

Essential reading: To all members of Student Clubs

This booklet includes various advice and precautions as well as details of procedures for Keio students as members of Student Clubs.

Please ensure that club members are aware of its details by circulating the booklet, etc.

The booklet can also be viewed at the following website:
<http://www.gakuji.keio.ac.jp/life/dantai/>

I. Important notes on Student Club authorization audits

Below is a summary of important notes relating to Student Club authorization audits, with which all Student Clubs are requested to familiarize themselves.

1. Official authorization procedures

The schedule for official authorization of AY 2019 applications is as follows.

Authorization schedule

- Distribution of related materials from late March through early April
- April 22 (Monday)-April 26 (Friday) Note (1) Document submission
- Late May Interview screening
- July 1 (Monday) Notification of authorization audit results (by post, from Student Affairs Center)

Note (1) will vary by affiliated campus, federation, etc. Please refer to the Keio University Student Website for more details

*Only a documentation audit will be conducted for student groups renewing their authorization if there are no outstanding issues.

Interview screenings will be conducted for clubs that are being monitored or are subject to disciplinary action, and for any other club for which it is also deemed necessary.

Clubs to be interviewed will be notified following receipt of their application.

*Student Clubs which intend to either “suspend operations” or “dissolve” should inform the Student Life Services Section at their base campus by the end of April.

*Student Clubs which have yet to be officially authorized but are planning to apply for the first time must confirm in advance whether they meet the eligibility criteria:

<http://www.gakuji.keio.ac.jp/life/dantai/index.html#anchor04>

2. About Student Club Chairpersons

Student Club Chairpersons are required to be tenured Keio faculty members such as Professors, Associate Professors, or full-time faculty members of equivalent standing. If the Chairperson cannot maintain day-to-day contact, and is thus not in a position to offer instructions or leadership for reasons such as being on administrative leave or sabbaticals, it is requested that another faculty member be appointed as Chairperson or that a Substitute Chairperson be elected during the period in which they are absent.

It is required to submit a Notification of Changeover of Student Group Chairperson to the Student Life Services Section at the base campus for the Student Club when appointing a new Chairperson or Substitute Chairperson. Groups are also required to submit this notification when a Substitute Chairperson's term has concluded. →

Refer P.12

Note that a single faculty member is limited to three concurrent appointments as Chairperson for different Student Clubs.

* Download the form from the Online System for Student Club Activities.

3. Student Officers

A Student Club must appoint one Student Officer to serve as the student representative of the club responsible for coordinating its overall operations. The role of Student Officer is an important executive position, and appointees will serve as the liaison for the Chairperson and university while also ensuring the safety of members during club activities.

The requirements to become Student Officers are as follows:

➤ Undergraduate student (full-time degree student) of Keio University

Note also that it is required to submit a Notification of Changeover of Student Officer when a new Student Officer will be appointed. New Student Officers should receive appropriate guidance in completing all materials, and these should be submitted only with the consent of the Chairperson. → Refer P.12

The Chairperson and the Student Officer are responsible for the safe operations of the club, and must see to the safety of club members and those in their surroundings at all times, including during activities and attendant preparations, transit, catering, and lodging.

Any accidents resulting from insufficient planning or other provisions could lead to questions about the legal or moral culpability of the Chairperson from guarantors (guardians) or the victims as the "dereliction of safety duties." The Chairperson, Student Officer, and club members will remain in mutual contact and institute all possible measures to prevent unforeseen accidents.

4. Membership

Full Membership of Student Clubs is only available to undergraduate students at Keio University. However, it is possible for graduate students, students enrolled in correspondence courses, and Keio alumni to become Associate Members or Special Members.

- Eligible/non-eligible for membership (can or cannot join)
- Undergraduate students (Full Membership)
- Graduate students (Associate Membership)
- Students enrolled in correspondence courses (Associate Membership)
- Japanese Language Program (JLP) (Associate Membership)
- Short-term international students (Associate Membership)
- Alumni (Special Membership)

All persons falling outside the above scope

No other persons are eligible for membership of Keio Student Clubs, particularly students of other universities. It is strictly prohibited for persons who are not qualified members to take part in club activities. Personal Accident Insurance for Students Pursuing Education and Research, in which this university is enrolled, will not apply to injuries, etc., sustained by students from other universities participating in club activities (i.e. this is for Keio Students only).

Note, however, that it is possible to take part in training camps with groups affiliated with other universities that have been authorized and receive official guidance or direction.

In such cases, it is required for the Student Club to complete attendant procedures, including submission of a Notification of Off-campus Student Activities, on each occasion that such activities are scheduled to take place. The counterpart club must also complete the procedures prescribed by their institution. Student Clubs are additionally requested to confirm that the insurance in which the counterpart club is enrolled will apply (health insurance in which counterparts are enrolled will not apply to Keio students; while Keio Health insurance will not apply to students of other universities.)

For details of health insurance, please refer to page 10 of “Personal Accident Insurance for Students Pursuing Education and Research.”

5. Activities content

Club activities deemed to fall under any of the following situations cannot be officially authorized:

- ① Activity is considered to be undertaken as an affiliate of an off-campus organization.
- ② Any proceeds generated by activities are distributed to individual members or unfairly paid to a specific organization.
- ③ Activity undertaken differs completely to the intended purpose of club activities.

Note: If any of the above circumstances become apparent following official authorization, appropriate measures will be taken which may include “club dissolution,” “revocation of authorization,” or “suspension of activities.”

