

東京藝術大学



学生便覧
2022

STUDENT GUIDE TO CAMPUS LIFE

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I. Introduction

This student handbook summarizes information on services and supports provided by the University regarding your student life and learning at the University. Confirm the contents of this handbook when you submit notifications or use services and consult with the staff of each contact point as necessary. As for matters regarding curriculum, class timetable, academic calendar, hours during which students spend their time on campus, you can obtain the information through publications, bulletin boards, CampusPlan (academic support system) of your faculty or graduate school.

II. Basic Information

1 Student ID Card, Student Commuter Pass, Student Discount Certificate

1 Student ID

- ① As a student of the University, carry your Student ID card with you at all times.
- ② Your Student ID card shall be effective for the length of the program which you are enrolled in. Be sure to go through prescribed procedures if you need to renew your Student ID card due to reasons such as repeating a year.
- ③ If there are any changes to the information contained in the Student ID card (such as your name and address), be sure to notify such changes. In addition, if you lose your student ID card, promptly go through procedures to have your ID card reissued.
- ④ Promptly return your Student ID card if you cease to be a student of the University.
- ⑤ If wrongful use of your Student ID card (such as transfer of the card to others, unauthorized changes to matters contained in the ID) is discovered, you are subject to strict penalties to be imposed by the university.

2 Student Commuter Pass

- ① Submit your Student ID card, a certificate to purchase student commuter pass and an application form (that can be obtained at each station) to a ticket office at the station to purchase a student commuter pass.
- ② If you wish to change your commuting route due to the change in your address, go to your faculty or graduate school office to go through procedures to effect such changes.

3 Student Discount Certificate

- ① Bear in mind that the purpose of the student discount system is not to allow students to use the system as their individual rights but to reduce students' economic burden related to their learning and contributing to the promotion of school education.
- ② Up to 10 certificates per student per year can be issued. The certificates shall be effective for 3 months from the issuance date.
- ③ Always carry your Student ID when you use student discounts.
- ④ Do not use student discounts improperly. The improper use of such discounts may result in not only penalties imposed on yourself but also the prohibition on the use of such discounts by all students.

2 Geidai Account

A Geidai Account is required to use the following information services including the course registration and the use of a certificate issuing machine.

● Geidai Mail (Gmail)

● Regular students' accounts shall be created as follows.

s + student number@faculty/graduate school.geidai.ac.jp

*As for the faculty/graduate school section, 2 or 3 alphabetical letters shall be inserted.

Faculty of Fine Arts: fa, Faculty of Music: ms, Graduate School of Film and New Media: fm,
Graduate School of Global Arts: stu

● Non-regular students' accounts shall be created as follows.

s + student number@geidai.jp

- **Academic Support System (CampusPlan, Certificate Issuing Machine)**
- **Library Information Service**
- **University LAN Remote Access (VPN connection) Service**
- **Wireless LAN Connection Service (SSID: geidai-wireless Password: 0505525200)**
- **International Wireless LAN Roaming (eduroam)**
- **The Academic Access Management Federation in Japan (GakuNin)**

After confirming the Geidai Account Information Form (distributed at the time of the enrollment guidance) that contains your Geidai Account ID and Password, you should promptly change your initial password and register the second email address through the following URL.

<https://user.geidai.ac.jp/user/>

Moreover, if you forget your password, you should have your password reissued through the above website. You can receive an account information form for your reissued password at the Student Affairs Division on the Ueno Campus or Toride, Yokohama and Senju Offices.

<Contact>

As for matters regarding the Geidai Account and the networks within the University, contact the Art Media Center. As for matters regarding how to use an academic support system, CampusPlan, and the certificate issuing machine, contact the Student Affairs Division and as for matters regarding how to use the library information service, contact the university library.

3 Academic Support System (CampusPlan)

CampusPlan is a common web system for all faculties and graduate schools through which students can apply for course registration, search for syllabus, and confirm situations on courses taken and academic records. Your Geidai Account ID and Password shall be required to use the system.

4 Matters to be notified/communicated

In principle, all communications and notifications from the University to students shall be made by using bulletin boards; however, as for urgent and important matters such as class cancellations due to weather warnings, mass emails shall be sent to your Geidai email addresses.

5 Payment of tuition fees

In principle, payment of tuition fees shall be made by automatic withdrawal from a bank account.

The tuition fees shall be debited on May 27 for the first semester and on November 27 for the second semester. If the debit date falls on a non-business day (Saturday, Sunday and public holiday), the amount will be debited on the next business day. As for AY 2022, the fees shall be debited on Friday, May 27 for the first semester and on Monday, November 28 for the second semester. Please deposit the designated amount into your bank account by the day prior to the debit date. The details shall be notified by means such as posting on the website of the University and sending bulk emails.

<Contact>

Accounting Section, Strategic Planning Division (Phone Number: 050-5525-2047)

<Tuition Fees for 2022>

Undergraduate Programs	Students enrolled in and before AY 2018	Students enrolled in and after AY 2019
Practical Music Course	Annual Amount: 535,800 yen (First Semester: 267,900 yen/ Second Semester/267,900 yen)	Annual Amount: 642,960 yen (First Semester: 321,480 yen/ Second Semester/321,480 yen)

Graduate Programs (Master's / Doctoral)	Students enrolled in and before AY 2019	Students enrolled in and after AY 2020
	Annual Amount: 535,800 yen (First Semester: 267,900 yen/ Second Semester/267,900 yen)	Annual Amount: 642,960 yen (First Semester: 321,480 yen/ Second Semester/321,480 yen)

Research Students	Annual Amount: 427,680 yen (First Semester: 213,840yen/ Second Semester/213,840 yen)
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(Note 1) The above amounts may be revised.

(Note 2) Japanese Government Scholarship Students do not need to pay the above tuition fees.

(Note 3) If the tuition fee cannot be debited from your bank account due to insufficient balance, we will try to debit it on the 27th of the following month (If the said date falls on a non-business day (Saturday, Sunday and public holiday), the amount will be debited on the next business day). (only once)

(Note 4) A reminder shall be sent if the completion of the payment is not confirmed after the procedures set forth in the above Note 3. Please note that you will be subject to expulsion if you do not pay the tuition fee even after receiving the reminder.

(Note 5) The tuition fee is not debited from your bank account while the application for the tuition fees exemption and deferment is being processed. The tuition fee shall be debited only when the payment of the fee is required based on the result of the application screening. The debit date shall be notified along with the notification of the result.

(Note 6) If you cannot pay the tuition fee by direct debit due to reasons such as the case that you do not have a bank account and accordingly have submitted the notification on the payment method for tuition fees, we will separately notify you of the payment method.

1 About Leave of Absence, Withdrawal and Tuition Fees

Leave of Absence

① Cases where students who are not allowed to pay tuition fees based on the deferred payment plan take a leave of absence in the middle of each semester.

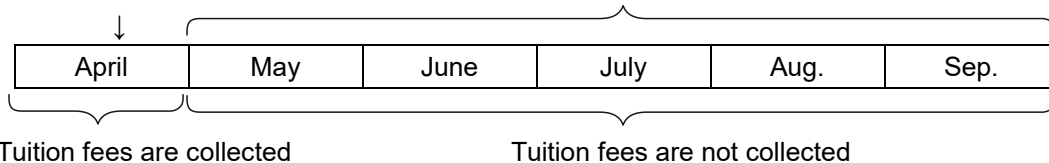
(1) If a leave of absence is approved by the end of April (for the first semester) or the end of October (for the second semester), the tuition fees before the commencement of the leave of absence shall be collected for each semester.

*If you wish to take a leave of absence, prior approval is required. Confirm the matter with the Educational Affairs Section (of the Office of each faculty).

*The above sentence, "the tuition fees before the commencement of the leave of absence shall be collected," means, for example, that you shall pay the tuition fee for April (for one month) if you take a leave of absence from May 1 and the said absence is approved by the end of April.

<Example>

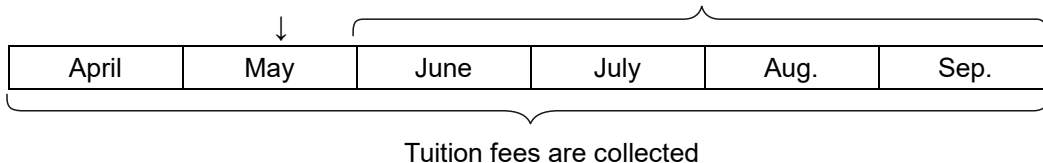
A leave of absence is approved Approved period of the leave of absence (May 1-Sep. 30)



(2) If a leave of absence is approved on and after May 1 (for the first semester) or November 1 (for the second semester), the tuition fees for the entire period of respective semesters shall be collected.

<Example>

A leave of absence is approved Approved period of the leave of absence (May 1-Sep. 30)



Withdrawal

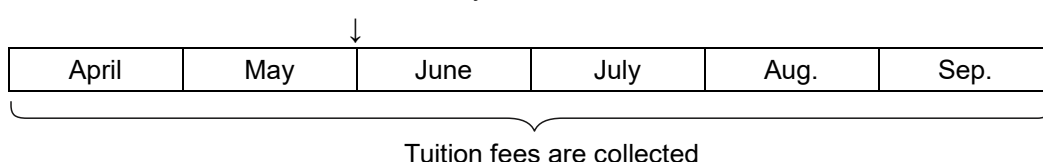
① Cases where students whose leave of absence or the tuition fees deferment is not approved withdraw from the university in the middle of the semester

The full tuition fees for the said semester shall be collected, regardless of whether or not the payment deadline has passed.

* Even if students have not paid the tuition fees, the tuition fees shall not be calculated on a monthly basis.

<Example>

Withdrawal as of May 31



III. Points of Contacts

1 Points of Contact related to Students

Division/Office/ Faculty/Graduate School	Section	Location	Opening Hours (Weekdays)	Phone Number*
Student Affairs Division	General Affairs Section	(Ueno Campus) 1st Floor of the University Administration Building	8:30-12:30 13:30-17:00	2068
	Extracurricular Support Section			2068
	Educational Affairs Section			2076
	Scholarship Section			2069
	Career Support			2071
	Entrance Examination Section			2075
Faculty of Fine Arts	Educational Affairs Section	(Ueno Campus) 1st Floor of the Main Building	9:00-12:30 13:30-16:30	2122
	Accounting and Educational Material Section			
Faculty of Music	Educational Affairs Section	(Ueno Campus) 1st Floor of the Building V	9:00-12:30 13:30-16:30	
	Student Recruitment Section Performance Support			9:00-12:15 13:30-17:00
Graduate School of Film and New Media	Educational Affairs Section	(Yokohama Campus) 1st Floor of Bashamichi Building	9:00-12:30 13:30-17:00	2675
International Affairs Division	International Initiatives Planning Section	(Ueno Campus) 1st Floor of the University Administration Building	9:00-12:30 13:30-17:00	2067
	International Exchange Section			2786
Toride Campus Administration Office		(Toride Campus) 1st Floor of Media Classes building	8:30-12:30 13:30-16:45	2543
Senju Campus Administration Center		(Senju Campus) 1st Floor of the Building	9:00-12:30 13:30-17:00	2727

*Phone Number (Common) 050-5525-xxxx

2 Consultation/Submission of Notification

1 Academic affairs related to faculties and graduate schools

Category	Details	Point of Contact
Learning	Matters regarding course registration, examination and academic records	Educational Affairs Section of Faculty of Fine Arts
	Matters regarding class plan, class timetable and academic calendar	
	Matters regarding class cancellation and supplementary classes	Toride Campus Administration Office
	Matters regarding teaching practice, off-campus practical training, research, study tour	Educational Affairs Section of Faculty of Music
	Matters regarding the exchange and study abroad program	
Student Registration	Matters regarding a leave of absence, withdrawal and return to the university	Student Recruitment Section of Faculty of Music
	Matters regarding graduation/completion certification	
	Matters regarding rewards granted to and punishments imposed on students	Senju Campus Administration Center
Financial matters	Matters regarding the reception of applications for scholarship, exemption of enrollment and tuition fees	Educational Affairs
Certificate	Matters regarding application for and issuance of certificates	Section of Graduate School of Film and New Media
Other	Matters regarding lost and found properties	

2 General Matters regarding Student life

Category	Details	Point of Contact
Insurance	Matters regarding student insurance	General Affairs Section, Student Affairs Division
Welfare	Matters regarding student dormitory (Geishin-Ryo Residence)	Extracellular Support Section, Student Affairs Division
	Matters regarding the use of the university hall, cafeteria and gymnasium	
	Matters regarding Geisai, Gogeisai, club activities	
	Matters regarding items to be lent out	
	Matters regarding the submission of notifications on mountaineering and training camps	
	Matters regarding groups, gatherings, fund-raising and displaying posters	Toride Campus
Matters regarding the use of "Tonegawaso" lodging facility on Toride Campus		
Career	Matters regarding job hunting and part-time jobs/consultation with career advisors	Career Support Section, Student Affairs Division
Financial Matters	Matters regarding the exemption of enrollment and tuition fees	Scholarship Section, Student Affairs Division
	Matters regarding scholarships	
Entrance Examination	Matters regarding entrance examination	Entrance Examination Section, Student Affairs Division
Student ID	Matters regarding the re-issuance of student ID	Educational Affairs Section, Student Affairs Division
Certificate	Matters regarding the issuance of and application for certificates	
Teaching license	Matters regarding the procedures to experience nursing care etc.	
	Matters regarding the application for teacher's certificate	
Other	Matters regarding change of address, phone number, guarantor and family name	Online entry through the this website
	Matters regarding the registration of change of contact information at overseas destination	

3 Health / Consultation

Item	Details	Point of Contact
Consulting and Physical Health	Counselling regarding troubles (concerns) (related to learning, career path, relationship with others, health, etc.)	Student Counselling Office Phone Number: 050-5525-2460
	Counselling regarding troubles (concerns) related to classes, practical trainings, relationship with others and matters related to students with disabilities, physically weak students and sexual minorities, etc.	Student Accessibility Service Office g-support@ml.geidai.ac.jp
	Counselling regarding matters such as harassments	Harassment Consultation h-sodan@ml.geidai.ac.jp Phone Number: 050-5525-2460
	Consulting with a doctor and counselling regarding injuries, health problems	Health Care Service Center Phone Number: 050-5525-2456

4 Matters related to Study Abroad/International Students

Item	Details	Point of Contact
Study Abroad/ International Students	Matters regarding international students	International Initiatives Planning Section, International Affairs Division
	Matters regarding study abroad (excluding the exchange program)	International Exchange Section, International Affairs Division

5 Use of Facilities/Equipment

Faculty/Facility	Item	Point of Contact
Faculty of Fine Arts	Use of educational materials (such as easels and chairs)	Accounting and Educational Material Section
	Use of the Institute of Ancient Art Research	Administration Office of Institute of Ancient Art Research
	Use of machine tools at woodworking room	Woodworking room
	Use of equipment related to photography/Lending out of articles	Photography Center
	Use of facilities and equipment of common workshops on Toride Campus	Common Workshops, Toride Campus
Faculty of Music	Use of musical instrument/music hall (No.1, No.2and No.6 halls)	Performance Support Section
	Use of the open-stack reading room (such as books, music scores, audio - visual materials)	Center for Music Research
	Use of the music research room/listening room/recording room	
University Library	Use of books, music scores, audio-visual materials, microforms, other universities' materials	
University Art Museum	Viewing, reproducing, photographing and filming of art works	
Art Media Center	Application for re-issuance of a password for Geidai account (accepting web applications only) eduroam (Internationally available wireless LAN, accepting web applications only)	https://amc.geidai.ac.jp/
	Use of the computer seminar room/Lending out of equipment/Use of sound studio facilities, fabrication equipment and video and editing equipment	Art Media Center Lab (11:00-19:00)

6 Application for and issuance of certificates

① Certificates for which applications are required at the counter

If you wish to obtain a certificate of a course/program in which you were enrolled or a certificate that cannot be issued by using a certificate issuing machine, you should apply for the issuance at the counter of each point of contact. Note that it takes some days for certificates to be issued after the application is accepted.

