.

### 3. Smoking Rules

- (1) Smoking is only allowed in designated smoking areas on campus. Do not smoke in areas other than these.
- (2) Dispose of cigarette butts and ashes in designated ash cans and do not scatter the same in the surrounding area.
- (3) Smoking while walking or riding a bicycle is prohibited.
- (4) Do not throw away empty cans and bottles in ash cans. Do not use the same as ash cans.
- (5) Put out cigarettes using ash cans and do not use walls, etc., to put out cigarettes.
- (6) Smoke and fire in ash cans can be a source of fire. Immediately cover them with water and extinguish any smoke or fire you observe in ash cans.
- (7) Encourage others who do not follow the above rules to follow them.
- (8) Giving consideration to people walking, etc., in the area, even when in smoking areas, strive to prevent secondhand smoke by temporarily extinguishing cigarettes and abstaining from smoking for short times, etc.

#### **Reference: Health Promotion Act, Article 25 (Prevention of Second-Hand Smoke)**

Article 25 Persons managing schools, gymnasiums, hospitals, theaters, viewing halls, assembly halls, exhibition halls, department stores, offices, government facilities, restaurants, and other facilities used by large numbers of people must strive to implement measures necessary to preventing secondhand smoke (defined as the inhalation of other people’s tobacco smoke in a room or corresponding environment).



## 2. Student Counseling

Student Counseling Offices are located on both campuses as a place where students and instructors can discuss various matters freely. Please feel free to visit a Student Counseling Office and discuss issues such as your studies, academic and future career, human relationships, and life in general.

Instructors from the Faculty of Agriculture and the Faculty of Engineering serve as counselors on rotation. Counselors will listen carefully to your problems and work with you to find a solution.

	<b>Fuchu Campus</b>	<b>Koganei Campus</b>
<b>Location</b>	1st floor of the Faculty of Agriculture Administration Main Building	5th floor of the Central Building
<b>Phone</b>	042-367-5606	042-388-7018
<b>Days and hours</b>	Thursdays, 3–6 p.m.	Tuesdays and Fridays, 3–6 p.m.
<b>Counselors</b>	Faculty of Agriculture Student Support Committee members and advisors	Faculty of Engineering Student Support Committee members, etc.

## 3. Harassment Counseling

TUAT defines harassment as “any speech or conduct that causes disadvantage or harm to the execution of learning, research, and professional duties—including emotionally and physically—via inappropriate language or speech based on a sense of discrimination or using power relations.” In addition to sexual harassment, academic harassment, power harassment, and racial harassment, there also exists harassment via alcohol, smoking, e-mail, telephone, and more.

TUAT has established the Committee for the Prevention of and Countermeasures against Harassment, with the goal of preventing harassment that damages individual dignity and academic freedom and to address such damage, and has opened a Harassment Counseling Service Center to serve as an intermediary in counseling and problem resolution.

In addition to giving cautions or warnings to the offending person, methods of problem resolution include factual investigation, discussion between relevant parties (mediation at the request of a person who has sought counseling), and upon deliberation, in some cases compulsory measures such as reprimands or sanctions issued by the committee. In any event, TUAT will respect the intentions of persons seeking counseling and will protect his or her honor and privacy. Please note that students can withdraw their grievances at any stage. In addition, some cases may be resolved solely through counseling. Detailed information on regulations, guidelines, and the counseling process are recorded in this guide and on the university homepage.

### Harassment Counseling Counter

Counseling days and locations are as follows. Specific counseling days and other information can be found in the “About Harassment” section of the “Student Counseling” page under “Campus Life” on the university website. For times other than the normal harassment counseling days and times, other student counseling and career and employment counseling is held; please contact us via e-mail with your contact information and contact times. You will be contacted by counselors; however, please note that it may not be possible to respond quickly to all requests.

Harassment Counseling Service Center: Fuchu Campus (1st floor of the Faculty of Agriculture Administration Main Building)—Wednesday or Thursday once per week, 9 a.m.–12 p.m.

Koganei Campus (5th floor of the Central Building)—Wednesday or Friday once per week, 9 a.m.–12 p.m.