6. Other

In any given year, a portion of Keio students are responsible for causing nuisances (disturbing the peace/destruction of property) following graduation ceremonies; during the orientation period for new students, and the evenings before and after Keio-Waseda baseball games; during the period of the Mita Festival; and during overnight training camps when the university is closed over the summer and spring break periods. Accidents involving alcohol also take place.

Student Clubs and individuals who become involved in inappropriate behaviors will be dealt with severely by the university. Please ensure to keep a close eye on any potential nuisance behaviors.

(Refer) Announcements of application calls/functions/courses

The Student Affairs Center holds candidate calls for the President’s Award and Koizumi Sports Encouragement Award, as well as administering the President’s Cup Softball Tournament and projects, etc., exclusively for Keio students. Summaries of these schemes are provided below for your reference. For more details, enquire at the Student Life Services Section at each campus

◎ The President's Award

The President's Award commends, within the scope of the wide-ranging activities of students, outstanding achievements that set an example for other Keio students or equivalent contributions in various fields, including academia, art, and social and cultural activities, separate from their formal studies as part of the university curriculum or athletic pursuits. Application calls typically begin in mid-October, with applications accepted through to mid-January of the subsequent year. Details of schedules, etc., will be made available on the Keio University Student Website (Student Life [News]) and bulletin boards.

◎ Koizumi Sports Encouragement Award

The Koizumi Sports Encouragement Award is awarded to groups or individuals not affiliated with the Keio University Athletic Association which have contributed to raising the prestige of Keio University through outstanding and health-promoting individual sporting endeavors. Application calls typically commence in mid-October, and are accepted through to mid-November. Details of schedules, etc., will be made available on the Keio University Student Website (Student Life [News]) and bulletin boards.

◎ Student Affairs Center projects

The Student Affairs Center has a variety of projects in place intended to expand the scope of interactions among Keio students themselves as well as those with Keio faculty members. Events to date have included the “Skiing/Snowboarding Trip” and the “Tour of areas associated with Yukichi Fukuzawa–Nakatsu/Nagasaki.” Ensure to keep an eye on the Keio University Student Website (Student Life “Events Page”) and campus bulletin boards for details of these upcoming official Keio University events.

◎ President's Cup Softball Tournament

The President's Cup Softball Tournament is held with the objective of promoting the physical fitness of Keio students and deepening mutual exchange.

The tournament is divided into the “All-Keio Qualifiers,” which are open to all undergraduate and graduate students, and the “Finals,” which bring together the triumphant teams from the faculty and All-Keio qualifiers. The All-Keio Qualifiers typically take place in early September, with the Finals taking place in early December. A detailed schedule and recruitment call for participating teams will be made available at the following website:

Keio University Student Website (Student Life “Events”)

<http://www.gakuji.keio.ac.jp/life/event/index.html>

◎ Student Affairs Center course, “Responsibility and Risk Management in Student Life”

Many perils lie in wait as part of student life. In this course, experts in various fields expound on the kinds of problems in which students in particular can easily become embroiled. As this is an on-demand course, including the final examination, no classes are held in classrooms. You are invited to take this course whenever it suits you.

Students will be presented with the text, “Source of honorable character and a model of wisdom and virtue.” This is a text which explains in simple terms the philosophy and

character of Keio's founder Yukichi Fukuzawa. Through this class, students can learn about the dignity of their station as Keio students and pass their days at Keio safely with a sense of pride in such status.

Topics covered in this class are shown below. Please take the time to explore the syllabus, which includes detailed descriptions in addition to these topics. Search by "Mita" as campus and "Student Affairs Center, Research Centers and Institutes" as the faculty for the course.

List of topics

■ Source of honorable character and a model of wisdom and virtue

Professor Keita Yamauchi, Faculty of Nursing and Medical Care

Associate Professor Takeyuki Tokura, Fukuzawa Memorial Institute for Modern Japanese Studies

■ Prevention of alcohol-related accidents

Professor and Physician Hirokazu Yokoyama, Keio University Health Center

■ Drug use and abuse

Associate Professor and Physician Yuki Nishimura, Keio University Health Center

■ Mind control

Professor Kimiaki Nishida, Faculty of Psychology, Risho University

■ How to avoid harm from exploitative part-time jobs

Part-time work in labor law

Professor Megumi Naito, Department of Law, Faculty of Law

■ Mental health in university students

-How to effectively deal with stress

Professor and Physician Yoko Hamada, Faculty of Environment and Information Studies

■ Internet literacy

Associate Professor Kunitake Kaneko, Department of Information and Computer Science, Faculty of Science and Technology

■ Prevention of lifestyle-related diseases

Department of Internal Medicine, School of Medicine

Senior Assistant Professor/Assistant Professor and Physician Takeshi Kanda

■ Towards a harassment-free campus

-Leading a pleasant and fulfilling student life

Lawyer from Apple Law Offices

Naoko Yatabe

■ Sexual health management

International Health Care, National Center for Global Health and Medicine
Nurse/Tenured Researcher Narumi Hori

* Confirm in the Course Registration Guide whether you are eligible to register and the conditions for taking the course, and enquire at the service desk at your faculty's Academic Affairs Section if you remain unclear about any details. Enquire with the coordinators at the Student Life Services Section, Office of Student Services, Mita Campus regarding class content and how to register.

II. Notes on extracurricular activities

Please pay particular attention to the below points in the course of Student Club activities both on and off campus.