Types of certificates		Point of Contact
Graduation/Completion Certificate (Japanese/English)	Certificate for a course/program in which a student was enrolled	Ueno Educational Affairs Section, Faculty of Fine Arts
Academic Transcript (Japanese/English)	Academic transcript for a course/program in which a student was enrolled	Educational Affairs Section, Faculty of Music
Certificates regarding teachers and curators	Eligible persons: currently enrolled students/graduates	Toride Toride Campus Administration Office
Certificates required to be put in a sealed and stamped envelope at the time of submission	Eligible persons: currently enrolled students/graduates	Senju Senju Campus Administration Center
Other certificates that cannot be issued by using a certificate issuing machine	Eligible persons: currently enrolled students/graduates	Yokohama Educational Affairs Section, Graduate School of Film and New Media

② Certificates that can be issued by using a certificate issuing machine

►<https://www.geidai.ac.jp/life/cp/certificate>

Currently enrolled regular students (undergraduate, master and doctoral programs, practical music course) and non-regular students (research students/credited auditors) can use the certificate issuing machine. The entry of Geidai account ID and password is required.

Types of Certificates (only courses/programs in which students are currently enrolled)		Location of certificate issuing machines and available hours
Certificate of Student Status(Japanese/English)	Cannot be issued while students are on a leave of absence	Ueno In the Student Affairs Division: 8:30-17:00 on weekdays
Certificate of Enrollment (Japanese/English)	Can be issued even while students are on a leave of absence.	In the Educational Affairs Section, Faculty of Fine Arts: Opening Hours of the Section
Academic Transcript (Japanese/English)	Only a transcript for a course/program in which students are currently enrolled	Educational Affairs Section, Faculty of Music : Opening Hours of the Section
Certificate of Expected Graduation/Completion (Japanese/English)	Can only be issued for general students in the final year	Toride Near the western entrance of the first floor of the specialized classes building
Student Discount Certificate (Up to 10 certificates per year)	Can only be issued for regular students	

Health Certificate (Issuable from late May)	Results of a health-checkup held in April of the academic year	<u>Senju</u> In the entrance hall located on the first floor of the building
Grade Report (for confirming academic records for the first semester)	Only academic transcript for a course/program in which students are currently enrolled	<u>Yokohama</u> In the lobby located on the 1st floor of the Bashamichi Building
Course Registration Confirmation Form (for confirming courses registered)	Courses registered for the academic year	* Available hours for the machines at Toride, Senju and Yokohama Campus: 9:00-17:00 on Weekdays

IV. Student Life

1 Financial Supports etc.

1 Scholarships Provided by Local Public Bodies and Incorporated Foundations

▶https://www.geidai.ac.jp/life/scholarship/foundation_scholarship

There are financial support schemes provided by local public bodies and incorporated foundations, which include scholarships, contests and competitions and the information on such schemes shall be posted on the website of the University in a timely manner.

2 Tokyo University of the Arts Scholarship System

▶https://www.geidai.ac.jp/life/scholarship/geidai_scholarship

It is a system where scholarships are granted to academically outstanding students and laboratories etc. using funds donated by individuals and organizations. No applications are required. The scholarships are awarded to academically outstanding students selected by the University.

3 Waiver and Payment Deferral of the Admission Fee and the Tuition Fee

▶<https://www.geidai.ac.jp/life/exemption/entrance>

▶<https://www.geidai.ac.jp/life/exemption/tuition>

We have a program where you can receive a waiver or a payment deferral of the admission fee and/or the tuition fee through selection, if you are identified as having difficulty in paying the fee(s) for financial or other reasons and also as having a good academic standing. If you wish to do so, please check the application criteria presented below and follow the required procedure before you make payment for the admission fee and the tuition fee.

Please note that the University is an institution covered by the new higher education study support program, which will start in the AY 2020 (accredited university). If you are an undergraduate student and wish to receive a waiver or a payment deferral of the admission fee and/or the tuition fee, you must apply for a scholarship grant provided by the Japan Student Services Organization.

Waiver of the admission fee

It is a program where you can receive a waiver of a certain amount of the admission fee through selection based on financial and academic benchmarks if you meet either of the criteria presented below. Please note that you may also apply for payment deferral of the admission fee if you meet the criterion for this program.

- ① **You are identified as having difficulty in paying the admission fee for a financial reason and also as having a good academic standing.**
- ② **You are identified as having extreme difficulty in paying the admission fee because the primary income earner in your household passed away, or because you or the primary income earner in your household sustained damage caused by wind, flood, or other disaster within one year of admission.**
- ③ **In the case of the same as ① When there is a reason that the president deems appropriate**

*① is only for graduate and undergraduate students that are covered by the new study support program.

Payment deferral of the admission fee

It is a program where you can receive a payment deferral of the admission fee until the end of September through selection based on financial and academic benchmarks if you meet any of the

criteria presented below. (The payment may not be deferred beyond the end of September for any reason.)

- ① **You are identified as having difficulty in paying the admission fee by the payment due date for a financial reason and also as having a good academic standing.**
- ② **You are identified as having difficulty in paying the admission fee by the payment due date because the primary income earner in your household passed away, or because you or the primary income earner in your household sustained damage caused by wind, flood, or other disaster within one year of admission.**
- ③ **You are identified as having other extenuating circumstances.**

Waiver of the tuition fee

It is a program where you can receive a waiver of a certain amount of the tuition fee through selection based on financial and academic benchmarks on a semester basis (Semester 1 and Semester 2) if you meet either of the criteria presented below. Please note that you may also apply for payment deferral of the tuition fee if you meet the criterion for this program.

- ① **You are identified as having difficulty in paying the tuition fee for a financial reason and also as having a good academic standing.**
- ② **You are identified as having extreme difficulty in paying the tuition fee because the primary income earner in your household passed away, or because you or the primary income earner in your household sustained damage caused by wind, flood, or other disaster within one year of the payment due date for the tuition fee.**

Payment deferral of the tuition fee

It is a program where you can receive a payment deferral of the tuition fee through selection based on financial and academic benchmarks if you meet any of the criteria presented below. Please be aware that the payment may not be deferred beyond the payment due date (the end of September for Semester 1 and the end of January for Semester 2) if deferral is granted.

- ① **You are identified as having difficulty in paying the tuition fee by the payment due date for a financial reason and also as having a good academic standing.**
- ② **You are identified as having difficulty in paying the tuition fee by the payment due date because the primary income earner in your household passed away, or because you or the primary income earner in your household sustained damage caused by wind, flood, or other disaster within one year of the payment due date for the tuition fee.**
- ③ **You are identified as having other extenuating circumstances.**

* There is a study support scholarship program (grant type) for students that are liable for the revised tuition fee and were not granted the waiver because they fell short of the academic benchmarks.

* The University provides unique support for those who are not eligible to apply for the new study support program due to the academic year of their high school graduation.

4 Student Insurance

▶<https://www.geidai.ac.jp/life/consultation/insurance>

Personal Accident Insurance for Students while Pursuing Education and Research (Abbreviation Gakkensai)

It is an insurance system to provide students with required coverage for damages caused by disasters and accidents during their educational and research activities so that they can devote themselves to their study and spend a fulfilling student life without worries. It is recommended that all students should take out the insurance after understanding the purpose of this insurance system.

For further details, contact the General Affairs Section of the Student Affairs Division.

① Procedures to take out the insurance

The insurance premium shall be also paid when you pay the admission fee during the enrollment procedures. There is no application form. If you did not take out the insurance at the time of enrollment and wish to take out the insurance, contact the General Affairs Section of the Student Affairs Division.

② Cases where insurance money is paid

When a student suffers from physical damages due to sudden and unexpected external incidents during the educational and research activities of the University (such as classes, school events, extracurricular activities and commuting).

③ Types and amounts of insurance money to be paid

Coverage	Death Benefits	Physical impediment benefit	Medical Expenses	Additional Hospitalization Benefits
During curricular activities and university events	20 million yen	1.2 million yen to 30 million yen	<u>1 or more days of medical treatment</u> 3,000 yen to 300,000 yen	<u>The following amount is payable from first day of hospitalization.</u> 4,000 yen per day (up to 180 days)
During extracurricular activities outside university facilities	10 million yen	0.6 million yen to 15 million yen	<u>14 or more days of medical treatment</u> 30,000 yen to 300,000 yen	
During commuting, traveling between university facilities and when staying in university facilities for activities other than curricular activities, university events and extracurricular activities (club activities)			<u>4 or more days of medical treatment</u> 6,000 yen to 300,000 yen	

(Note 1) The above insurance money shall be paid, regardless of whether you take out a life insurance, a health insurance and other accident insurance or a compensation for damage is paid by the person who caused the damage.

④ Cases where insurance money is not paid

Illness, commuting by deviating from the commuting route, intentional acts, fights (battles), criminal acts, earthquake, eruption, tsunami, war, riot, damages caused due to radiation or radioactivity, driving without a license, drunk driving etc.

⑤ Notification on incidents

In the event of the occurrence of any incidents to be covered by this insurance, please notify the General Affairs Section of the Student Affairs Division of the details (such as the date and time of an accident, the place where the accident occurred, the situation of the accident and degree of injury) without delay.

Liability Insurance coupled with Gakkensai (Abbreviation: Futai-Baiseki)

It is an insurance system to cover damages caused by students through injuring other people or damaging other people's properties during regular curricular activities, school events and

extracurricular activities and during the travel between such locations.

① Procedures to take out the insurance

Pay the insurance premium along with Gakkensai premium. Only those who have taken out Gakkensai can take out Futai-Baiseki.

② Cases where insurance money is paid

- (1) Cases where the insured causes injury (including death attributed to injury) to a person or damages (destruction, damage or defacement) to the property of a person through the following incidents during curricular activities, university events, extracurricular activities and travelling between facilities (locations) where such activities are conducted, and is held legally liable for damages.
 - a. Unexpected incidents occurred in association with the activities
 - b. Unexpected incidents caused due to foods and drinks provided and deliverables produced in association with the activities
- (2) Cases where the insured commits acts such as destruction, loss or theft (including fraud) of certain property while using or managing it during the activities and is held legally liable for damages to the person who has a legitimate right to the property.

Insured Period and Insurance Premium

Category	Insured Period	Gakkensai	Liability Insurance	Total
Graduate Program	4 years	3,300 yen	1,360 yen	4,660 yen
Master's Program	2 years	1,750 yen	680 yen	2,430 yen
Doctoral Program	3 years	2,600 yen	1,020 yen	3,620 yen
Practical Music Course	2 years	1,750 yen	680 yen	2,430 yen
Research Students/Credited Auditors	1 year	1,000 yen	340 yen	1,340 yen

(Note 1) If a student takes a leave of absence during the insured period, the insurance premium may be reimbursed by going through the procedures after returning to the university.

(Note 2) Note that a student needs to take out the insurance for another year, if he/she wishes to extend the insured period due to reasons such as repeating a year.

(Note 3) Be sure to take out the insurance if you are a credited auditor and plan to take a hands-on training (such as nursing care).

(However, this shall not apply if you have already taken out the liability insurance that covers hands-on trainings such as nursing care, offered by other insurance company.)

Other insurance plans

The above-mentioned Gakkensai and Futai-Baiseki only cover injuries and accidents during educational and research activities and do not cover any illness and private activities. There are following voluntary insurance plans that offer extended coverage to cover the overall student life. If you wish to take out any of the following insurance plans, please contact each of the following organization.

① Japan Educational Exchanges and Services

Comprehensive Insurance for Student lives Coupled with "Gakkensai" for International Students (Those who have already taken out Gakkensai are only eligible to take out this insurance.)

Contact: Consultation Desk for Comprehensive Insurance to Cover Student Life

Phone Number: 0120-811-806

② Tokyo University of the Arts Co-operative Association

Student Comprehensive Mutual Insurance, Personal Liability Insurance for Students

(Joining the membership of the Co-operative Association is required.)

Contact personnel: Okazaki

Phone Number: 03-3828-5669

5 Information on part-time jobs

▶https://www.geidai.ac.jp/life/job/part_time

The information on part-time jobs is posted on the University website and students can view the information on jobs offered by companies on the website at home. As for jobs offered by individuals (such as home tutor job), only the outlines of jobs are posted on the website. You can view the personal information (such as contact information) on the client at the counter of the Student Affairs Division (open from 9:00 to 17:00 on weekdays).

6 Information on apartments/lodgings

Consult with the Student Affairs Division if you wish to live in a private apartment. In addition, the Tokyo University of the Arts Co-operative Association also introduce apartments and lodgings to students.

2 Welfare Facilities

1 Geishin-Ryo Residence, Tokyo University of the Arts (Completed in 2014)

►<https://www.geidai.ac.jp/life/welfare/geishinryo>

The Geishin-Ryo Residence of Tokyo University of the Arts is located in 3-chome, Towa, Adachi-ku, Tokyo, a location which offers easy access to each campus, and the nearest stations are Kameari Station on the JR Joban Line or Kita-Ayase Station on the Tokyo Metro Chiyoda Line.

It is a nine-story reinforced concrete building and has 300 residential units. Types of residential units include a standard studio type and a soundproofed room type. Moreover, it also has an atelier and a music practice room to support students of the university to conduct activities such as creative activities or music performance.

① Details of the residence

Location	3-12-30, Towa, Adachi-ku, Tokyo
Floor Plan/ Exclusive Area	Type A: Approximately 18 m ² (room + balcony) Type B: Approximately 29 m ² (room + soundproof room + balcony)
Rent *Utility bills (water, gas, electricity) are excluded.	Type A: 45,900 yen per month Type B: 84,200 yen per month
Nearest Stations	Kameari Station (JR Joban Line): Approximately 15 minutes on foot Ayase Station (JR Joban Line): Approximately 15 minutes by bus or approximately 25 minutes on foot Kita-Ayase Station (Tokyo Metro Chiyoda Line): Approximately 16 minutes on foot
Structure/Story	Reinforced concrete structure/9 stories above the ground
Number of Residential Units	300 (Type A: 280 units, Type B: 20 units)
Bicycle Parking	Available (up to 302 bicycles) *Parking fee is required. Bicycle; 500 yen; Fees shall be paid at the time of the registration.
Management System	The residence manager is available from 8:00 to 23:00. Outside the above hours, the help desk is available (24 hours).
Security	Automatically lockable door; Security camera
Surrounding Environment	Adachi City Towa Library, Tobu Chiiki Hospital, Towa Hospital, Convenience Store
Equipment	All residential unit (equipped with a bathroom, a toilet, a mini kitchen (IH), a storage and air conditioner)
Other	Fees are required: Atelier, music practice room, individual storages, coin-operated launderette, motor bike parking, No fee is required; Exchange salon, Lounge

② Access from Geishin-Ryo Residence to each camps.

(1) Ueno Campus (47 minutes)

(2) Toride Campus (72 minutes)

(3) Senju Campus (28 minutes)

(4) Yokohama Campus (77 minutes)

③ Period of Tenancy

- (1) The period of tenancy shall in principle be from the day on which a student is allowed to move into the residence to the end of the duration of a program the student is enrolled (four years for undergraduate programs, 2 years for graduate programs and 3 years for doctoral programs). (A term of leave of absence shall be excluded from the above duration of each program.)
- (2) Students who are expected to continue studying at the university by proceeding to higher programs (such as a graduate program after the completion of an undergraduate program or a doctoral program after the completion of a graduate program) can extend the period of tenancy until the end of the term of the course.
- (3) Regardless of the term of tenancy, the term of the contract shall be one year and shall be expired and renewed at the end of each academic year. The contract renewal fee shall not be required.

④ Inquiries regarding moving into the Geishin-Ryo Residence

Student Apartment General Information Center, Tokyo University of the Arts Geishin -Ryo
(Mainichi Comnet Co., Ltd. Shinjuku Station Branch)

Toll-free number: 0120-150-975 (TEL 03-5909-1470)

Address : 9F Daiwa Nishi-Shinjuku Bldg., 1-14-11 Nishi-Shinjuku, Shinjuku-ku, Tokyo

E-mail: sitemaster@maicom.co.jp

2 University Hall (completed in 1979)

▶<https://www.geidai.ac.jp/life/welfare/hall>

The University Hall is a comprehensive facility to improve the welfare of students and teaching and other staff and contains facilities such as a cafeteria, a kiosk, an exhibition hall and a meeting room.