1. Internal rules of the university

Various rules and regulations are in place at Keio University and Student Clubs are required to comply with these rules at all times. Examples of rules and regulations which are of relevance to Student Clubs are given below:

1) Article 183, Undergraduate Faculty Rules and Regulations

① Student-run clubs in academic, cultural, and sporting domains shall be officially authorized where appropriate.

② Officially authorized groups shall be chaired by a full-time faculty member such as a Professor, Associate Professor, or person of equivalent standing.

2) Regulations regarding student clubs, assembly, and bulletins

Article 1 Campus Group refers to self-governing student clubs, cultural groups, sports clubs, etc., active in the domains of student life, academic pursuit, culture, and physical education, and which conform with and have the potential to contribute to the realization of the objectives of Keio University.

Article 2 Students shall report to the President when organizing a group on campus by filling in the necessary items on the prescribed form and submitting the group regulations alongside a list of its executive officers in duplicate.

Article 3 The President will confer the rights of an "officially authorized Student Club" on groups recognized as having the potential to contribute to the realization of Keio's educational objectives.

Article 4 Students or Student Clubs intending to assemble either on or off campus shall fill in the necessary items on the prescribed form and receive the President's permission to do so, in principle, at least four days prior to the scheduled assembly.

Article 5 Students or Student Clubs intending to engage in activities including

petitioning for signatures, fundraising, campaigning, posting of bulletins, fly-posting, or sales of commodities, either on or off campus, must report such activities to the Dean of their faculty, and comply with any subsequent instructions.

Article 6 If a Student Club is found to contravene the objectives of Article 1 or to be in violation of the instructions of the Dean of their faculty, appropriate actions may be taken such as the revocation of the club's authorization, suspension of the club's right to use facilities, dissolution of the club, suspension of the club's posting privileges, or any other actions deemed appropriate.

3) Keio University (Mita) regulations on use and management of the Student Club Room (can be consulted at the service desk at Mita Campus)

*In addition to the above, various internal agreements and rules for the administration of Keio University facilities are in place. Please enquire at the service desk of the Student Life Services Section at respective campuses for more details.

2. Deterrents for inappropriate behavior

If behaviors in violation of the university rules and regulations or laws and ordinances, or behaviors not befitting those of a Student Club, are identified, appropriate measures will be taken such as "dissolution," "revocation of authorization," or "suspension of activities" of the group as needed in addition to reprimands from the university.

Furthermore, the affiliated faculty of both the individual students implicated in inappropriate behaviors, and Student Officers who neglected to provide the necessary guidance and safeguards, will be informed, and both may be subject to reprimands and punitive measures.

3. Alcohol consumption

There have been numerous alcohol-related incidents that resulted in students tragically losing their lives at Keio University in recent years. The majority of incidents involving deaths from alcohol consumption at universities have been caused by acute alcohol poisoning from "down-in-one" drinking.

Down-in-one drinking, whereby members of a drinking party are egged on to drink alcohol in a single go in order to liven up the proceedings is extremely dangerous, and leads to excessive alcohol consumption. Even if one doesn't engage in such practices, drinking alcohol can have a negative impact on health depending on one's physical condition. If you are consuming alcohol at a social gathering of a Student Club, such as a welcome party for new members or a training camp, please maintain an awareness of

the necessity to moderate alcohol consumption.

In addition, while you are undoubtedly aware that underage drinking is against the law, neither engagement in nor encouragement of this behavior in others will be tolerated. Keio University will take punitive measures against any illegal behavior.

① Important: Precautions regarding alcohol consumption (Keio University Student Website)

<http://www.gakuji.keio.ac.jp/life/dantai/inshujikotaisaku.html>

② Prevention of acute alcohol poisoning (Keio University Health Center website)

<http://www.hcc.keio.ac.jp/ja/health/health/attention/alcohol.html>

4. Behavior during Keio-Waseda Baseball Games (Tokyo Big6 Baseball League) and game nights

Keio-Waseda Baseball Games which bring the Tokyo Big6 Baseball League to a close are set to take place on June 1 (Saturday) to June 2 (Sunday) during the Spring season and on November 2 (Saturday) to November 3 (Sunday) during the Fall season. Keio-Waseda Baseball Games are an all-Keio event with a strong tradition. While we hope that you will join in with the enthusiastic support at the Jingu Stadium, in any given year numerous incidents occur in Ginza, Shibuya, Hibiya, and in the neighborhood of the Meiji Jingu Baseball Stadium on the nights before games or at parties on the nights of the games themselves. Serious disturbances to neighborhood residents from the behavior of Keio students such as staying overnight to secure places, damaging property, and making an unreasonable amount of noise late at night in the vicinity of the Meiji Jingu Baseball Stadium have been reported. There have also been reports of Keio students seriously injuring themselves while drunk. Many accounts of and complaints about such behaviors are received by Keio from the authorities, including the police, as well as neighborhood residents. Addressing any damage caused by such behaviors will be the responsibility of the individuals involved.

The Keio-Waseda Baseball Games Support Committee puts safeguards in place each year to help prevent Keio students coming to harm. However, this committee is made up of people who are themselves Keio students and there is a limit to the efforts to which they can go. We strongly ask you to refrain from such nuisance behavior and request that you make every effort to prevent situations like these arising among other Keio students.

We strongly urge you to maintain an awareness of the dignity of your station as a representative of Keio University if you encounter such scenes.