① Procedures for using the facility

- (1) As for the use of the exhibition room, the applications can be taken only twice a year (first semester/second semester). For further details, contact the Extracurricular Support Section, the Student Affairs Division. (The exhibition room will not be available for use after the start of the reconstruction.)

3 Tokyo University of the Arts Co-operative Association

▶<https://www.univcoop.jp/geidai>

The Tokyo University of the Arts Co-operative Associations (Geidai Coop) was established in 1969. The Geidai Coop has opened two stores on Ueno Campus (Faculty of Fine Arts/Faculty of Music) and provides students with various products and services to help them enrich their student life.

The Geidai Coop is a group organized by students and teaching and other staff and can be used by those who join the membership (such as students). To join the membership, 12,000 yen is required as a refundable deposit; however, it shall be refunded at the time of graduation. (For further details, contact the University CO-OP.)

Moreover, the student comprehensive mutual insurance (Kyosai) and the personal liability insurance for students are available for students so that they can spend their college life with a sense of security.

Location	Available Items	Phone and Fax Numbers
Located in the University Art Museum 10:00-18:30	Books, Music Scores, Art Supplies, Stationeries, Daily-use items, Boxed Lunches, Confectioneries, Application for a deriving school, Various tickets, Travel booking, Arrangement of Door-to-door Delivery Service, Curriculum Vitae with the Name of University (for job hunting activities), etc.	Phone Number: 03-3828-5669 (Extension: 2957) Fax Number: 03-3828-7291

(Note 1) The above hours shall be opening hours during the normal period.

4 Cafeteria

Location	Name	Available meals	Phone and Fax Numbers
Located in the University Art Museum	Geidai Club 8:30-17:00		Phone and Fax Numbers: 03-3821-5340 (Extension: 2952)
	Okura 11:00-17:00	Western-style meals, curry, wines, cakes, drinks etc.	Phone Number: 03-3824-5381 (Extension: 2954)
Located in the University Hall	11:00-17:00		(Extension: 2951)
Located in the Welfare Facilities on Toride Campus	Geidai Restaurant 11:30-14:00	Daily meals, Today's curry	Phone Number: 050-5248-5571

(Note 1) The above hours shall be opening hours during the normal period.

5 Kiosk

Location	Name	Available Items	Phone and Fax Numbers
Located in the University Art Museum	Gasui 10:00-17:00	Art Supplies, Stationeries	Phone Number: 03-3821-7056 (Extension: 2956) Fax Number: 03-5834-7566
	Museum Shop 10:00-17:00	Museum Goods, Art Catalogues etc.	Phone and Fax Number: 03-5685-1176 (Extension: 2955)
Located in the Welfare Facilities on Toride Campus	Geidai Restaurant Café & Shop 10:00-17:00	Stationeries, Freshly-baked bread, Home-roasted Coffee, Beverages, Confectioneries, Daily-use items, etc.	Phone Number: 050-5248-5571

6 Geidai Art Plaza

▶<https://artplaza.geidai.ac.jp/>

The Geidai Art Plaza was established for the purpose of actively distributing information on the results of educational and research activities such as products planned and developed by the university and works created by teaching staff etc. of the university and also contributing to the realization of a fulfilling life and a vibrant society by having people become more familiar with arts. The Plaza has been operated as a joint business with Shogakukan Inc. since 2018.

① Exhibition and Sales

The Geidai Art Plaza exhibits and sells works of mainly students, teaching and other staff and graduates of the university. For further details, visit the website of the Geidai Art Plaza.

② President Award (Geidai Art Plaza Award)

The Plaza exhibits and sells award-winning works selected through the strict selection process at the art competition that has been held at the university since 2006 in order to widely communicate the results of creative activities conducted by students to society. (The competition is usually held in the period between autumn and winter.)

7 Toride Campus “Tonegawaso” (Established in 1993)

▶<https://www.geidai.ac.jp/life/welfare/facility>

Tonegawaso was established as a short-term accommodation for students and teaching and other staff of Tokyo University of the Arts to carry out regular curricular and extracurricular activities and other educational activities on Toride Campus.

- Location: 5000 Omonma, Toride City, Ibaraki Prefecture 302-0001
- Phone Number: 050- 5525-2551 (Toride Campus Manager’s Room)
- Facility: 3-story reinforced concrete building, Capacity: 42 people (10 teaching staff/32 students)
- Where to Apply and Deadline:
Please submit the application form at least 1 weeks prior to the day you wish to start using the facility after obtaining the approval of your academic advisor.
Form: <https://forms.gle/1rVfouV39gXNtGdd6>
- Usage Fees:
Miscellaneous expenses; 600 yen per night
- Other: For further details, contact the Toride Campus Manager’s Room.

8 Tokyo Geidai Mountaineering Club Kurosawa Hut

The construction of Tokyo Geidai Mountaineering Club Kurosawa Hut was planned mainly by the members and alumni of the club in 1960 and completed in 1961 in cooperation with students, alumni and teaching and other staff of the University. The Hut was designed by the late Mr. Gakuji Yamamoto (then professor of the Department of Architecture and the advisor of the mountaineering club).

At the time when the Kurosawa Hut was constructed, the area surrounding the Kurosawa Pass was a quiet place with a good view of the Northern Alps mountain range (particularly Mt. Jiigatake and Mt. Kashimayarigatake); however, the whole area was subsequently developed as a ski resort with groomed ski slopes. The Hut is currently located in the Sun Alpina Kashimayari Ski Resort.

The Hut is utilized by students and teaching and other staff of the University for occasions such as mountaineering, hiking, skiing, sketching, and extracurricular activities throughout all seasons.

The building is not owned by the University and accordingly, those who wish to use the hut (only within the period during which the hut is allowed to be used) shall contact the mountaineering club office located on the basement floor of the gymnasium.

- Location: Kurosawa Highland, Taira, Omachi City, Nagano Prefecture 398-0001
- Facility: 2-story building, 32 Tsubo (Approximately 105.78 m²), Electricity, Gas, Cooking Equipment, Tableware, Bedding
- Capacity: 25 people (strictly limited to 10 people for a group)
- Accommodation Fee: 2,100 yen per night (1,000 per night for elementary school or younger children) There is no bath in the hut. The bath in the ski resort is available for use (the fee shall be charged.)
- Available Period: <Summer Season> April to November <Winter Season> Late January to Late March (excluding periods during which training camps are held).
- Terms of Use: A representative shall be the person who knows how to use the hut.
- Access (to Kashimayari Ski Resort):
 - By car: Get off the Chuo Expressway at Azumino IC or get off the Kan-etsu Expressway at the Nagano IC.
 - JR or Highway bus: Use a shuttle bus from the Shinano-Omachi Station after getting off JR train or Highway bus.

3 Items to be lent out

The Student Affairs Division and the Toride Campus Administration Office shall lend out various items used for extracurricular activities.

The contents of items to be lent out are different between the Student Affairs Division and the Toride Office.

- Lending Period: Within 2 weeks
- Place (where items are handed over to students): Student Affairs Division and Toride Campus Administration Office
- Procedure:
 - <Toride> Make a reservation at the counter (a reservation can be accepted one month prior to the date of lending out each item) and fill out the lending form and check out an item.
 - <Ueno> Please make a reservation from the below website
<https://www.geidai.ac.jp/life/welfare/rental>
- Items to be lent out:

Single-lens Reflex Camera	Microphone Stand
Projector	Retractable Electric Extension Cord Reel
Video Camera	Loudspeaker
Tripod	Wireless Amplifier (with microphone)
Other items	

4 Campus Members Program that offers the member privilege to use national art and other museums

The University has joined the Campus Members Program provided by national art museums and other museums to promote the use of such facilities by organizations such as universities. As a member, students (including research student and credited auditors) and teaching and other staff can receive membership privileges such as free admissions to museum permanent collection galleries and discounts for special exhibitions by presenting their student ID card or staff ID card.

1 Campus Members of the National Museum of Art

The Campus Members of the National Museum of Art is a program provided by the Independent Administrative Institution National Museum of Art for the purpose of promoting the efficient use of art museums in the school education and enrich opportunities for students to be exposed to arts through art works.

① Available Art Museums

- (1) The National Museum of Modern Art, Tokyo (Main Building) , National Craft Museum(Kanazawa)
- (2) The National Museum of Western Art, Tokyo
- (3) The National Art Center, Tokyo
- (4) National Film Archive of Japan

② Eligible Persons

Students and Teaching and Other Staff of the University

③ Privileges

- (1) Free admissions to permanent collection galleries at the above museums
Students and teaching and other staff are eligible for free admissions to permanent collection galleries at the above museums (excluding the National Art Center, Tokyo) as many times as they want by presenting their student ID card or Staff ID card.

(2) Discounts for special exhibitions

Students and teaching and other staff can also view special exhibitions at group rates (students or adults) by presenting their student ID or Staff ID.

Visit the websites of each museum to confirm respective admission fees.

2 Campus Members of the Tokyo National Museum, Partnership with the National Museum of Nature and Science

These are programs provided by the Tokyo National Museum and the National Museum of Nature and Science for the purpose of deepening collaborations between universities and museums and providing students with opportunities to become familiar with museums.

① Available museums and eligible persons

(1) Tokyo National Museum (Students and teaching and other staff of the University)

(2) National Museum of Nature and Science, Tokyo (Only students of the University)

② Privileges

(1) Free admission to museum permanent collection galleries (“regular exhibition” for Tokyo National Museum)

Students and teaching and other staff are eligible for free admissions to permanent collection galleries at the above museums as many times as they want by presenting their student ID card or Staff ID card. Works exhibited at the galleries are periodically replaced to other works and accordingly they can always view new works.

(2) Events (such as concerts organized by the museums)/Discount for Admission Fees (Only Tokyo National Museum)

(3) Discount for special exhibitions (Only the National Museum of Nature and Science, Tokyo)

5 Annual Events

1 Tokyo University of the Arts Campus Festival (Geisai)

The University's campus festival called Geisai, jointly organized by students of the Faculty of Fine Arts and the Faculty of Music, is held every autumn. At this festival, students come together as one and show the achievements of their researches and extracurricular activities to the public under their respective themes through exhibitions and concerts, to deepen the ties with other students and teaching and other staff and exchanges with the public. The steering committee encourages all students to actively participate in the event for the purpose of further developing Geisai in a better way. Moreover, the University actively provide financial and physical supports in anticipation of sound development of and the further enhancement of the contents of the event.

Festival Period: Friday, September 2, 2022 to Sunday, September 4, 2022

2 Gogeisai (Sports and Cultural Exchange Among Five Arts Universities)

For the purpose of deepening exchanges among students of five universities (Kyoto City University of Arts, Kanazawa College of Art, Aichi University of the Arts, Okinawa Prefectural University of Arts and Tokyo University of the Arts), Gogeisai, which is hosted by participating universities (excluding Okinawa Prefectural University of Arts) on a rotating basis, is held late May every year. Active and energetic exchanges among young students are promoted in sporting events and cultural exchange.

Festival Period: Friday, May 20, 2022 to Sunday, May 22, 2022, Held in Aichi

3 Sports Competition for National and Public Universities in Tokyo Area (extracurricular activity)

This competition, which is hosted by participating universities on a rotating basis, is held once a year to enhance the physical strengths of students and promote mutual friendship among students of national and public universities in Tokyo area. Students of the University also participate in multiple events in the competition every year.

6 Extracurricular activities

1 Sound extracurricular activities

Extracurricular activities shall be intellectual, physical and social activities conducted spontaneously by students in addition to learning specialized subjects through regular course curriculum. These activities are essential for students to develop a wider intellectual perspective, cultivate aesthetic sensitivity and a healthy mind and body and to build a personality appropriate not only to a member of the University and but also to become a member of society in the future. Accordingly, if you can spend a healthy and fulfilling student life both mentally and physically by participating in club activities that match your individuality and needs, your student life will be more meaningful.

2 Self-Governing Students' Organizations

Student Council for Faculty of Fine Arts (The council has suspended its activities.)

The Student Council for Faculty of Fine Arts is an organization self-governed by students of Faculty of Fine Arts. The purpose of the Council is to contribute to the development of the arts and culture, to protect the autonomy in the University, to promote mutual friendship among members and to improve student life.

Student Association for Faculty of Music (The association has suspended its activities)

The Student Association for Faculty of Music is an organization self-governed by students of Faculty of Music and conducts activities with the aim of enhancing sound student life through efforts to promote arts and culture, to cultivate personalities of students that can contribute to the promotion of arts and culture, to protect the autonomy and the academic freedom in the University and to promote mutual friendship among members.

3 Posting of notices regarding extracurricular activities

Matters regarding posting of notices (such as placing a standing signboard and a poster) shall be set forth in the General Rules for Student Life. Acts of posting that violate the said rules (such as placing a standing signboard without submitting a notification to the University or an unusually large standing signboard, or posting notices in locations in and out of buildings that are not permitted by the University) disturb the order and spoil the aesthetics of the University and accordingly the University shall remove notices posted in a manner that violates the said rules. Be sure to submit a request for posting notices to the University in advance and post notices in permitted locations.

Matters regarding posting of notices

(1) Submit a request for posting notices in advance.

Be sure to submit the request to the Student Affairs Division or the Educational Affairs Section of each Faculty in advance to receive a seal of approval.

(2) The Rules do not set forth specific sizes for standing signboards; however, placing standing signboards considered unusually large in the light of common sense can be very dangerous. So please avoid places such signboards.

(3) Posters can be placed only on general bulletin boards and bulletin boards for extracurricular activities and in locations permitted by the University. (The size of posters shall be smaller than the full sheet size (625 x 880).)

(4) Be sure to clearly write the name of a person (or an organization) in charge of posting (the name of an individual or organization) on a poster or a standing signboard.

Acts of distributing fliers by students

According to the provisions of the General Rules of Student Life, students must also submit a notification to the Vice President (Education) in advance if they wish to distribute fliers on campus. Accordingly, be careful not to distribute fliers without submitting the above notification.

4 Introduction to clubs

There are 20 official clubs (clubs that have submitted a notification to the Student Affairs Division and received approval) and 5 associations. Each group shall submit a notification form for forming a club or association/renewing the registration to the Extracurricular Support Section of the Student Affairs Division. For further details (including cases where a new club is formed), contact the Section.

① Sports Clubs (9 clubs)

Name of Club	Date and Time of Practice	Place	① Purpose ② Details of Activities
Karate Club	Wednesday 18:00-20:00 (Irregular)	Gymnasium	① To forge the mind and body through Karate trainings. ② To receive lessons from alumni and alumnae and hold friendly matches with Karate clubs from other universities.
Rugby Club	Every Thursday 18:00-20:00	Field in front of the Factory Complex	① To develop a strong mind and body through team sports. ② To participate in Gogeisai, hold friendly matches with other universities and open a shop at Geisai.
Kendo (Japanese fencing) Club (Men/Women)	Every Monday and Thursday 18:00-19:30	Gymnasium	① To forge the mind and body through Kendo and build relationships with a wide range of people. ② To practice kendo and Nihon Kendo Kata, hold joint practice sessions with alumni and alumnae and practice for kendo dan examinations.
Alpine Club	Mainly three times a year (Maintenance and management of a hut in Spring, Autumn and Winter)	Kurosawa Hut located in Omachi City, Nagano Prefecture; Club Room	① To maintain the hut (Kurosawa Hut). To enjoy beautiful scenery and refine sensibilities. ② To maintain Kurosawa Hut and go mountain climbing. To make the hut available to the public in winter (February and March).
Basketball Club (Men/Women)	Every Wednesday 18:00-20:00	Gymnasium	① To practice and participate in games ② To actively participate in games such as Gogeisai and the art university league.
Football Club	Every Thursday 18:00-20:00	Gymnasium	① To develop physical strength through football and to have exchanges with students in other departments and grades. ② To participate in games such as Gogeisai and the art university league and open a shop at Geisai.
Volleyball Club (Men/Women)	Every Tuesday and Friday 18:00-20:00	Gymnasium	① To enjoy playing a volleyball and to deepen exchanges with other faculties and universities. ② To participate in games such as Gogeisai and the art university league, play matches against alumni and conduct training camps.
Tennis Club	Every Tuesday and Thursday 13:30-18:00 Saturday: 12:00-	Tennis Court	① To forge the mind and body through practice and games and to promote exchanges among club members. ② To participate in games such as Gogeisai and the art university league, open a shop at Geisai and have exchanges with alumni and alumnae.

Badminton Club (Men/Women)	Every Monday and Friday 18:00-20:00	Gymnasium	① To promote exchanges with other departments through playing badminton ② To participate in Gogeisai, hold a Gogei Joint Training Camp and promote exchanges with other departments through playing badminton.
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② Cultural Clubs (14 clubs)

Name of Club	Date and Time of Practice	Place	① Purpose ② Details of Activities
Urasenke School of Sado (Traditional Japanese tea ceremony)	Every Wednesday 17:00-20:00	Japanese Room located in the 2nd Floor of the University Hall	① To deepen the Omotenashi spirit (the spirit of hospitality) and knowledge of Japanese culture through Sado. ② To learn the way of tea from a visiting tea master twice a month and practice getting ready for a tea ceremony held five times a year.
Java Gamelan Club	Every Tuesday and Friday 18:00-21:00	Room 2-2-1, the Faculty of Music	① To learn the culture of Java through Gamelan performances. ② To give performances at Geisai and research presentation sessions of the Department of Musicology and jointly hold tea ceremonies with gamelan clubs of other universities once a year.
Light Music	Weekdays 9:00-20:00 (Irregular)	Music Practice Room located in the 1st basement of the University Hall	① To improve skills to play light music and acquire self-expression abilities. ② To hold jam sessions on an irregular basis and to participate in Geisai and events held in and out of the University.
Bach Cantata	Every Friday 18:15-21:00	4th Floor of the Auditoriums	① To perform the cantatas of Johann Sebastian Bach. ② To conduct regular practice sessions (section rehearsal for approximately 1 hour and 30 minutes and group rehearsal for 1 hour) and hold concerts six times and training camps once a year.
Geidai Musical Express	Weekdays 18:00-21:00 The practice schedule shall be set for each performance	4th Floor of the Auditoriums, Gymnasium	① To perform a musical with the aim of achieving the highest possible quality that can be produced only by the abilities of students. ② To hold a gala concert to welcome new students (between March and April), perform at Geisai (in September) and hold a regular performance (usually in March).
Samba Party	Every Monday and Friday 18:00-20:00	Club Room located in the basement of University Hall	① To acquire performance skills and deepen vertical and horizontal relationships. ② Perform at the entrance ceremony, the welcome party for new students, Kanda Festival, GTS related events, Skytree related events, Gogeisai, Geisai and the graduation ceremony.
Celtic Music	Every Thursday 18:00-20:00	Auditoriums Practice Room	① To become familiar with various music and dances in Celtic nations and deepen researches through actual music and dance performances.

			②To participate in events such as Gogeisai, Geisai, research presentation sessions of the Department of Musicology.
Contemporary dance	Every Monday 18:00-20:00	Gymnasium	①To promote health and conduct creative physical activities. ②To conduct activities such as basic physical activities including stretches and working out, rehearsals for self-promoted performances, study sessions where each member bring a topic of to a discussion, workshops and screenings.
MANTO VIVO	Every Tuesday	On campus	①To deepen understanding of Jazz through big bands. ②To perform at Geisai and participate in internal and external events, self-produced concerts, etc.
Bible Study Group	Every Thursday 12 : 00-14 : 30 Irregular after school	University Hall Japanese Room, meeting room, etc.	①To read the Bible together and get acquainted with it. ②To promote interactions and talk about life through meetings of prayers and Bible studies.
Group to think about cohabitation of the Geidai cats and the local community	Every evening when the classes are offered (Feeding cats)	On campus (feeding) 3F, Building 3 (Tea parties)	①To watch over and manage the Geidai cats (the cats living on campus). ②To manage the cats living in Geidai, and hold charity concerts and give lectures to make the local cat activities widely known. To hold a tea party (meeting and social gathering) every two months.

③ Association (5 associations)

- Lart
- Takeuma no tomo (Stilts friends)
- Technology club
- Performance Lab
- Special printing research association

5 The Guidelines for the Emergency Contact Network Structure during Extracurricular Activities Conducted by Students of Tokyo University of the Arts

<Overview>

The Guidelines have been stipulated to promptly respond to emergency situations during extracurricular activities conducted by students.

The Guidelines for the Emergency Contact Network Structure during Extracurricular Activities Conducted by Students of Tokyo University of the Arts (Revised on April 1, 2004)

(Purpose)

1. If matters to be urgently communicated (hereafter referred to as urgent matters) occur during extracurricular activities conducted by students of Tokyo University of the Arts, such matters shall be handled based on these Guidelines.

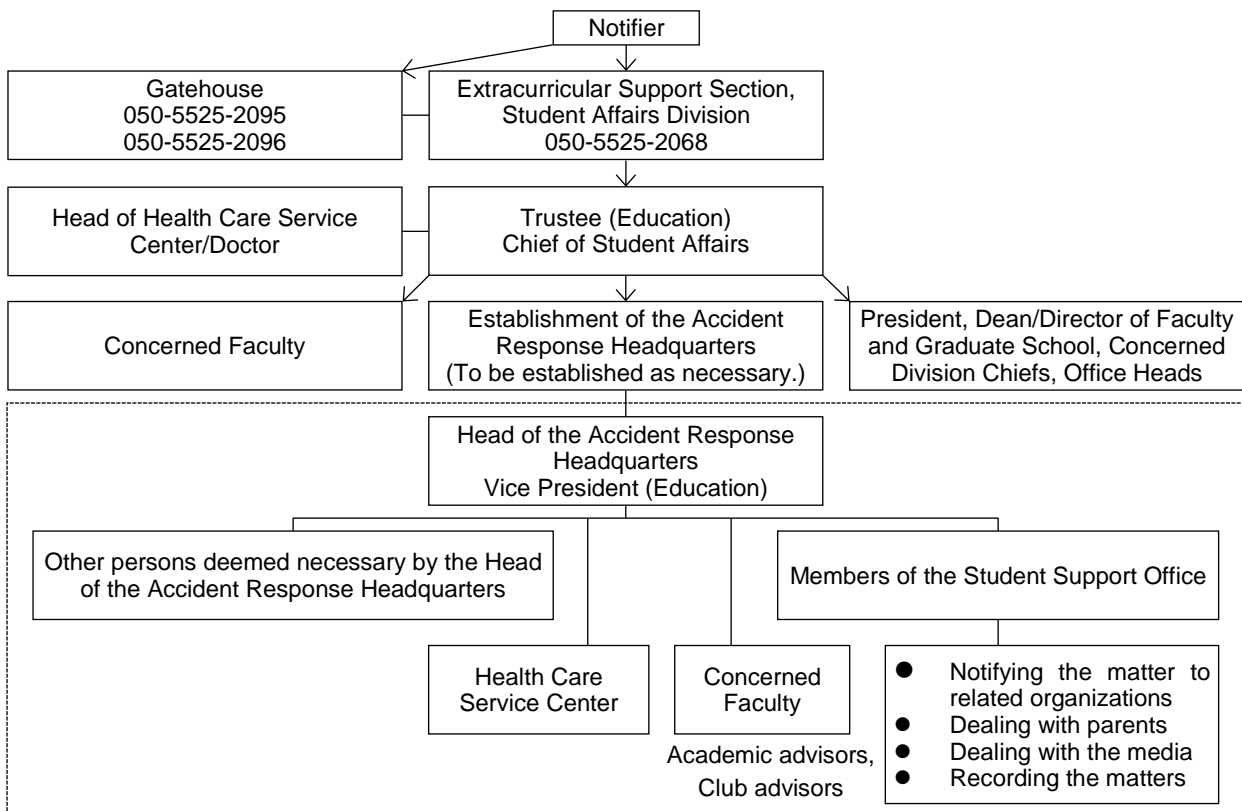
(Organization)

2. In the event of the occurrence of urgent matters, the communication shall be made based on the contact network set forth in the separate table.
3. In the event of the occurrence of urgent matters, the Extracurricular Support Section of the Student Affairs Division shall keep a record of such matters one by one.

Supplementary Provisions

These Guidelines shall be applied from April 1, 2004.

Emergency Contact Network Used to Communicate in the Event of Emergencies



V. International Exchange

As for the information on scholarships for international students, visit the following webpages*to confirm the details.

***GEIDAI×GLOBAL: Scholarships for international students**

▶http://global.geidai.ac.jp/international/for_international_students/scholarships/

***Scholarship programs for privately financed international students of Tokyo University of the Arts**

▶https://www.geidai.ac.jp/life/abroad/privately_financed

VI. Health and Consultation (Counselling)

1 Student Counselling Room

▶https://www.geidai.ac.jp/life/consultation/counselling_room

Students can consult with counsellors at the Student Counselling Room about their problems and concerns (such as learning, future course, relationships, harassment, health) no matter how trivial they are. In principle, the details of the consultation shall be strictly kept confidential. Even if students receive a consultation, it does not bring any disadvantages in their academic records and job hunting. Due consideration shall be given to the privacy of students. You may not be able to resolve personal problems and concerns by yourself. So if you are in such a situation, do not hesitate to use the student counselling service.

Since AY 2015, the Student Counselling Room has been welcoming students four times a week as a place where an expert counselor (licensed psychologist/clinical psychologist) thinks about students' problems and concerns together with them to find a key to solve such problems. The method of application and the system for counselling shall be as follows.

① Application Method

In principle, an appointment shall be required to fix a counselling session to eliminate overlap with other ones.

Apply for counselling through any of the following methods.

We cannot accept applications if they are made anonymously.

(1) Applications through the website (using a webform)

* It may take some days to determine the date and time of the appointment.

If you are not contacted within one week from the application date, please call the Student Affairs Division.

(2) Application via phone

(Phone Number: 050-5525-2064 (The Student Affairs Division))

(3) Application at the Student Affairs Division

Please directly visit the Student Affairs Division.

② Opening Days and Hours

Every Mon, Tue, Wed, and Friday *Monday: Only online council.

From 11:30 to 15:30

In principle, a time allocated for one counselling session shall be 50 minutes. Consultation organizations in the University or external consultation organizations shall be introduced to students as necessary.

(Note) As for issues require urgent attention, the Student Affairs Division shall provide consultation. So please contact the Student Affairs Division.

(Note) If it becomes clear that matters should be handled as a harassment, another organization called the Harassment Prevention and Countermeasures Committee shall handle the matters.

③ Place

Student Counselling Room (located on the 1st floor of the Ueno Campus Administration Office)

④ Counsellor

Experts in student counselling (licensed psychologist/clinical psychologist)

* Students can directly consult with student counsellors of each faculty and graduate school (teaching and other staff of the University).

1 Organization of the Student Counselling Room

The Student Counselling Room is a university-wide organization. With the vice president (education) serving as the head, the organization consists of students counselors, teaching staff from the Health Care Service Center, staff members from the Global Support Center who are appointed by the head of the Center and those who are deemed appropriate by the vice president (education).

The list of student counselors is posted on the website of the University.

▶https://www.geidai.ac.jp/life/consultation/counselling_room

2 Student Accessibility Service Office

▶https://www.geidai.ac.jp/life/consultation/special_needs

The Student Accessibility Service Office provides consultation regarding various matters such as classes, practical training, curriculum, credits and relationship within the university so that students can learn without any concerns. If you have any worries and concerns, do not worry about such matters alone and consult with the counsellor at the Student Accessibility Service Office. The Office can provide support in coordination with academic advisors, each faculty and graduate schools as necessary.

- I am often late for classes and cannot submit assignments by deadline.
- I am not good at some tasks at practical trainings.
- There are matters I cannot understand; however, I cannot judge if I can ask questions about such matters.
- I am frequently absent from classes and accordingly I cannot earn credits.
- I have led a student life while having a disability or suffering from an illness; however, my condition has changed and now I need support.
- I have gender dysphoria.

*If you have visual, hearing or speech impairments, physical disability, health impairment, physical weakness, multiple disabilities, developmental disability, mental disorder or other disorders (illnesses), you may be able to apply for and receive a reasonable accommodation.

A reasonable accommodation is a required change and adjustment to be made by organizations such as universities to ensure that students with disabilities can enjoy and exercise the right to receive education just like other students and to be provided to such students depending on their individual situations.

① Consultation Methods

- Directly visiting the office: If there is no other appointment, you can receive a consultation immediately.
- Making an appointment via email: Email address used only for making appointments:
g-support@ml.geidai.ac.jp

② Opening Hours/Location

Monday, Tuesday, Thursday and Friday: 9:00 to 16:00/ 1st Floor of the University Hall on Ueno Campus

③ Counsellor

Dedicated Coordinator (Licensed psychologist/Clinical psychologist)

3 STOP! Harassment

Tokyo University of the Arts aims for securing comfortable education, research and work environment by preventing various harassments!

1 What is Harassment?

If your behavior makes someone uncomfortable or feel that he/she is receiving disadvantages is considered as harassment, regardless of your intention. Harassment includes sexual harassment, power harassment, academic harassment and other harassments (such as alcohol-related harassment).

What is sexual harassment?

Sexual harassment means acts that cause the other person discomfort or disadvantages or deteriorate working, learning, teaching, research or extracurricular activity environments as a result of sexual language or behavior.

What are behaviors that constitute sexual harassment?

Sexual Language

- Bringing up the topic of physical characteristics (such as asking bust, waist and hip measurements)
- Spreading gossip about other's sexual matters and sexually teasing someone
- Asking about sexual experience or sexual life
- Causing discomfort to others by telling dirty jokes
- Using expressions such as "a man (or woman) shouldn't", "I cannot leave important work to women," or using terms such as "boy," "girl," "young lady," "old man" and "old woman" in a sexually discriminating context.

Sexual Behavior

- Forcing to have a sexual relationship
- Unnecessary physical contact
- Continuing to gaze at a person's body for an unusually long time
- Intentionally showing sexually explicit photos and articles or sending a letter, a facsimile and email that have sexual content
- Forcing a karaoke duet
- Forcing a person to serve tea, do cleaning and private business just because the person is female
- The academic advisor invites students to the laboratory in the name of tutoring, holding hands and touching the body.

Date DV

Date DV is violence that occurs in lovers and young people with close relationships, and it is a kind of sexual harassment.

What is Date DV?

- hit. Kick. bellow. Abuse.
- Check the contents of emails and phone calls, and restrict actions.
- Force kissing and sexual activity.

What is Power Harassment?

Power harassment means inappropriate and unfair language, behavior, instructions, orders and treatments (such as the infringement of the right of a subordinate or a colleague, or hurting the dignity of them) by using the authority, superior position or advantageous status in the workplace.

What are behaviors that constitute power harassment?

- Using violence against one's subordinates taking advantage of his or her position of authority
- Ordering one's subordinates to perform impossible tasks in terms of quantity and contents or to perform unreasonably low-level tasks
- Reprimanding one's subordinates too harshly and treating them coldly although they make only trivial mistakes
- Not giving required guidance to one's subordinates, refusing to have communication with them, or asking them excessively personal questions

What is Academic Harassment? (It is highly likely to occur at universities)?

Academic harassment is a problem that occurs at the education and research setting and refers to inappropriate and unreasonable words, behaviors, instructions, orders or treatment that violate the rights of persons under one's guidance to learn and conduct research or their rights related to their duties, or hurt their personal dignity.

What are behaviors that constitute academic harassment?

- Committing sexual harassment utilizing opportunities to provide guidance
- Unfair academic assessment
- Unfairly changing the name of an author of a paper
- Not allowing students to attend classes, not giving research guidance
- Purposely leaving someone out, corporal punishment, bullying
- Prohibiting or preventing students to participate in creative and research activities on the ground of unfair reasons
- Causing disadvantages to students on the ground of matters related to their privacy

What is alcohol-related harassment?

What are behaviors that constitute alcohol-related harassment?

- Forcing others to drink alcohol or forcibly invite others to join for a drink
- Forcing others to drink in one go
- Lack of consideration for those who cannot drink alcohol
- Troublesome behaviors by persons who are drunk

All other words and behaviors that violate fundamental human rights can be considered as harassment.