5. Notes and precautions on university festivals

When participating in student festivals (Mita Festival, Yotsuya Festival, Yagami Festival, Tanabata Festival, Shiba-Kyoyaku Festival), strictly ensure that behavior respectful of local residents and shopkeepers is maintained, while remaining in compliance with the rules set out by the respective organizing committees. Talking in loud voices while spread out over public walkways, and holding drinking parties and leaving trash in locations such as children's parks are major nuisances to local residents. Exchanging money at amusement centers for the purpose of obtaining change for stalls is an infringement on the business rights of the proprietors and may be punishable by law.

6. Appearance requests for Student Groups

If a Student Club receives a request to appear at an event, it is recommended that its members both carefully consider the suitability of this as a Student Club activity and enter into a contract before any such appearance goes ahead. There have been many incidents of problems arising after appearance requests have been accepted without first properly confirming the credentials of the requesting party, event organizer, and the event itself.

7. Hosting of trips by Student Clubs

Legislation is in place to regulate both the planning and recruitment of participants in trips by persons without appropriate qualifications. In addition to the legal implications, the hosting of trips deviates from the scope of activities for Student Clubs and these are strictly prohibited by the university due to the potentially grave repercussions from any accidents.

This holds true even if the stated purpose of the trip is field work, volunteering, or social contributions as opposed to tourism.

8. Practice sessions, training camps, etc.

Student Clubs should give ample attention to the safety of their members and those in their surroundings during club activities, particularly during the activities themselves, but also during transfers and overnight stays. While each member of the group must also assume their personal responsibility, this fact should be deeply impressed upon the Student Officers in particular.

1) Noise disturbances

Please strictly ensure that club activities that involve noise or loud voices (instrument practice, chanting, flutes, etc.) do not constitute a disturbance to classes, exams, or study. Even if using designated practice spaces, you are requested not to leave windows or doors open if there is potential for the activity to create noise or involve loud voices. In addition, please take the utmost care to ensure that you do not disturb the daily lives of local residents. Please strictly adhere to the designated activities times.

2) Notes on off-campus behavior

The university receives numerous accounts and complaints relating to groups in transit in the vicinities of the university, on trains, and travelling to and from riverside sports grounds. In addition to poor manners and deportment during transit, these behaviors have been indicated near training grounds. Some cases of public nuisance have been perpetrated by students prominently displaying the Keio logo on their person, including on bags and overcoats.

Getting carried away and acting however one pleases in complete disregard of others once in the safety of a group is shameful behavior unbecoming a Keio student. All Student Clubs are requested to bear in mind the following points, and it is particularly urgent that the necessity to refrain from nuisance behaviors is impressed on each and every member of Student Clubs.

- Do not spread out on pavements or walkways or walk in rank so as to hinder the progress of those in your surroundings.
- Be careful not to bump into others when carrying rackets or large bags.
- Do not congregate in large numbers in the vicinities of train doors.
- In particular, remain quiet when on trains or walking at nighttime.
- Do not discard, or leave unsupervised, equipment or sporting goods on pathways or around practice grounds (potential cause of accidents)
- Bring home any rubbish generated by your activities

* These warnings are based on actual complaints received by the university.

3) Cautions when posting on social media

Casual remarks posted on social media can have grave repercussions in some cases. Many complaints relating to social media posts are received by the university. In some cases, these have amounted to legal infringements. Maintain an awareness of the import and potential repercussions of what you are saying and act accordingly as it is not possible to completely erase something once you have posted it online.

4) Prohibition on assembly and dissolution on public thoroughfares (prohibition of on-street parking)

There have been many cases of buses and private vehicles being parked on public roads around the campus when groups have assembled or broken up during training camps. Strictly refrain from parking in locations designated as no parking zones as this is both dangerous and in violation of the law. Complaints are also received relating to noise disturbances or vehicle exhausts while idling, as well as loud voices and waste being left behind by students getting ready to set out on journeys, even when there are no prohibitions on parking at a particular location.

You are requested to use private parking lots and refrain from assembling or dispersing on public roads.

* Please refrain from behaviors with the potential to cause a public nuisance even if you are in a parking lot.

5) Notification of Off-campus Student Activities

Officially authorized Student Clubs intending to engage in off-campus activities (include routine practice) must ensure to submit a Notification of Off-campus Student Activities in advance. This is essential for the purposes of crisis management, and as such, Student Clubs are requested to strictly comply with this requirement.

Note also that members of the Athletic Association (head office, branches, affiliated organizations) are requested to complete the necessary procedures at the Office of the Keio University Athletic Association.

Getting a copy

Get a copy from the Online System for Student Club Activities

<https://studentlife.gakuji.keio.ac.jp>

Eligible clubs

All officially authorized Student Clubs

*Excluding Athletic Association (head office, branches, affiliated organizations)

Eligible activities

All activities of Student Clubs undertaken outside Keio University grounds

*Practice, training camps, matches, recitals, presentations, lectures, fieldwork, mountain climbing, etc.

Where to submit

Service desk of the Student Life Services Section at the base campus for Student Club activities

*Print out and attach the list of members as a PDF from the Online System for Student Club Activities

Submission deadline

Four days in advance of the activity date (or departure date)

*The period of four days in advance excludes Saturdays, Sundays, public holidays, and Keio holidays

Notes

- ① The Chairperson's signature and seal is required on submitted materials. Remain in close, routine contact with the Student Club Chairperson.
- ② Must be submitted for all instances of activities outside Keio. May also be submitted as a dossier of separate sheets containing required information such as weekly or monthly reports in the case of frequent activities.
- ② Must attach a detailed plan when mountain climbing.
- ③ Since AY 2017, it has been possible for Student Officers to draft notifications on the "Online System for Student Club Activities" and submit these at the service desk of the Student Life Services Section. Please refer to the manual available on the system HP for details of how to use the system.

It is only by advance notification that these activities will first be officially recognized as "Extracurricular Activities by Student Groups." While all Keio students are enrolled in the Personal Accident Insurance for Students Pursuing Education and Research that is financially covered by the university, payouts will not be made for injuries incurred through accidents caused by activities for which a Notification of Off-campus Student Activities has not been submitted.

Student Officers are requested to give due attention to this point as those who have neglected to complete submission may be held accountable by the injured student or their guarantor (guardian), etc. "I did not know that I was required to submit notification" is not considered a valid excuse.

Strict measures will be taken against any clubs which fail to complete the appropriate notification.

9. Accidents during Student Club activities

1) Precautions

Accidents can potentially lead to litigation, and should this occur, questions will be asked about whether the Chairperson and Student Officer fulfilled their obligations to provide day-to-day guidance and cautions to club members. Please keep in mind the following points to help prevent unforeseen accidents:

- ① Observe due and diligent caution to ensure that accidents do not occur when planning events, confirming the feasibility of proposals and remaining in frequent contact with the Chairperson.
- ② Please give due consideration to safety measures in advance of matches, training camps, and other events.
- ③ It is strongly recommended that groups provide for contingencies such as injuries to members and accident liability in the course of group activities, and that either the group or individual members enroll in an accident insurance scheme. Ensure to confirm all details of compensation in advance (eligible activities and scope of the compensation), especially for groups engaged in high risk sports, etc.
- ④ Complete advance confirmation so that appropriate action can be taken in the event of an accident, including contacts and response provisions.

If a problem occurs, ensure to promptly contact the Student Life Services Section at respective campuses while reporting to the Chairperson as per the instructions on procedures detailed in the appendix. Comply with any instructions that you receive. Please contact the Campus Security Office (Disaster Prevention Center at Shinanomachi/Central Control Room at Shiba-Kyoritsu) as needed if you are unable to get through to the Student Life Services Section.

→ Refer to P.16 at the back

- ⑤ Student Clubs engaged in high-risk sports, etc. are advised to enroll the club in sports accident insurance (including liability insurance).
- ⑥ Please ensure to drive safely when using vehicles at events, training camps, etc.

2) Personal Accident Insurance for Students Pursuing Education and Research

In principle, compensation for accidents occurring in the course of Student Club activities is a matter of individual responsibility (enrollment in voluntary insurance, etc.). However, the designated compensation will be paid if the student is enrolled in the Personal Accident Insurance for Students Pursuing Education and Research and

conditions have been met, for any unexpected injury or harm incurred during the educational and research activities of Keio students, or in the course of commuting to the university or transferring to or from university facilities. You are requested to complete the procedures below for any extracurricular activities.

Keio University will not bear liability for financial compensation.

- ① Please ensure to submit a Notification of Off-campus Student Activity (refer P.9) to the service desk at respective campuses at least four days (excluding Saturdays, Sundays and Keio holidays) in advance of off-campus activities such as practices, assembly, training camps, recitals, trips, matches, mountain climbing, etc. If you fail to complete submission, activities may not be eligible for insurance coverage.
- ② In the event that an accident takes place, it is required to notify the insurance company of the accident details within 30 days. Please refer to the “Guide to Personal Accident Insurance for Students Pursuing Education and Research” (available at the service desk of the Student Life Services Section) for information on how to complete accident notifications and subsequent procedures.

3) Other

- ① First aid is available at Keio University Health Centers in the case of injuries or sudden illnesses.

Office hours Weekdays 8:30-17:00 (Shonan Fujisawa 9:00-17:30)

*Office closed on Saturdays, Sundays, and public holidays However, the Health Centers will be open on Saturdays when makeup classes are held (excluding Yagami, Shiba-Kyoritsu, Shinanomachi). Please contact the campus Security Office (Disaster Prevention Center, Shinanomachi; Central Control Office, Shiba-Kyoritsu) if the Health Center is closed. In addition, refer to the “Guide to Emergency Medical Facilities” below.
Guide to Emergency Medical Facilities→ 24-hour response, with information provided on medical facilities providing medical treatment outside normal hours.

• Tokyo Fire Department Emergency Telephone Consultation Center in the Greater Tokyo Metropolitan Area (N1) #7119 mobile phone, PHS, push-button phones

Yokohama City Emergency Medical Consultation Center 7119 from within Yokohama City or

045-232-7119

➤ Fujisawa City Fujisawa Anzen Dial 24 0120-26-0070

Calls to #7119 from the Greater Tokyo Metropolitan Area only. If unsure whether to call an ambulance, the center provides 24-hour, year-round information on medical institutions offering medical care and emergency consultation from emergency

professionals such as doctors, nurses, and paramedics.

In Yokohama City, nurses will offer advice on the seriousness of injuries and the necessity to seek medical attention.

② There are frequent incidences of theft on campus, with many reports fitting the below patterns. Ensure to keep valuables and cash on your person at all times.

- ◆ Wallets stolen from bags after being left unattended at desks in Media Centers (Libraries)

- ◆ Bags left in classrooms during time between classes with wallet or bag itself stolen.