These behaviors will result in the deterioration of the education and research environment at Tokyo University of the Art that consists of students and teaching and other staff.

What should you do to avoid committing harassment?

- Respecting other persons' personality, regardless of their position and gender
- Not repeating the same words and behaviors if you find out that the other person shows his/her rejection or feels discomfort

2 If you feel you are being harassed

Please say "NO!!". Being patient or silent will not solve the problem.

If it is not possible to speak out directly, first consult with a reliable person. In addition, please do not hesitate to contact the Mento Counseling Desk or the Harassment Counselor.

Do not hesitate to consult with an advisor if you feel you are being harassed. Do not keep it all to yourself. Upon your request, the advisor or an appropriate organization in the University investigates the matter and consider the measures.

Those who are assigned by the President serve as an advisor. Advisors are assigned to Ueno Campus, Toride Campus, Yokohama Campus and Senju Campus and you can consult with any of these advisors.

Please be sure to check the explanation on the university website before consulting.

<https://www.geidai.ac.jp/life/consultation/harassment>

① Consultation Methods

In principle, the consultation takes the form of face-to-face interview; however, it can be done over the phone or by emails and letters. You can consult with any advisors, regardless of your faculty, division or campus.

② Interview

An advisor shall arrange the date, time and location of an interview based on the preference of a person seeking the consultation.

In principle, two advisors are present at the interview (at least one of them shall be an advisor of the same gender with the person seeking the consultation); however, if the person seeking the consultation wishes that only one advisor is present, the interview can be arranged that way.

* The list of advisors is posted on the website of the University.

Please visit the following URL: https://www.geidai.ac.jp/life/student_only

③ Privacy

The privacy of advisees shall be strictly protected. So, the consultation and the content of the consultation will not go out.

When proceeding with countermeasures such as requesting cooperation from related parties, be sure to obtain the consent of the counselor.

However, the exception is when there is a danger to the counselor or the people around him.

Points of Contact

General Affairs Division, Tokyo University of the Arts: Phone Number: 050-5525-2011

Student Affairs Division, Tokyo University of the Arts: Phone Number: 050-5525-2064

Email Address: h-sodan@ml.geidai.ac.jp

4 Health Care Service Center

▶<https://hoken-center.geidai.ac.jp/>

The Health Care Service Center provides students and teaching and other staff with medical consultation, health consultation, counselling and first aid treatment so that they can maintain and promote good mental and physical health.

The center is individually located at each campus. The Health Care Service Center is located at the back of the Student Affairs Division on the 1st Floor of the Administration Building of the Ueno Campus and the Health Care Service Center Toride Branch Office is located on the first floor of the Specialized Classes Building of the Toride Campus.

As for staff, a psychiatrist, a physician, a public health nurse and a nurse are stationed at Ueno Campus and a nurse is stationed in the Toride Office. A room in which people can take a rest at Senju Campus.

* The latest information shall be announced on the website of the Health Care Service Center (<http://hoken-center.geidai.ac.jp>) and bulletin boards placed in front of the Health Care Service Center located at Ueno Campus and the Health Care Service Center Toride Branch Office located at Toride Campus.

① Medical Consultation

Medical consultation is provided on Ueno Campus. It includes general medical care (mainly internal medicine), psychiatric care and counselling. These services are available to all students, regardless of their campuses. They can give first aid treatment in the event of an injury or sprains etc. (Doctors from the Ueno Campus visit the Toride Campus as appropriate.)

- General Medical Care (by appointment only): These centers mainly provide medical consultations by a physician; however, they provide consultation for a wide range of health conditions. They also issue prescriptions, introduce near-by hospitals and issue referral letters as necessary. In addition, influenza vaccinations (for a limited period only/by appointment only) are also available at these centers. Please feel free to use the centers.
- Psychiatric Care (appointments are required): Please feel free to consult with the psychiatrist if you suffer from sleeping problems, depression, interpersonal problems and have concerns about student life. Pharmacological therapy is also available. is available.
- Counselling (appointments are required): Psychotherapy, psychological tests and consultation regarding aptitude are available. Consult with the specialists if you have concerns and anxiety you cannot deal with by yourself. A psychiatrist will conduct an assessment and refer you to a counsellor if necessary.

② Medical Consultation Calendar

- **Ueno Campus: Health Care Service Center (Opening Hours: 8:45-17:00)**

Phone Number: 050-5525-2456

Department	Monday	Tuesday	Wednesday	Thursday	Friday
General Medical Care (Appointments are required)	Please visit the website of the Health Care Service Center (http://hoken-center.geidai.ac.jp) or see the bulletin board placed in front of the center.				
Psychiatric Care (Appointments are required)					
Counselling (Appointments are required)					

- **Toride Campus: Health Care Service Center Toride Branch Office (Opening Hours: 10:30-16:45)**

Phone Number: 050-5525-2547

Department	Monday	Tuesday	Wednesday	Thursday	Friday
General Medical Care (Appointments are required)	Please visit the website of the Health Care Service Center (http://hoken-center.geidai.ac.jp) or see the bulletin board placed in front of the Toride branch office.				
Psychiatric Care (Appointments are required)					

③ Health Consultation

You can consult with a nurse and a public health nurse regarding healthy meals and exercises. Contact each health center.

④ First-Aid Kit

You should prepare a first-aid kit. If you are living away from your family, what you can especially rely on when you feel sick or get injured is household medicines. If you have only a mild symptom or get minor injury, you can take household medicines stored in the first-aid box or give first aid to your injury and see how it goes for a while.

<Medicines and supplies to be prepared>

Medicine: cold medicine, painkillers (headaches/period pain), gastrointestinal medicine

External-use medicine: disinfectants, pain relief patches, anti-itch ointment

Medical Supply: thermometer, adhesive plaster, flu mask, nail clipper, scissors, tweezers, gauze, medical adhesive tape, bandage, cotton swab

* It is better to prepare those underlined ahead of others.

* Read precautions thoroughly before start taking or using medicines. Moreover, check medicines once a year and replace expired or old medications with new ones.

⑤ Health Insurance Card

Always take your health insurance card with you when you visit a medical institution. Also, have the information on your drug allergies ready when you visit the institution.

- Students who live away from their families:

If a health insurance card is not provided individually to each dependent of your family (only one insurance card is provided to the family), prepare an Insurance Card for Separately Living Dependent. You can apply for the issuance of the card to your health insurance society.

- International Students:

If you plan to stay in Japan for three months or more, please get a National Health Insurance card.

To join the National Health Insurance, please visit the local government (municipal government).

If you plan to stay in Japan for a short period of time or live abroad, check the coverage for medical services by international student insurance, etc. and be prepared.

* It is recommended you should prepare a phone number list for organizations such as local medical institutions, holiday/nighttime emergency hospitals and taxi companies, just in case.

⑥ Visiting a medical institution to see a doctor

Do not hesitate to visit a medical institution to see a doctor. If you have bad symptoms, your condition does not get better even after taking household medicines or you are worried about your symptoms, visit a Health Care Service Center or a medical institution as soon as possible.

The Health Care Service Center shall refer persons with conditions that require specialized treatment to other medical institutions located nearby or issues a referral letter for such persons.

⑦ Medical Institution Search Systems in Tokyo Metropolitan Area

You can search for the nearest medical institution by narrowing down the conditions (such as department/consultation hours).

Tokyo Metropolitan Medical Institution Information, Himawari (Available in Japanese, English and Simplified Chinese and Korean)

▶<http://www.himawari.metro.tokyo.jp/>

Kanagawa Medical Information Search Service

▶<http://www.iryō-kensaku.jp/kanagawa/>

Saitama Medical Information Provision System

▶<http://www.iryō-kensaku.jp/saitama/>

Chiba Medical Navi Simple Search

▶<http://www.iryō.pref.chiba.lg.jp/kensaku/SimpleSearch.aspx?sy=m>

Ibaraki Medical Institution Information Net Simple Search

▶<http://www.ibaraki-medinfo.jp/>

Emergency Hospital Referral Service (Tokyo Fire Department)

▶<http://www.tfd.metro.tokyo.jp/kb/index.html>

5 Periodic Health Checkup

All students are obliged to take a periodic health checkup based on the School Health and Safety Act and the General Rules for Student Life of Tokyo University of the Arts. Be sure to take a periodic health checkup every year to confirm your health condition. For more information, check the bulletin boards or the guidelines for periodic health checkups sent via emails to all students.

【Health Checkup Items】

① Health Survey (Questionnaire),

② Height Measurement, ③ Weight Measurement, ④ Eyesight Measurement, ⑤ Blood Pressure Measurement, ⑥ Physical Examination, ⑦ Chest X-ray examination, ⑧ Urinalysis, ⑨ Hearing test

* The eligibility to take ⑧ and ⑨ depends on the academic year in which you are admitted. Please check with the notice.

* Those who need to obtain a health checkup certificate (for reasons such as teaching practice, experiencing nursing care, proceeding to higher education, job hunting, scholarships, etc.) must take each and every item listed above (① to ⑦).

* The item ⑦ is not mandatory; however, it is recommended that students should also take the said examination to detect health abnormality at an early stage.

① Issuance of a health checkup certificate

A health checkup certificate based on the results of the regular health checkup in AY 2022 shall be issued in the period from Late May, 2022 to, March 31, 2023. The certificate may not be issued if you do not get a required re-examination or detailed examination.

(1) Issuance by using a certificate issuing machine

- Your Geidai ID and password (the same ID and a password as the one used when using the academic support system, CampusPlan) are required to use the machine.
- Eligible Persons: Students who receive a periodic health checkup in the academic year.
- Operating Hours: The same as the opening hours of the contact point
- Location of the Machines:
Ueno Campus: Student Affairs Division, Educational Affairs Section of Faculty of Fine Arts,
Educational Affairs Office of Faculty of Music,
Toride Campus,
Senju Campus,
Yokohama Campus

(2) Issuance at the Health Care Service Center

- It takes several days or weeks for a certificate to be issued.
- Eligible Persons:
Students who received a periodic health checkup in the academic year can request a health checkup certificate if:
there is a form (template) designated by the party to which the certificate is submitted;
an English certificate is needed; or
a certificate is needed before it becomes available from an automatic issuing machine.
- Reception: 8:45 to 16:45 on Weekdays
- Applicants:
Only students themselves can apply for the issuance of certificates at the counter. (due to the protection of personal information)

If there is a form (format) designated by the party to which a certificate is submitted, apply for the issuance of the certificate along with the requirements specified by the said party.

② Students who need a health checkup certificate although they did not receive periodic health checkups in AY 2022

Students shall individually visit a medical institution (a physician) by themselves to have a health checkup certificate issued. (All expenses shall be borne by students. Students shall directly contact a medical institution to inquire about the fee.)

- The periodic health checkup offered by the University includes ① Height Measurement, ② Weight Measurement, ③ Eyesight Measurement, ④ Blood Pressure Measurement, ⑤ Physical Examination, and ⑥ Chest X-ray examination. ⑦ Urinalysis (sugar, protein and occult blood) and ⑧ Hearing test (1000Hz and 4000Hz) will be added depending on the academic year in which you are admitted.

③ Students who participate in teaching practice and nursing care experience in AY 2022

The Educational Affairs Section of the Student Affairs Division shall submit your health checkup certificate to the party at which you do teaching practice or have nursing care experience. (As long as you receive a periodic health checkup, you do not need to have the certificate issued or apply for the issuance of the certificate.)

* In the following cases, the Health Care Service Center is unable to help you, unfortunately. Please visit a medical institution (internal medicine clinic) by yourself. In each case, fees will vary depending on medical institutions (and will not be covered by health insurance). Please plan ahead of time.

- When you need a certificate for an item not included in the periodic medical checkup (antibody test for measles and rubella, stool test for bacteria, etc.). (It takes more than a week to get the certificate issued.)
- Vaccinations for measles, rubella, etc. (It takes about a month for the vaccine to be effective.) (See p.49 VII ㉗—㉘Prevention of infectious disease by vaccinations)

6 Career Support Office

Career Support Office cooperates with faculties, graduate schools, the Health Care Service Center, etc. to support students and alumni in career development and job hunting.

Specific support available is as follows.

1. Provision of corporate recruitment information and internship information

For current students and students that graduated in the last three years

2. Consultation on career and job-hunting

Career and job-hunting advisors give advice to students regarding various issues related to career and job hunting (such as how to proceed with job-hunting activities). Use the career consultation service if you have any concerns about your future course or job-hunting activities (matters such as preparations to be made).

The methods of using the career consultation service shall be as follows.

① Application Method

Apply for the consultation service through any of the following methods.

- (1) Application at the Student Affairs Division: Directly visit a counter of the Student Affairs Division.
- (2) Application over the phone: The Career Support Section of the Student Affairs Division (050-5525-2071)
- (3) Application by email: syusyoku@off.geidai.ac.jp

② Date and Time of the Consultation

Every Monday, Wednesday and Thursday

Monday, Wednesday: 10:00-16:00, Advisor: Career Advisor of the University

Thursday: 11:30-15:40, Advisor: Job Supporter (Hello Work Job Placement Office to Help New Graduates)

45 minutes to 50 minutes per session.

③ Place

Career Consultation Booth (located in the 1st basement of the University Hall on Ueno Campus)

④ Matters you can seek advice at the consultation are as follows.

- (1) How to proceed with job-hunting activities and the schedule,
- (2) Lifestyle and workstyle,
- (3) How to research and narrow down industries and occupations,
- (4) Efforts toward internship,
- (5) Human resources sought by companies (basic ability to work in society),
- (6) Self-analysis and self-expression,
- (7) Purposes and evaluation criteria of job interviews

Additional support is provided mainly regarding matters such as the correction of documents to be submitted (curriculum vitae, entry sheet, self-expression, reason for application), mock job interview (to grasp the key points and measures for individual and group job interviews and for practice), the methods of obtaining the latest information (such as job vacancies, companies and various seminars) as necessary.

3. Career and job-hunting support seminars

- To think about your future career and career path: “Career Path Seminar for Geidai Students”
- Basic course for job hunting activities: “Guidance on Job-hunting Activities for Geidai Students”

- Preparation courses for various job-hunting activities: "Internship Preparation Course," "Vocational Aptitude Mock Test," "Portfolio Creation Course"
- Company information sessions offered on campus: Joint company study seminars, seminars and information sessions offered by individual companies

4. Career path survey at graduation

- A career path survey is conducted in March at the graduation of prospective graduates, and the aggregated results of the survey are published on the website of the University as "Career Path Trends in the Last Five Years."
- The survey asks the prospective graduates if they would welcome visits from current students of the University. The University asks the alumni that would welcome visits from current students of the University to do so.

VII. Measures Against Disasters/Accidents

1 Handling of Classes during Weather Warnings

►https://www.geidai.ac.jp/life/courses/lecture_cancellation

Handling of Classes during Weather Warnings

(Approved by the Education Promotion Department on July 10, 2015)

When any of “a storm warning and a heavy rain warning,” “a storm warning and a flood warning” or “an emergency warning (regardless of types of emergency warnings)” (hereafter referred to as weather warnings) are issued in the areas where the University campuses are located due to reasons such as a case when a typhoon is approaching, classes of the University shall be handled in the following manner.

① Suspension of classes due to weather warnings

- (1)When the weather warning is canceled on and before 6:00 AM: All classes shall be held that day.
- (2)When the weather warning is canceled on and before 10:00 AM: Classes shall be held only from the afternoon that day.
- (3)When the weather warning is not canceled even after 10:00 AM: All classes shall be cancelled that day.
- (4)When the weather warning is issued after the commencement of a class, all classes after the said class shall be cancelled that day.

② Classes to be affected when weather warnings are issued in the following areas

- (1)Classes held at the Ueno Campus: Taito-ku, Tokyo
- (2)Classes held at the Senju Campus: Adachi-ku, Tokyo
- (3)Classes held at the Toride Campus: Toride-shi, Ibaraki Prefecture
- (4)Classes held at the Yokohama Campus: Yokohama-shi, Kanagawa Prefecture

③ In addition to the above, classes may be cancelled due to special circumstances at the discretion of the president.