In addition, there are conspicuous incidents involving bags being left at the Student Union Building (Hiyoshi) or the Student Club Room (Mita).

Each Student Club is requested to manage all belongings of club members, and not just valuables.

10. Undergoing routine health checks and prevention of infections (notices from Health Center)

1) Attending Routine Health Examination

You will end up spending a lot of time with the other members of your club in the course of Student Club activities such as day-to-day practices, training camps, etc. Please be sure to undergo the routine health checks offered annually at the Keio University Health Center, while giving due attention to your own health during the course of activities to ensure that other members are not inconvenienced.

You may be asked to present a Certificate of Health when appearing at matches with external teams. Be aware that the Health Center does not issue Certificates of Health to persons who have not undergone the routine health checks which they administer.

Students Clubs engaged in sports must ensure that members take health examinations each year in addition to the annual routine health check held by the Keio University Health Center, and be attentive to the prevention of accidents at all times.

2) Reporting School Infections

○ Student club life and infectious disease

The most important factor in ensuring that infections are not introduced into groups and that group activities can be successfully maintained and mass infections averted is that each and every member take personal responsibility for their actions. Additionally, once

a mass infection has occurred it is important to identify this fact at the earliest possible opportunity. Roughly speaking, if two or more persons in a group exhibit approximately concurrent signs of infection (in the case of influenza within two to three days from normal incubation to onset) there is a high possibility that a mass infection is underway, and necessary steps to prevent the further spread of infection must be taken.

○ If a mass infection is suspected

If two or more persons in a group exhibit approximately concurrent signs of infection (within two to three days of each other in the case of influenza):

- The Student Officer is requested to report to and consult with the Keio University Health Center at the base campus and receive advice on their club's scheduled activities.
- Please instruct members to keep an eye on their physical condition, and that those who feel unwell should refrain from attending club activities and promptly get a checkup.
- Please also inform infected persons that they must submit a "Certificate of Permission to Return to Campus after Illness" to the Keio University Health Center.

Download: <http://www.hcc.keio.ac.jp/ja/infection/assets/files/student.pdf>

- Please also promptly report details of mass infections at training camps, student dormitories, swimming pools, and practice grounds to the management at such locations (management company, etc.)

*Refer to the Keio University Health Center website
<http://www.hcc.keio.ac.jp/ja/infection/>

for classifications of infectious diseases or the descriptions of illnesses which should be prevented in schools at the website of the Japan Society of School Health
<http://www.hokenkai.or.jp/en/>

■ Keio University Health Center Website

<http://www.hosp.keio.ac.jp/en/>

III. Procedures for Student Clubs

1. Off-campus activities (submission of Notification of Off-campus Student Activity; Overseas Activities Application)

Please ensure to submit a Notification of Off-campus Student Activity (refer P.9) in advance of off-campus activities such as practices, assemblies, training camps, recitals, trips, games, mountain climbing, etc. Such reporting is important not just as a condition for monetary compensation from accident insurance schemes when injuries occur during club activities, but also for the purpose of risk management.

It is also required to submit an "Overseas Activities Application" for events, etc., taking place overseas. Draft this application on the Online System for Student Club Activities

and submit it at the service desk at respective campuses. Please complete applications at least one month in advance of departure (separate to Notification of Off-campus Student Activity for within Japan).

2. Changeover of Student Officers (submission of the Notification of Changeover of Student Officer)

Notification must be submitted in advance of a changeover in the Student Officer of an officially authorized Student Club. Please ensure to submit a “Notification of Changeover of Student Officer” in the case of any changes such as end-of-term or mid-tenure changeovers. Please ensure to fully orient incoming Student Officers in their duties on the occasion of any changeover, including passing on this booklet.

Where to submit

Student Life Services Section at the base campus for the Student Club

Procedures

①

Download the “Notification of Changeover of Student Officer” and “Written Oath on Prevention of Alcohol-related Incidents” from the Online System for Student Club Activities

② Enter the required items and have this authorized by the club Chairperson (Chairperson’s signature and seal)

③ Submit to above service desk

Submission deadline

In advance of changeover

3. Changeover (appointment of Substitute) of Chairperson (Submission of Notification of Changeover of Student Club Chairperson)

You are required to complete such notification in advance if the Chairperson of an officially authorized Student Group will change. Please submit a Notification of Changeover of Student Club Chairperson in the case of any changes such as retirement or transfer.

Also note, if the capacity of the Chairperson to provide instruction or leadership is compromised due to sabbaticals, etc., a “Substitute Chairperson” can be appointed temporarily if the period of such absence is less than six months. Please complete the same procedures at such times. A single person can serve as Chairperson for up to three Student Groups.

Note: Athletic Association clubs are requested to complete prescribed procedures for the Keio University Athletic Association (including affiliated groups)

Where to submit

Student Life Services Section at the base campus for the Student Club

Procedures

- ① Download “Notification of Changeover of Student Club Chairperson” from the “Online System for Student Club Activities”
- ② Obtain signatures/seals of current and incoming Chairperson
- ③ Submit to above service desk

Submission deadline

In advance of changeover

Warning: Forging signatures or seals

Forging a signature or seal or executing forged documents is a crime, and any such acts may be subject to criminal prosecution as “Counterfeiting of Private Documents,” “Utterance of Counterfeited Private Documents,” or “Fraud.” Severe punitive measures were taken against individual Keio students and the group responsible for such conduct in 2014. We will continue to deal with such conduct in a strict manner if similar acts are confirmed. You should be aware of the import of your actions as a Keio student.

4. Classroom usage

Campus usage times/application periods

Mita

Usage times: Weekdays, Saturdays 9:00-20:00

*In principle, cannot be used on Sundays, public holidays, Keio holidays, during exams, and outside regular class periods

Application period: From two weeks to two days in advance of intended day of use

Hiyoshi

Usage times: Weekdays, Saturdays 9:00-20:00

* In principle, classrooms cannot be used on Sundays, public holidays, Keio holidays, examination periods, university closures (late August/Year-end and New Year’s holidays), entrance examinations period (mid-February), etc.

(Application period) At least four days in advance of desired usage date (applications can be made from around the 25th of the previous month)

Shinanomachi

Usage times: For more details check with the service desk at the Student Life Services Section of the Shinanomachi Office of Student Services

Application period: From one month in advance to day of desired usage date

Yagami

Usage times: Weekdays, Saturdays 9:00-20:00

*In principle, cannot be used on Sundays, public holidays, Keio holidays, during exams, and outside regular class periods

Application period: From one month in advance to day of desired usage date

Shonan Fujisawa

Usage times: For more details check with the service desk at the Student Life Services Section, Shonan Fujisawa Campus (SFC) Office

Application period: From one month in advance to one day before desired usage time

Shiba-Kyoritsu

Usage times: For more details check with the service desk at the Student Life Services Section, Shiba-Kyoritsu Office of Student Services

Application period: At least four days in advance of desired usage date

◇ Precautions on classroom usage/applications for classroom usage (for more details refer to Course Registration Guide for respective faculties)

① The period of “four days in advance” or “two days in advance” stipulated in application periods will exclude all holidays, including Saturdays, Sundays, public holidays, and Keio holidays. Please pay due attention to this point as there are frequent cases of applications not allowing for this provision, and such applications will not be accepted under any circumstances.

② Complete applications as early as possible in advance of periods in which the demand for classrooms is high, such as at the start of semesters and during festivals such as the Mita Festival. Note however that, for the start of semesters, even should desired dates fall within the above application periods, it may not be possible to accommodate requests if the timetable for the regular curriculum is pending finalization.

- ③ Ensure to take receipt of permission slips (“student receipts” at Shonan Fujisawa Campus) which will be issued either at the time of application or in subsequent days, and to bring these with you when using the classrooms.
- ④ Ensure to observe approved usage times and to both clean up the classroom and return fixtures to their original positions to avoid inconveniencing the next class or group set to use the classroom.
- ⑤ Share information and induct fellow members on how to write applications, etc. within the club.
- ⑥ Only Student Clubs based at Shinanomachi Campus will be permitted to use its facilities.

2. Using the Large Conference Hall, Hiyoshi Fujiyama Memorial Hall (Fujiyama Kinenkan)

Fujiyama Memorial Hall (Fujiyama Kinenkan) (capacity 66 persons) Usage times: 9:00-20:00

Submit the application form, signed and sealed by the Chairperson, no less than four days before the desired date of usage after provisionally reserving the hall at the service desk at the Student Life Services Section, Office of Student Services.

6. Use of the various facilities at the Hiyoshi Student Union Building

Please refer to the Guide to the Student Union Building regarding use of the various facilities under the jurisdiction of the Student Union Building Steering Committee, as well as the Student Assembly Hall at the Fujiyama Memorial Hall (Fujiyama Kinenkan). The Guide to the Student Union Building is available from the reception in the Student Union Building.

Other facilities available are the Collaboration Complex Student Club Space, which can be used by officially authorized Student Clubs for practices and is located on the second-floor basement of the Kyoseikan Collaboration Complex, and the Group Study Room on the first-floor basement of the Fourth Building: Section B. For more details on using these facilities, please refer separately to the website for Hiyoshi Campus or consult with the service desk at the Student Life Services Section, Office of Student Services.

3. Using the university canteens

Mita Campus

Yamashoku, Co-op Cafeteria, The Cafeteria

1. Confirm availability on desired days of use with the person in charge of bookings at

the Office of Student Services.

2. If an opening is available, submit a “Student Cafeteria Usage Request” to the person in charge of bookings (only provisionally reserved at this point)

3. Directly contact the canteen contractor at least two weeks in advance of the day of use to secure the venue and place any orders for food and drink (finalized reservation)

*Not available on Sundays and public holidays. In the event of any changes such as cancellations, these must be reported to the person in charge of classroom bookings.

Hiyoshi Campus

(1F, 2F Cafeteria Building; Green's Terrace, Building 6)

Submit application to the Student Life Services Section, Hiyoshi Office of Student Services after direct consultation and booking at cafeteria.

Yagami Campus

Co-op Cafeteria

Please submit a Request to Hold Meeting/Gathering on Campus at the service desk of the Student Life Services Section, Office of Student Services after completing reservation at the Co-op Cafeteria. Enquire directly at the Co-op Cafeteria regarding specific details. Promptly contact the service desk at the Student Life Services Section, Office of Student Services in case of any changes including cancellations.

(Yagami Communication Lounge [Sosokan 1F Building 14])

Usage times 16:30-20:00

A Request to Hold Meeting/Gathering on Campus must be submitted after reservations are completed at the Student Life Services Section, Office of Student Services. You must be accompanied by a faculty member during use of the room. Promptly contact the reception of the Student Life Services Section, Office of Student Services in the case of any changes including cancellations.