④ Notification methods for the cancellation of classes

- (1)The information shall be posted on the official website of the University or sent to all students through Geidai email.
- (2)The notification to students who are taking a class at that time shall be made through school announcement within the campus.

⑤ Responses to be taken for classes held at places other than the above campus areas such as an ancient art research tour

- (1)As for classes held at places other than the above campus areas such as an ancient art research tour, accompanying teaching staff of the department and teaching and other staff of the local facility shall mutually discuss and determine the responses to be taken (such as the cancellation of the tour) based on the above provisions regarding each campus after confirming the tour route and weather condition of the day.

(Note) Each student should confirm the cancellation of the weather warnings through media coverage (such as television, radio and the Internet) and the website of the Japan Meteorological Agency.

Supplementary Note: These handling procedures shall be applied on and after July 14, 2015.

2 In the event of earthquakes and evacuation

When an earthquake occurs, the most important thing is to first protect yourself. Then, when the shaking stops, try to act calmly while bearing in mind the following matters.

If you are outside, you should judge if you can go home. If you think it is possible, just go home and if you think it's not, evacuate to the University or the nearest designated evacuation center.

* Refer to the Disaster Response Manual of Each Campus.

▶ https://www.geidai.ac.jp/life/student_only

① Protect yourself.

- Move away from windows (glasses) or shelves (that may be overturned).
- Hide under a desk (to avoid falling objects).
- Cover your head with you bag etc.
- Move away from chemicals.
- Move away from buildings, block walls and vending machines.

② Calmly grasp the surrounding situation.

- If there is an outbreak of fire.
- If there are any injured persons.
- If the building is safe enough to stay inside.

③ Act in accordance with the Disaster Response Manual of each campus.

- Never use an elevator.
- Do not rush out the building.
- Stay calm as you move.
- Be careful of falling objects.
- Cover your mouth with a handkerchief or the like to prevent inhaling smokes and dusts.

④ Confirm the following matters at the time of evacuation

- Turn off all sources of fire and confirm it again.
- Confirm if there are any persons left in the building (calling out to each other).

⑤ Evacuate to an evacuation site

(1) Stay in the University Premises: Act in accordance with instructions of teaching and other staff.

(2) Evacuate to a designated evacuation center in the area: Act in accordance with instructions of the staff of each center.

- Once you become able to contact the University or your academic advisor, notify them of your safety.

⑥ Judgement as to whether you can go home

- If it is possible, contact your family member before you head home.
- Go home in accordance with the instruction of the University staff or the staff of the evaluation center.

Q. Is it possible to go home by walk? (a rough indication for a walkable distance is 10km)

Yes → Go home

No → Stay at the University or a place designated by the evacuation center staff.

(obtaining accurate information)

3 About safety confirmation

In the event of disasters (such as a large earthquake), Tokyo University of the Arts shall conform the safety of enrolled students and the situation of damages. Accordingly, as soon as you become able to contact the University or your academic advisor, be sure to contact either of them to notify your safety.

① **If an earthquake occurs when you are in the University premises and evacuate to the evacuation area in the University.**

- If you know anyone left in the building, immediately notify teaching and other staff of the matter.

② **If an earthquake occurs while you are commuting.**

- Basically, go home.
- Go to the University if you are close to the University.
- As soon as you become able to contact the University or your academic advisor, contact either of them to notify your safety.

③ **If an earthquake occurs while you are at home.**

- After the shaking stops, contact the University or your academic advisor to notify your safety.

④ **Notification from and to the University**

(1) Official website of the University: <https://www.geidai.ac.jp/>

All information from the University shall be posted on the official website of the University.

(2) Email Distribution

The Student Affairs Division or the Educational Affairs Section shall send an email to your Geidai email address and the secondary email address to confirm your safety. So be sure to send a reply to such email.

(3) twitter (@tokyo_geidai)

Contact: General Affairs Section, Student Affairs Division

Phone Number: 050-5525-2068

E-mail Address: gakusei-soumu@ml.geidai.ac.jp

⑤ **Overseas Travel Notification Form**

In order to enable the University to confirm the safety of students, the University asks students to submit an overseas travel notification form for the purpose of grasping the situation of their travels.

Accordingly, students travelling abroad shall enter their travel information into a web form before departure.

Types of overseas travels subject to the registration

(1) Studying abroad during a leave of absence

(2) Travels made as a part of the University events (enter travel information even if it is a 2- or 3-day trip to participate in events such as an academic conference).

(3) Independent overseas training tour (such as language training during long-term holidays)

(4) Private overseas travel (sightseeing)

* Please also register your information on the Tabi-Regi website (overseas travel registration) of the Ministry of Foreign Affairs if you travel overseas for a short term.

▶ <https://www.ezairyu.mofa.go.jp/tabireg/>

* Students shall be responsible for the number of days absent or problems regarding earning of credits and accidents during and due to studying abroad, overseas travels and temporarily returning home.

* As for students receiving Japanese Government (MEXT) Scholarship and Honors Scholarship for Privately Financed International Students, if they leave Japan throughout a month (from the beginning of the month till the end of the month) (if their attendance cannot be confirmed), the scholarship for the said month cannot be provided.

* Always try to check the situation of the destination country in advance to confirm the safety before traveling abroad.

4 Matters to be attended in the event of a fire

① Reporting

If you discover a fire, first let people around you know the fire with a loud voice and go to a fire alarm with a red light installed in the hallway on each floor, then break the glass of the fire alarm and press the button.

② Evacuation

In the event of a fire, the fire alarm is activated when a fire is reported or automatically from smoke or heat detectors. First, check the situation on smoke development and then promptly evacuate using the stairs. Never use the elevator.

If an announcement is made within the campus, follow the instructions.

Moreover, escape chutes are placed in some rooms on 3rd or higher floors and if the stairs cannot be used, go to the rooms with a sign indicating the location of an escape chute, deploy the chute and ask someone on the ground for help to check if the escape chute is ready for use and then promptly escape using the chute.

After you evacuate, report the situation (such as the number of persons who are still remaining in the building and whereabouts of such persons) to the fire fighters.

Fires and earthquakes occur unexpectedly and therefore it is important for you to always try to check signs and displays and actively participate in evaluation drills in your daily school life to prepare for such disasters.

5 Actions to be taken in case of ballistic missiles flying to Japan

If missiles are about to hit Japan possibly, J-ALERT system provides people with emergency information through devices such as emergency municipal radio communication system, and such information is also sent to their mobile and smart phones by means of registered email, emails to be sent to persons in specific areas, and early warning emails.

① When you receive a message from J-ALERT system, stay calm and take action immediately.

- When you are outside: Go into a nearby building or underground.
(Note) It is recommended you go into a sturdy building; however, if you cannot find such buildings, you can go into any buildings.
- If you cannot find a building nearby: Lie flat on the ground and protect your head, or take cover under anything that might offer protection.
- When you are inside: Stay inside well away from windows or stay in a windowless room.

② When a missile landed in nearby area

(1)When you are outside: Cover your nose and mouth with cloth. Immediately evacuate the impact area and take refuge in a sealed building or move toward the windward side.

(2)When you are inside: Stop ventilators, close windows and seal up the room.

③ Websites to be referred to

<Cabinet Secretariat Civil Protection Portal Site>

▶<http://www.kokuminhogo.go.jp/>

<How to confirm whether you can receive J-Alert, and measures to be taken when you cannot receive it>

6 Prevention of accidents during activities such as mountaineering and swimming

Activities such as mountaineering and swimming always involve some kinds of risks.

The number of accidents are increasing as more and more people engage in these activities every year. Accordingly, when you go to the beach or the mountain, you should not underestimate the risks and be fully prepared through careful planning and sufficient equipment and act carefully. You should avoid acting alone and instead act in a group in a disciplined manner under an experienced leader to prevent tragic accidents such as going missing in the mountain and death by drowning. Especially, if you prepare a plan and go to mountaineering or go to training camps, be sure to submit the action plan to the Extracurricular Support Section, the Student Affairs Division no later than 5 days prior to the departure date (you can obtain the form at the Student Affairs Division).

When you climb a mountain, be sure to submit the Mountain Climbing Registration Form to the local police station. Moreover, if you are a member of sports clubs, such as Alpine, Karate, Rugby, and Football clubs, the activities of which involve some kinds of risks, be sure to take out an insurance such as a sports safety insurance.

Such insurances include an accident insurance offered by the Sports Safety Association, which covers accidents during sporting activities and a domestic travel insurance that covers accidents during mountaineering, training camps and practices.

For further details of the contents, contact the Extracurricular Support Section, the Student Affairs Division.

7 Infectious diseases to be prevented at schools

▶<https://www.geidai.ac.jp/life/infection>

please check the latest information on the university homepage and follow the action guidelines about COVID-19.

Infectious diseases to be prevented at schools shall be categorized as follows in Article 18 of the School Health and Safety Act, and the suspension period for those who have contracted such diseases are specified in Article 19 of the said act to prevent the spread of such diseases.

Also at Tokyo University of the Arts, students who have contracted or are suspected to have contracted the following infectious diseases shall be suspended based on the provisions of the said act to prevent the spread of such disease.

However, consideration is given to students who are absent due to the above reasons so that they do not need to suffer disadvantage from the absence if they go through the prescribed procedures.

Japan still has a high incidence of tuberculosis (TB) in particular compared to other advanced countries and is categorized as a medium-burden country for TB. Please take a periodic health checkup every year for early detection.

① Infectious diseases to be prevented at schools (Articles 18 and 19 of the School Health and Safety Act) (*...Vaccination available)

Class	Name of Diseases	Suspension Period
Class 1	Ebola hemorrhagic fever	Until the disease is completely cured
	Crimean–Congo hemorrhagic fever	
	Smallpox	
	South American hemorrhagic fever	

	Plague	
	Marburg disease	
	Lassa fever	
	Poliomyelitis	
	Diphtheria	
	Severe Acute Respiratory Syndrome (SARS Coronavirus)	
	Middle East Respiratory Syndrome (MERS Coronavirus)	
	Covid-19	
	Specific Avian influenza	
Class 2	Influenza *	Until 5 days have passed after the onset of symptoms and 2 days have passed after the temperature returns to normal
	Whooping cough *	Until the distinctive cough disappears, or 5 days of appropriate antibiotic treatment is completed
	Measles *	Until 3 days have passed after the temperature returns to normal
	Mumps *	Until 5 days have passed since the onset of swelling of the parotid, submandibular, or sublingual glands and overall condition improves
	Rubella *	Until the rash disappears
	Chickenpox *	Until all the blisters scab over
	Pharyngoconjunctival fever	Until 2 days have passed after major symptoms disappear
	Tuberculosis	Until a physician determines the condition to be non-infectious.
Meningococcal meningitis *	Until a physician determines the condition to be non-infectious.	
Class 3	Cholera	Until a physician determines the condition to be non-infectious.
	Shigellosis	
	Enterohemorrhagic Escherichia coli infection	
	Typhoid	
	Paratyphoid	
	Epidemic keratoconjunctivitis	
	Acute hemorrhagic conjunctivitis	
	Other infectious diseases	

② Various procedures to be carried out if a student has contracted or is suspected to have contracted an infectious disease

Procedure 1: Fill in the Form for the Notification of Absence Due to Infectious Diseases.

(1) If you visit a medical institution and are diagnosed with any infectious disease listed in “diseases to be prevented at schools” or as being suspected of having contracted such infectious disease, fill out and submit the form immediately.

► <https://www.geidai.ac.jp/life/infection>

For Covid-19, please check the latest information on the university homepage and follow the action guideline.

(2) Do not go out and do take a rest and follow the instructions of your physician until it is confirmed you are cured or you are safe to go out (until you are permitted to attend your class by your physician).

Procedure 2: Submission of a Permission to Return to School Form (or a medical certificate).

(1) When you start attending classes again after you are cured, submit a Permission to Return to School Form (or a medical certificate containing the date from which you are permitted to return to school) to the Educational Affairs Section of your faculty (or graduate school).

<https://www.geidai.ac.jp/wp-content/uploads/2013/07/kyoka2018.pdf>

For Covid-19, please check the latest information on the university homepage and follow the action guideline.

(2) In case that you visit a medical institution on suspicion of any one of infectious diseases listed above and are not diagnosed with the said infectious disease, you shall be given special consideration for absence until the name of the disease you are suffering from is identified.

* The special consideration shall be given on the premise that the procedure 1 has been completed.

③ Prevention of infectious disease by vaccinations

Some of the infectious diseases to be prevented at schools listed in the table presented in the previous pages can be prevented by vaccination (vaccine), but you are required to take a certain number of vaccinations against each of them.

Please check your immunization history and other medical history in public records, such as the Mother and Child Health Handbook, to see if you have a sufficient number of vaccinations. Measles, in particular, is highly infectious, and there was a major measles epidemic primarily among college students in 2007–08, with a number of classes being canceled.

At present, the risk of infection still exists, with cases of imports from overseas. There have been recurrent rubella epidemics, mainly among those over the age of 20, and babies with congenital rubella syndrome have been born from individuals that had been infected with rubella during pregnancy. For both men and women, against measles, rubella, chickenpox, and mumps, vaccination is recommended, if you do not know whether you have been vaccinated twice or whether you have been infected.

In addition, when you plan to live in a dormitory or other group in Japan or abroad, it is recommended that you be vaccinated against meningococci. When you go abroad, it is recommended that you be vaccinated against diseases depending on where you go. If you would like to get vaccinated, you can do so at a medical institution (internal medicine clinic, pediatric clinic, travel clinic, etc.) (The cost will vary depending on medical institutions).

Diseases	Number of Vaccine Doses	Major complications you may have if you are infected
Measles	2	Pneumonia, Middle ear infection (otitis media), Myocarditis, Encephalitis
Rubella	2	If a mother contracts the disease, it may result in fetal congenital anomalies.

Chickenpox	2	Pneumonia, Central nervous system complications
Mumps	2	Meningitis, Pancreatitis, Orchitis, Ovaritis
Influenza	Every Season	Pneumonia
Meningococcal meningitis	1	Invasive meningococcal infection (sepsis and meningitis)

④ Measures against other infectious diseases

The global situation of the spread of infectious diseases is constantly changing. Accordingly, you should take appropriate measures based on the latest and accurate information and comply with matters notified by the University (if any). You should also maintain your daily routine to keep your body strengths and take basic precautions such as avoiding sources of infection (such as measures against mosquito bites), cough etiquette and washing hands to prevent you from contracting infectious diseases and the spread of such diseases.

Moreover, the number of syphilis (sexually transmitted infection (STI)) patients mainly in their 20's has rapidly increased since 2015 in Tokyo. Through STI, you can be infected with multiple pathogens including HIV at one time, and both men and women can be a source of infection even if their symptoms are minor.

Acting based on correct knowledge can prevent the risk of contracting such diseases.

Measures against mosquito-borne diseases (Basic precautions to prevent insect bites)	<p>Wear clothes to cover your skin: Wear long-sleeved shirts and long trousers.</p> <p>Use of mosquito repellents: application of insect repellent spray and cream, use of mosquito insecticide and mosquito coils.</p>
Cough etiquette to prevent contact transmission and droplet transmission Avoid the "Three Cs" etc.	<p>< Infectious epidemic period ></p> <ul style="list-style-type: none"> ● Frequently wash your hands with soapy water or disinfect your hands ● Wear a mask and keep a proper distance between people. ● Disinfection of common items. ● Ventilation of the room. <p>< Even if it's not in epidemic period ></p> <ul style="list-style-type: none"> ● Wear a mask if you have a cough. ● Cover your nose and mouth and turn your head away from others when you cough or sneeze to prevent droplet transmission. ● Put used tissues in a dust bin with lid. ● Wash your hands immediately after using them.

8 Health-related preparation required before travelling overseas

You may get injured or contract diseases anywhere, anytime; however, medical systems that would address your needs and sanitary conditions vary from country to country. The situation of the spread of infectious diseases changes from moment to moment. Be sure to confirm the latest information of your destination at the time of preparation of your travel plan and before departure, regardless of whether you conduct outdoor activities or indoor activities, or your destination is an advanced country or an emerging country.