Shonan Fujisawa Campus

Student Cafeteria (Σ (Sigma) Building: Co-op and Cafeteria)

Contact the service desk at the Student Life Services Section, Shonan Fujisawa School Office. Please consult directly with the cafeteria staff with regards to arrangements such as catering, etc., in advance.

Shiba-Kyoritsu Campus

The Student Hall (Cafeteria)

Confirm specific details at the Student Life Services Section, Office of Student Services.

8. Use of the Student Club Rooms

Enquire at the service desk of the Student Life Services Section at respective campuses.

9. Use of the sports facilities

Shonan Fujisawa Campus

(Sports grounds, Gymnasium, Tennis Courts, etc.)

Enquire at the Student Life Services Section, Shonan Fujisawa School Office.

10. Vehicle access on campus

Vehicle access on campus will only be approved if the transportation of materials or resources for officially authorized group activities on and off campus using a vehicle is unavoidable, and is otherwise prohibited for Keio students. Please complete applications and get permission at least four days in advance of vehicle access using the prescribed form at the designated reception at respective campuses (excluding Saturdays, Sundays, public holidays, and Keio holidays; one day in advance for Shonan Fujisawa Campus). At such times, you will be required to provide the vehicle make, color, and license plate number.

11. Submission of materials to be displayed on bulletin boards, printed materials for distribution, etc.

Please enquire in advance at the service desk of the Student Life Services Section of respective campuses. Unauthorized posting or distribution of any materials is not permitted under any circumstances.

12. Handling of mail addressed to Student Clubs

A mail box is available for officially authorized student clubs at the Student Life Services Section of the Mita, Hiyoshi, Shinanomachi, Yagami, and Shonan Fujisawa Campuses. Each group is requested to regularly collect mail posted for them at the box.

In addition, there is a mail box installed at the 1st floor Central Control Office, Building 3 at Shiba-Kyoritsu Campus.

Direct any enquiries about the handling of packages including courier deliveries to the Student Life Services Section at respective campuses.

13. Issuance of various certificates

Certificate issuance or replacement for the below items can be requested by officially authorized Student Clubs at the Student Life Services Section. Please enquire at the service desk if you require certification from the university such as to open an account for the club at a financial institution or to avail of discounts and tax exemptions for the

usage of off-campus sports or cultural facilities.

- Certificate of Officially Authorized Student Club

This is a document which certifies that a Student Club is officially authorized by Keio University. It is effectively the club's "Proof of identification."

- Certificate for Golf Course Usage

This is a certificate which allows the holder to play on golf courses as a part of educational activities.

This will exempt users from paying tax (local tax) when submitted at the golf course. Such permits are only available to the Golf Team and student golf clubs.

Tax exemption under local authority tax law is limited to Full Members (undergraduates), Associate Members (graduate students, correspondence course students) and faculty members in charge (not available to non-Keio-affiliated persons). Special Members (Alumni) are not eligible for exemptions.

* The above should only be considered a "private document." Please keep in mind that judgements as to the validity of the Certificate of Officially Authorized Student Group in particular are at the behest of the receiving party.

In addition, you may need to submit documents in the format prescribed by the relevant authorities for the "Certificate for Golf Course Usage."

At such times bring the form to the service desk.

IV. (Important) Crisis communication system

① Service desk at respective campuses (Student Life Services Section)

Contact information and locations for campus departments (Tel.)

Mita Student Life Services Group, Office of Student Services, 1F South School Building
03-5427-1568

Hiyoshi Student Life Services Section, Office of Student Services, 1F Independence Wing
045-566-1025

Shinanomachi Student Life Services Section, Office of Student Services 03-5363-3665

Yagami Student Life Services Section, Office of Student Services 045-566-1466

Student Life Services Section, Shonan Fujisawa Campus (SFC) Office Alpha Building
0466-49-3408

1F Building 1, Student Life Services Section, Office of Student Services, Shiba-Kyoritsu
Campus 03-5400-2683

③ Security Office for each campus

Contact information for Security Offices, etc. (Tel.) *If an accident occurs, contact and report to the Chairperson and comply with their instructions while ensuring to also contact the Student Life Services Section at the Student Club's base campus.

If you are unable to get through to the Student Life Services Section, contact the nearest University Security Office (Disaster Prevention Center at Shinanomachi/Central Control Office at Shiba-Kyoritsu) as needed.

Mita Security Office 03-5427-1699

Hiyoshi Security Office 045-563-1115

Shinanomachi Disaster Prevention Center 03-5315-4649

Yagami Security Office 045-566-1474

Shonan Fujisawa North Gate Security Office 0466-47-5114

Shonan Fujisawa Faculty of Nursing and Medical Care Security Office 0466-49-6201

Shiba-Kyoritsu Central Control Office 03-3434-6241

③ Guide to emergency medical facilities

Area name contact information (tel.)

• Emergency Medical Consultation Center in the Greater Tokyo Metropolitan Area
#7119 mobile phone, PHS, push-button phones

Or 23 Wards: 03-3212-2323, Tama Area: 042-521-2323

Yokohama City Emergency Medical Consultation Center 7119 or 045-232-7119

Fujisawa City Fujisawa Anzen Dial 24 0120-26-0070

Calls to #7119 from the Greater Tokyo Metropolitan Area only. If unsure whether to call an ambulance, the center provides 24-hour, year-round information on medical institutions offering medical care and emergency consultation from emergency professionals such as doctors, nurses, and paramedics.