Many of vaccinations recommended depending on your destinations require two or more doses, which takes a long time to complete. In addition, the timing of taking preventive (oral) medications (such as anti-malaria drug) is important. Be prepared well in advance before departure (including preparation for your chronic disease, vaccinations, confirmation of a travel insurance).

① **Information on your chronic disease or health condition: The information shall be prepared so that you can explain it in the local language of your destination or English**

Ask your physician to prepare the patient referral document in English.
Write the information by yourself and carry it with you. Reference: Jiko Kinyu-shiki Anzen karte (Personal Clinical Record) (For adults/students) ISBN-13: 978-4990095307, 978-4990095338

② **Information sources to be confirmed at the time of preparing the travel plan and before departure**

Overseas travel safety information (by country/area)	Overseas Safety Website, Ministry of Foreign Affairs	http://www.anzen.mofa.go.jp/
Medical institutions and life environments at destinations	World medical situations, Ministry of Foreign Affairs	https://www.mofa.go.jp/mofaj/toko/medi/index.html
Travel insurance	Recommendation of purchasing overseas travel insurance, Ministry of Foreign Affairs	https://www.anzen.mofa.go.jp/c_info/hoken.html
Situation of the spread of infectious disease, information on medical services and vaccination requirements etc. by destination	In order to stay healthy overseas 【Quarantine Information Office, Ministry of Health, Labour, and Welfare of Japan】	http://www.forth.go.jp/
	International Travel and Health 【WHO】	http://www.who.int/ith/en/
	CDC Traveler's Health 【U.S.】	http://wwwnc.cdc.gov/travel/
	Fit for Travel 【UK】	http://www.fitfortravel.nhs.uk/
Medical institutions where vaccinations are available/ travel clinics	Japanese Society of Travel and Health →A list of travel clinics (A list of medical institutions in each prefecture)	http://jstah.umin.jp/
	Travel clinic (Medical consultation before travel)	Search for “travel clinics”
Comprehensive overseas health-related information	<i>Ryoko Igaku Shitsumon-bako</i> [Travel medicine Q&A] (Compiled by Japanese Society of Travel Medicine ISBN 978-4-7583-0422-1)	Housed in the university libraries on Ueno and Toride Campuses.
	A guide to prevent infectious diseases for persons travelling overseas and returning to Japan -Infectious diseases travelers should be careful to avoid contracting and measures (Tokyo)-	http://www.fukushihoken.metro.tokyo.jp/iryo/kansen/yoboguide.html

	Overseas Safety Pamphlet/Materials (Overseas safety website of the Ministry of Foreign Affairs)	https://www.anzen.mofa.go.jp/
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③ Matters to be attended after returning to Japan

Reference: Partially modified excerpts from “A guide to prevent infectious diseases for persons travelling overseas and returning to Japan-Infectious diseases travelers should be careful to avoid contracting and measures (Tokyo)-“

After returning to Japan, you may have symptoms such as diarrhea and other gastrointestinal symptoms, abnormalities of the skin, cough, high temperature and a jet lag. It is important to wake up in the morning on the local time of your place (to get sunlight and eat meals) to recover from jet lag.

(1) When you have symptoms after returning to Japan

If you are not feeling well and have concerns about your health (such as high temperature and diarrhea), consult with the quarantine station at the airport/port.

(2) Health Management after returning to Japan

There is an incubation period (period between exposure and development of initial symptoms) of infectious diseases. The length of the period differs depending on diseases and it may take some time before travelers feel sick after returning to Japan. Some serious infectious diseases may threaten the life of not only yourself but also people around you. Accordingly, carefully observe your health condition for at least 2 weeks after returning to Japan.

(3) When symptoms appear immediately after returning to Japan

If you feel sick and see a doctor, be sure to tell the doctor your overseas travel record.

Also tell the doctor matters such as the length of your stay, foods and drinks you consumed at your overseas destination, work experience and details of activities at your overseas destination, whether or not you had contact with animals and vaccinations received.

9 Response to security incidents

If you notice any security incidents such as cases where your computer is infected with computer virus and your account is compromised, immediately report the incident through the following website.

▶<https://amc.geidai.ac.jp/ict/secform/>

VIII. Matters to be attended to concerning student life

1 Safe Living

In recent years, crimes (such as bank transfer scams, lock-picking and stalking) occur on a daily basis. You probably think that it cannot be happening to you; however, scam tricks have become so diverse that anyone can be a victim at any time. Under such circumstance, it is important for each of us to be fully aware of what is happening in the society and consider how we should handle such situation in advance.

1 Scams and dishonest business practices

The total number of consumer affairs consultations regarding fraud and fraudulent business practice reaches approximately 900,000 per year.

It is believed that many of scam victims never receive consultations and accordingly the number of cases is expected to be higher.

In scams and dishonest business practices, scammers try all possible means to deceive you. The following matters are important to avoid being a fraud victim: Do not make decisions by yourself, consider the whole thing seems too good to be true, and do not believe any suspicious stories.

① Fake invoice scams

It is a scam conducted in a way that scammers send you emails to demand a payment by insisting that you have not paid the usage fee or they file a suit against you unless you pay the fee. It can be suspicious if the details of the payment are not clearly stated in the invoice or they try to stir your anxieties by saying that they start your background check or visit your school or company, or they ask you to send the money by post as Letter Pack or by home delivery service. It is important not to accept a suspicious invoice nor to contact the sender of the invoice.

② Beware of tempting offers to earn money easily!

Lending name for executing a mobile phone contract, malicious paid email-exchange service sites, easy side jobs using the Internet, information products advocating that you can make money, abuse of the business of introducing a person that can act as guarantor, cashing of credit shopping quotas.

③ Cooling-off System

If consumers fell for fast-talking sales pitches and ended up purchasing products or were forced to execute the contract, the system gives a chance to calm down, think it over again and to cancel the contract during a certain period (for example, 8 days or 20 days) without any conditions.

(Note) Note that it is not necessarily mean that all contracts can be cancelled under the cooling off system.

If you have any suspicions or become a victim, do not worry about the matter alone and ask for advice at any of the following organizations.

National Consumer Affairs Center of Japan Website: <http://www.kokusen.go.jp/>

Consumer Affairs Agency Website: <http://www.caa.go.jp/>

• Consumer Hotline: 188

Japan Legal Support Center Website: <http://www.houterasu.or.jp/>

• “Houterasu” Call Center: 0570-078-374

2 Religious Cults etc.

There are religious cults that try to recruit students (especially new students and boarding students) by pretending as if they are the University’s extracurricular clubs. Some of these cults initially invite

students to join extracurricular activities such as music, sports or volunteer activities in a friendly manner without identifying themselves as a religious group or organization, and when the opportunity comes, they take such students to their office (facility) where they are brainwashed without their realizing it. If you join such groups, you not only waste your precious time but also suffer mental, physical and financial burden and, as a result, you may end up wasting your precious time as a student.

These cults often use skillful techniques to approach students and accordingly, you should have a strong will to refuse their invitation.

If you think there is something wrong, or you think the group is suspicious, or you are invited to join such group, contact the Extracurricular Support Section of the Student Affairs Division (050-5525-2068).

3 Troubles related to SNS etc.

Even if you post something on the Internet without much thought, you may be held liable for various matters such as the leakage of personal information, defamation, invasion of privacy, breach of confidentiality. Once you post something on the Internet, you cannot delete it. You are the only one who selfishly believes that you are not being watched; there is no complete anonymity and security on the Internet. You should always have responsibility and common sense when using the Internet.

① Matters to be attended to when using SNS

- (1) Do not infringe on other's copyrights and privacy and disclose confidential information.
- (2) Do not post immoral opinions and messages that may constitute slander and libel.
- (3) Do not accept all information as true without question; do confirm it well so as not to be swayed by false rumors.
- (4) Fully understand the risks when registering and distributing information under your real name.

4 External Points of Contact for Consultation

① Police Non-emergency Help Hotline for Concerns and Problems (#9110)

The Police Department has set up a general advisory center, which provide consultation services regarding various matters related to the safety of our life. If you have any concerns about security and your everyday life (although you are not involved in an accident or an incident), use the police non-emergency help hotline (#9110). The phone number, #9110, is a nationwide phone number directly connected to a point of contact for consultation such as a the general advisory center of a prefectural police which has jurisdiction over the area, and they will put you through to the department in charge depending on types of your consultation.

The phone number "110" is a direct-dial emergency phone number. Call #9110 (non-emergency help hotline) for non-urgent inquires and consultations.

2 Smoking is prohibited on all campuses

▶<https://www.geidai.ac.jp/life/jyudokitsuen>

To prevent exposure to second-hand tobacco smoke, the Act on the Partial Revision of the Health Promotion Act was announced on July 25, 2018, and enforced at facilities including schools in July 2019.

Since July 1, 2019, the University has banned smoking on the entire campus, in light of the fact that it is an educational research institution where students, including minors, study. Even outside the campus (on the nearby roads, etc.), please do not smoke so as not to disturb the people in the

surrounding area. Thank you for your understanding of and compliance with the rule to prevent exposure to second-hand tobacco smoke.

3 What if you become an offender?

In your daily student life, there may be cases where you cause traffic accidents or troubles unintentionally or you commit crimes or illegal (wrongful) acts against your better judgment.

In such cases, the relief of a victim is prioritized; however, especially for cases that result in serious accidents or incidents (such as cases where a victim is seriously injured or that result in the death of a victim), you should also give sincere response to the family of the victim.

Moreover, the University has a responsibility as an institution to give you guidance and education and accordingly has to take prompt response (such as confirmation of the situation and giving response to a victim) even if you are on holiday when an accident or incident occurs (regardless of whether you are in Japan or abroad) or such accident and incident is not related to your study.

If you become a party at fault, you need not only to bear social responsibilities as an individual but also to coordinate with the University. Accordingly, you should bear in mind the following matters.

- ① If you cause an incident or accident, in any case, immediately report it to your academic advisor, a laboratory to which you belong, the Educational Affairs Section of your faculty and the Student Affairs Division.
- ② The University shall give response to the victim depending on the details of the incident and accident.
- ③ Disciplinary action
Needless to say, if a student becomes a party at fault, the student is subject to the legal punishment just like other working adults. In addition to the legal punishment, the University may impose disciplinary actions on the student such as reprimand, suspension and withdrawal from the educational perspective based on the University Regulations and the Regulations on Disciplinary Actions Imposed to Students.

4 Troubles related to part-time jobs taken by students

There have been an increasing number of incidents where students are involved in troubles during their part-time jobs and volunteering activities and accordingly students should be careful not to be involved in such troubles.

There were some such cases in the past. For example, a student was entrusted with the planning, operation and fund management during the part-time job related to events and was not able to make enough profit from the sales of tickets etc. and, as a result, the student ended up with debts such as student loan, or a student thought he/she was just engaged in volunteering activities such as cleaning activities; however, the student was actually forced to join a cult and fell in a situation where he/she was not able to withdraw from the cult.

In these cases, clever tricks are used to approach targets, and here are some examples:

- Giving targets a title (business card) which make them feel they are socially recognized and accordingly making them believe that it is a promising job
- Flattering targets' vanity by telling them that they are given a responsible position and then imposing an unreasonable burden
- Pretending as if it is a normal extracurricular club, inviting targets to join activities to fully develop a feeling of fellowship and then suddenly dragging targets into a situation where they cannot easily contact people outside through occasions such as workshops

Students shall bear in mind the following matters and be very careful not to become a victim of such incidents.

1. Say yes or no clearly.
2. Think over what the other person says and do not give your word without much thought.
3. Carefully consider the activities yourself.
4. Carefully consider whether the burden of a requester is commensurate with your burden.
5. Do not feel secured even if a famous company name is mentioned.
6. Be particularly careful about money-related matters.
7. Carefully consider what may happen in the future before you take action.
8. Consult with teaching staff or the Student Counselling Room staff immediately if you think something is wrong.

If you are carelessly involved in a trouble and there are delays in responding to the trouble, you may result in suffering from serious mental damage and cause a great deal of trouble to your friends and parents.

Extracurricular activities are important in your career development; however, you should be fully aware that such activities always involve risks and act carefully.

5 Theft on the campuses

Tokyo University of the Arts endeavors to prevent crimes (such as theft) through efforts such as identification of persons entering the campuses, locking the entrance doors to buildings, practice rooms and ateliers and providing lockers so that students and teaching and other staff can concentrate on their education and research activities without any concerns; however, unfortunately, there have been cases of thefts within the campuses and there was also a case where the equipment (costed several hundred thousand yen) lent out from the University to a student was stolen.

In many of such theft cases, victims had their bags (with their purses inside), musical instruments or equipment stolen while they were temporarily away from the practice room or atelier leaving these articles unattended. Moreover, theft cases fluently occur in spring and autumn when new classes commence and the campus is bustling with students. Even if you think only someone you know (students and teaching and other staff) have access to a certain place, there is a possibility that various people may come in and out of the place and accordingly you should be careful as if you are in the street.

Students and teaching and other staff shall bear in mind the following matters to prevent thefts.

- **Always keep your valuables (such as your purse) close.**
- **Be careful not to have your belongings stolen when you put them on a table etc. to secure your place or space in practice rooms, ateliers and canteens.**
- **Take some measures such as keeping expensive musical instruments, gears, and equipment lent out from the University to you in a locked room, your own locker or a temporary locker for musical instruments.**

If you have your belongings stolen, do not suffer silently and immediately inform your friends, the campus office, the teaching staff room or the gatehouse of the matter. Also take necessary actions regarding theft cases (such as reporting the case it to the police). These procedures may be required when you claim the insurance money and can serve as a reference for the University to prevent the reoccurrence of such incidents.

6 Matters to be attended to when soliciting donations and sponsors

If you raise funds for creating your work or holding a concert partially by soliciting donations and sponsors, you should be fully aware of the responsibility for receiving support and carry out the project while bearing the following matters in mind.

- ① Thoroughly consider matters such as the purpose of and how to proceed with the project and the method of managing the fund and be well prepared to fulfill accountability to supporters. It is important to develop an appropriate plan to avoid excessive burden and to establish an implementation structure depending on the size of each project.
- ② Do not violate other persons' rights such as copyright, neighboring rights, portrait rights, design right, trademark right, and be fully aware of the risk of your ideas being stolen.
- ③ When using services such as crowdfunding, confirm the terms of service in advance to understand the scope of your responsibilities in order to avoid unnecessary troubles.
- ④ If you plan a project in which the name and assets (such as facilities and equipment) of the University are used or plan something to return the favor to your supporters, you shall consult with the Educational Affairs Section or the Student Affairs Division in advance and obtain required permissions from the University.

7 Other Matters to be Attended to

1 Lost Property

If you have lost or found money or property in the campus, immediately notify the matter to the Student Affairs Division or the Educational Affairs Section of each Faculty.

2 Methods of communicating information to students

In principle, various information to be communicated to students shall be posted on bulletin boards or Geidai e-mail. Be sure to always check information posted on bulletin board when you arrive at or leave the campus.

Bulk emails to be sent from the University

As for information regarding important academic affairs such as class cancellations due to weather warnings and notifications for seeking applications for scholarships (such as study abroad) and other urgent matters, bulk emails shall be sent to your Geidai email address and the secondary email address. Be sure to regularly check emails and read the body of such emails. For the registration of the second email address, refer to Chapter II (Basic information), Section 2 (Geidai Account) of this handbook.

3 Driving a car onto the campus

In principle, driving a car onto the campus is strictly prohibited.

IX. Education and Research Facilities of the University

1 University Libraries

▶<https://www.lib.geidai.ac.jp/>

The University Library was first founded by integrating books housed in Tokyo Fine Arts School Library and the Library Section of Tokyo Music School when Tokyo University of the Arts was founded in May 1949.

The library has a collection of approximately 400,000 volumes and art-related references account for 80% of all the collection. In addition to art and music books, the collection also includes books of paintings, music scores and a large number of audio-visual medias, such as CDs, LPs, LDs, DVDs, and videos.

The main library and the branch library are located at Ueno Campus and Toride Campus, respectively. The main library is located in the International Resource Center of the Arts (IRCA) located on the left side after entering through the main gate of the Faculty of Fine Arts. The library has approximately 350,000 volumes, approximately 180,000 volumes of which are located on open-access shelf and visitors can pick up these books and music scores.

The Main Library on the Ueno Campus

2nd Floor of A building: Service Counter, Open-Stack Reading Room, Audio-Visual Booth, PC Booth etc.

1st Floor of B building: Learning Commons

Mezzanine Floor: Learning Commons, Reading Seats

2nd Floor: Open-Access Shelf

3rd Floor: Open-Access Shelf

The library is located on the third floor of the Media Classes Building on the Toride Campus. The library has a collection of approximately 50,000 volumes, centering on arts books. Visitors can freely pick up most of the materials in the open-stack reading room.

1 Opening Hours (In the brackets are the times when you can request materials in the archive.)

The Main Library on the Ueno Campus:

Monday to Friday: 9:00-20:00 (9:00-18:30)

Monday to Friday during examination periods: 9:00-21:00 (9:00-19:00)

Monday to Friday during holiday periods: 9:00-17:00 (9:00-16:45)

Saturday: 9:00-17:00 (9:00-16:45)

The Branch Library on the Toride Campus:

Monday to Friday: 9:00-20:00

Monday to Friday during holiday periods: 9:00-17:00

Saturday: Closed

2 Closed Days

- Sundays, Public Holidays and summer break
 - Campus festival days
 - Year-end and New Year Holidays
 - Library maintenance period (Spring admissions period)
 - Saturdays (the Branch Library on Toride Campus only)
- * The information on temporary closures shall be posted on bulletin boards.

3 Photocopying Service

Monday to Friday: 9:00-12:30, 13:30-15:30 (The service is not available on Saturdays).

4 Reference Service (reference service/information retrieval), Interlibrary loan (ILL) service (Article/Book request)

Monday to Friday: 9:00-12:30, 13:30-17:00 (The service is not available on Saturdays).

Library Collection (Volumes)

Breakdown of Material

(As of March 31, 2020)

Category	Volumes	Category	Volumes
Japanese and Chinese Books	220,349	LaserDisc	1,130
Western Books	65,551	Videotape	1,087
Music Scores	72,515	Microfilm	1,400
Records	10,572	Microfiche	3,702
Compact Disks	13,564	DVD	2,384
Total			392,254

For further details, refer to the library guide

2 The University Art Museum

►<https://museum.geidai.ac.jp/>

The origins of the Tokyo University of the Arts' art collection date back to 1887, prior to the foundation of its predecessor, Tokyo Fine Arts School. The collection currently consists of over 30,000 items. These art materials were stored at the University Library formally called "Bunko."

In 1970, the Art Materials Section was separated from the library and the Art Museum was established, as music-related materials from the Tokyo Music School era (originally housed in the Faculty of Music) were added to the collection. The staff at the Art Museum has ever since continued to research, preserve, and publish art materials as a joint effort involving both the Faculty of Fine Arts and the Faculty of Music.

However, the repository became crowded as the number of art materials increased. There were increasing internal and external demand for the improvement of the deteriorating facilities, and the establishment of an enhanced exhibition space commensurate with the scale of the collection. In 1996, the construction of the New Building of the Art Museum began. Then, in 1998, the Art Museum was transformed into the University Art Museum to expand both the activities of the facility and the existing organization.

The University Art Museum now creates new value by collecting and conducting research on works of art and related materials. In addition, the museum uses the safest methods possible to preserve materials for future evaluations. The museum publicizes the results of the arts research conducted through a variety of promotional activities. These activities form the core of the University Art Museum's operations. In addition, the University Art Museum at Tokyo University of the Arts endeavors to function as an experimental art museum, unprecedented in Japan. The inherent qualities of the arts university provide a unique environment where production, education, and research can thrive.

1 Entry to the University Art Museum during the exhibition periods

Students of the University can enter the museum by presenting their student ID.

2 Use of items in the museum collection

Students who wish to study and research the museum collection (such as viewing, reproduction, photo shooting, film shooting) to write graduation thesis or create graduation works can use such items by obtaining approval of their academic advisor and permission from the director of the museum. (For further details, contact the administration section of the University Art Museum).

The University Art Museum publish annual reports, bulletins and catalogs of exhibitions.

The major art collection can be searched online via the University Art Museum Art Collections Database.

3 Art Collection

The University Art Museum houses the following art works, specimens and materials.

(As of March 31, 2021)

Classification	Quantity	Classification	Quantity	Classification	Quantity	Classification	Quantity
Designated Cultural Properties	33	Metal Works	1,825	Various Craft Works	556	Student Works (Music)	21
Eastern-style Paintings, Original	1,971	Lacquer Works	1,265	Design	25	Student Works (Film and New Media)	14
Eastern-style Paintings, Copy	5,208	Ceramic Works	812	Various Specimens	838	Wooden blocks	9
Western-style Paintings	1,327	Textiles	237	Photographs	516	Replicas	1,281
Prints	685	Architectural Materials	195	Photographic Plates	79	Rubbings	454
Calligraphies	55	Archeological Objects	488	Plaster Samples	379	Research Materials	6
Sculptures	1,346	Student Works (Fine Arts)	10,241	Musical Materials	327		
Total							30,193

(Note) The above quantities are based on the number of items registered in the ledger.

4 Each facility of the University Art Museum

① Ueno Campus Phone Number: 050-5525-2200

Main Building:

Steel reinforced concrete building with 4 stories above the ground and 4 stories below the ground, Gross floor area: 8,719.76 m²(constructed in May 1999 and designed by Kijo Rokkaku)

Chinretsukan Gallery:

2-story reinforced concrete building, Gross floor area: 429 m²(constructed in May 1929 and designed by Shinichiro Okada)

Masaki Memorial Gallery:

2-story reinforce concrete building, Gross floor area: 534 m²(constructed in July 1935 and designed by Yoji Kanazawa)

* The Masaki Memorial Gallery was constructed as an exhibition hall in commemoration of long-term service by Mr. Naohiko Masaki, the fifth president of Tokyo Fine Arts School (present Tokyo University of the Arts).

② **Toride Campus** Phone Number: 050-5525-2543

Toride Annex:

3-story steel reinforced concrete building, Gross floor area: 2,945 m²(constructed in September 1994 and designed by Kijo Rokkaku)

3 Public Collaboration Center

▶<https://sharen.geidai.ac.jp/>

In addition to the provision of education and research, universities are required to contribute to the development of society as a whole. As such, Tokyo University of the Arts provides opportunities for members of the public to become familiar with art by way of public exhibitions, concerts, and open courses. The university also receives various additional offers and requests, such as faculty member participation in public councils, production and exhibition of artwork, environmental, spatial and product design, conservation and restoration of cultural assets, and a variety of performances; from solos to orchestras. Established in April 2007, the Public Collaboration Center serves as a general contact point for such activities, receiving requests from outside the university, providing information about the university and coordinating with the general public.

The center also conducts activities to promote culture and art in Japan by actively collaborating with local communities and industry. One such example is the production of “Geidai Arts in Marunouchi, Tokyo” event, among other projects that utilize the university’s human and artistic resources.

4 Performing Arts Center

▶<https://www.pac.geidai.ac.jp/>

The Performing Arts Center was founded in April 1997 as Studio for Innovative Creation in order to produce creative space for musical performances and comprehensive performing arts in the Sogakudo Concert Hall through collaborations beyond the boundaries of faculties (Faculty of Fine Arts and Faculty of Music). As one of the contact points for distributing information to the society, the center is engaged in planning and producing various concerts and promotional activities which include the presentation of learning and research achievements of the University. It also holds exchange classes regarding performing arts for students.

5 Sogakudo Concert Hall

▶https://www.geidai.ac.jp/department/center/performing_arts_center

The Sogakudo of the Former Tokyo Music School had been used for a long period of time as a place for practice and presentation of achievements since its foundation in 1890; however, due to the expansion of forms of musical performance as well as to the deteriorating condition of the building, the former hall was demolished in 1984 and relocated and rebuilt inside the Ueno Park.

The current Sogakudo Concert Hall of the Tokyo University of the Arts was newly built as a new concert hall. We consider that the entire hall should act as one giant musical instrument to create the harmonious acoustics and accordingly the entire ceiling above the audience seating is movable, enabling the acoustic characteristics of the hall to be adjusted according to the music being played or the type of performance.

Moreover, a pipe organ built by French company, Garnier (with which classical as well as modern organ music can be performed) has been installed in the hall.

1 Admission to concerts held at the Sogakudo Concert Hall

Student can enter by applying in advance. (Applications will not be accepted depending on the concert.)

① How to apply

Please check the homepage of each concert and apply from the [Application Form]

<https://www.geidai.ac.jp/event/sogakudo>

- * You need to log in to your Tokyo University of the Arts account.
- * If there are many applications, it will be a lottery.
- * Application is limited to once per person.
- * All seats are reserved. you cannot choose a seat.
- * Please note that you will not be able to apply if the application acceptance period has expired.

② How to enter

After applying from the [Application Form], we will inform you of the concert code, seat number (result in the case of lottery), etc. by e-mail.

Present the concert code in the email at the reception desk of the Sogakudo Hall, and hold your "Student ID" over the card reader until you hear a sound.

- * Student ID (IC card) is required for admission.

6 Training Center for Foreign Languages and Diction

►https://www.geidai.ac.jp/department/center/foreign_languages

The Training Center for Foreign Languages and Diction provides students with various classes and learning support programs to develop language skills required to play an active role on the global stage.

① Foreign Language Courses

At the training center, foreign language courses (English, German, French and Italian) are available at intermediate and higher levels. For further details of the courses, refer to Appendix (Information on the Training Center for Foreign Language and Diction) and the syllabus in the academic support system, CampusPlan. If you wish to take any of the above courses, register through the CampusPlan during the course registration period.

② Private Lessons

Students can receive training in pronunciation and rhythm of stage language such as those used in the lied, and support to write and present a paper in foreign languages (30 minutes per session). Registration is not required, and reservations are accepted at the teaching staff room (4-201, Building IV, Faculty of Music) of the center.

③ Lending out of Foreign Language Educational Materials (Books, DVDs, CDs)

Students at the University have free access to the foreign language educational resources such as reference materials for foreign language examinations and novels for extensive reading. Some of materials cannot be lent out; however, students can read such materials in the reference room (4-202, Building IV, Faculty of Music).

④ General Information

Eligible Users: Students and teaching and other staff of the University

Opening Hours: Monday to Friday 10:00 to 7:00 *Closed during Spring and Summer holiday periods of Faculties

▶<https://amc.geidai.ac.jp>

As a shared facility of the University campuses, the Art Media Center (initially founded as the information processing center in April 2000 and then renamed the Art Media Center) conducts tasks such as the management and operation of the campus information network (internal LAN=Acanthus) that connects Ueno, Toride, Yokohama, Senju and Nara Campuses, the provision of lectures and workshops using information media and fabrication equipment and the provision of supports for the information distribution using information technology as its daily operation. Moreover, the center also works together with various faculties and departments to provide supports for the promotion of information-oriented system in the University (such as cloud computing system and archiving). The center is operated under the policy of enhancing the security, promoting the openness and improving the information literacy.

The following services are available to students and teaching and other staff of the University.

For the information on how to use the Geidai account, please refer to the materials distributed at the time of the enrollment or the website of the Art Media Center.

① Information Infrastructure

Management of Geidai account IDs, issuance of passwords and reissuance of passwords

Application for the use of a mailing list (teaching and other staff only)

Application for connecting network equipment (static IP) (teaching and other staff only)

Application for setting up a website using the Geidai subdomain (teaching and other staff only)

Application for using eduroam (world-wide wireless LAN roaming service)

② Education and Research Support

Use of the Computer Room, Sound Studio Facility

Use of fabrication equipment and video equipment

Lending out of equipment (*The equipment to be lent out by the center differs from items lent out by the Student Affairs Division and the Toride Campus Administration Office.)

Training sessions regarding the use of equipment and software/Workshops regarding creative activities

③ Lectures available at the Art Media Center

Subjects regarding the teaching profession, how to use information equipment and information media etc.

Opening Hours: Monday to Friday 11:00-19:00

* The information on matters such as opening days during holiday periods, lectures and events shall be posted on the website of the Art Media Center.

8 The Institute of Ancient Art Research

The ancient art research is one of the important fields in the art education. In the art education, it is essential for students to learn about excellent classical art, such as structures, paintings, sculptures and craft dating from the Asuka period and each period thereafter in the history of Japan, which are still existing mainly in Nara and Kyoto.

The founder of Tokyo Fine Arts School (a predecessor of the University), Tenshin Okakura, was already aware of the importance in 1897 and strived to establish a branch school in Nara City. After that, successive presidents continued to have an earnest desire to establish a laboratory or a branch schools in Nara City.

As the successor of the School, Tokyo University of the Arts took over the challenge, and finally succeeded in holding the administrative jurisdiction over the building of the university library of the former Nara Gakugei University (current Nara University of Education) on March 1, 1960. Then, the University fully refurbished the building and opened the Nara Institute on September 13, 1960, which has been utilized as a base for ancient art research tours made by students of the Faculty of Fine Arts and also as an ancient art research facility for teaching staff and students.

In April 1965, the Nara Laboratory was developed into the Institute of Ancient Art Research; however, due to aging of structures, the building was reconstructed into a 3-storey reinforced concrete building and the reconstruction work was completed in March 13, 1972. There used to be Kofukuji-Kitain Temple at the site and accordingly the excavation of buried cultural properties was conducted during the construction work and as a result many items were discovered.

A priority is given to the use of the facility during ancient research tours and researches conducted by teaching staff; however, when such tours and researches are not conducted, students can also use the facility when making their study trip. Accordingly, if you wish to use the facility, go through the required procedures.

Please contact the Institute of Ancient Art Research for details on the use.

- Location:
6 Noboriojicho, Nara City, Nara Prefecture, 630-8213 (located adjacent to the Nara Prefectural Cultural Hall)
- Facility:
3-story building, 958.7 m2, Capacity: 40 students
- Phone Number:
050-5525-2779

X. Alumni associations

1 Mori no Kai, Faculty of Fine Arts, Tokyo University of the Arts

The Mori no Kai was initially established as an organization consisting of alumni of the former Tokyo Fine Arts School and Tokyo University of the Arts in 1986 and the organization was renamed the Mori no Kai in 1987.

The Mori no Kai consists of former students of Tokyo Fine Arts School and former and current students of the Faculty of Fine Arts of Tokyo University of the Arts. The purpose of the Mori no Kai is to promote the fine arts, researches and the further development of the University and deepen the friendship among members.

Members:

Approximately 17,500 (existing members)

Main Activities:

Issuance of a directory of alumni of the University (distributed to the said alumni), Issuance of a bulletin entitled "Mori", Post Card Correspondence, Granting the "Mori" awards to excellent works and papers at the graduation and completion work exhibition (graduation exhibition), Publication of a collection of graduation and completion works (presented to the said graduates and persons), Holding of lecture sessions, Support for ancient art research tours, Presenting a badge to new members as a token, Holding of a graduation party, Disaster aids

Officers:

Chair: Katsuhiko Hibino (Dean of the Faculty of Fine Arts)

General Secretaries: 35 members

Accounting Auditors: 2 members

Student Secretaries: 38 members

Secretariat:

The office is located in Tokyo University of the Arts

Phone/Fax Number: 03-5685-0600 (extension) 2915

E-mail: info@morinokai.com

2 Doseikai, Faculty of Music, Tokyo University of the Arts

The Doseikai is organized by alumni of the Faculty of Music of Tokyo University of the Arts and its predecessor Tokyo Music School. The purpose of the Doseikai is to promote the music and researches through activities such as granting the Doseikai award to excellent graduates every year, holding of concerts of new musicians (newly graduated students recommended by the Faculty of Music), sponsoring recitals of members, issuing a directory and an annual bulletin and accordingly contribute to the development of the University and to deepen the friendship among members.

Foundation:

April 1896

Number of Members:

Approximately 12,500 (existing members)

Officers:

Chair: Joji Ko

Managing Directors: 7 members

Directors/Councilors: 96members,

Student Secretaries: 8members

Secretariat:

The office is located in Tokyo University of the Arts

Phone/Fax Number: 03-3821-3924 (extension) 5171

E-mail: info@doseikai.jp