

## **- Follow these minimum rules! —**

### **Precautions regarding circle activities, etc.**

It is important that you know the activity rules in order to also make circle activities productive. Check the rules in this guide and promote activities while complying with the rules.

#### 1. Circle recruitment activities

##### (1) Prohibition of gathering around Takadanobaba Station and in front of BIG BOX

The university prohibits gathering in the traffic circle of Takadanobaba Station and in front of BIG BOX by the unit of circle, class, or seminar. Be sure to be creative when gathering, such as gathering at the site or on campus. During the period in which new students are recruited, the university receives many complaints that students cause great trouble to general pedestrians every year. Areas around Takadanobaba Station and in front of BIG BOX are public places. Follow social rules and manner in your actions so that people's trust in Waseda students is not negatively affected. The Student Affairs Section patrols Takadanobaba Station during the Circle Recruitment Week period. If it is confirmed during patrol that a circle gathered in such locations, the said circle shall not be given a circle recruitment booth in the following year. We urge that students be aware of being members of the community surrounding the university and strictly refrain from actions with no regard for others.

##### (2) Use of student lounges

Every year, limited to the Circle Recruitment Week period specified by the university, circles are allowed to use lounges. Lounge use by circles, etc. shall not be allowed outside of the Circle Recruitment Week period.

##### (3) Circle recruitment activities on other universities' campuses

Follow the rules of each university. For example, all circle recruitment activities by students of other universities are prohibited in Gakushuin Women's College. Circle recruitment activities are allowed by Japan Women's University with the condition that the circles register with the Student Affairs Section of Japan Women's University.

#### 2. Possession and use of cigarettes, alcohol, and illegal drugs

##### (1) Separation of smoking and non-smoking areas on campus

In Waseda University, we strictly separate smoking and non-smoking areas. All areas other than the specified smoking areas, including outdoors/classrooms/lounges, are non-smoking. However, there have been a number of incidents, such as littering of cigarette butts near smoking areas and smoking outside of the specified areas. Especially behind Building 11, people have been smoking outside of the smoking area despite the fact that the smoking area is right in the front. Please observe the smoking manner. The Shinjuku-ward, which contains Waseda Campus, etc., and the city of Tokorozawa, which contains Tokorozawa Campus, prohibit street smoking according to the regulations.

##### (2) Drinking

Drinking on any campus is prohibited. Be very careful not to cause accidents due to excessive drinking. Depending on your physical condition, condition on the day, and intake amount, alcohol may lead to the loss of life. In fact, fatal accidents have occurred while drinking in circles, etc. Also in order to avoid causing grief to friends who are present and family members who are left behind, learn the correct knowledge regarding drinking and drink in moderation while following the rules. Also pay attention to the people who are drinking with you. Never force someone to drink or participate in alcohol harassment (forcing ikki-nomi (chugging your entire drink in one gulp)), underage drinking, drinking and driving, etc.

### (3) Prohibition of use of illegal drugs and “kiken” (dangerous) drugs

Possession, sales, and use of illegal drugs, such as marijuana, and “kiken” (dangerous) drugs have been social issues. Never participate in such actions. Waseda University has issued severe punishments for people who have conducted such acts, including expulsion from the university.

\*You can watch “Precautions regarding drinking” and “Illegal drug use prevention class” on Waseda Moodle.

Log into MyWaseda

From the left index “Class support,” click “Waseda Moodle”

From “Dash board,” click “Contents provided by the Students Affairs Section”

Click “Student life”

### 3. Nuisance near campus (Toyama Park/Tsurumaki Minami Park, etc.)

Park management unions and residence in the area have filed complaints with us regarding actions, such as practices (ball games, such as playing catch and soccer, practice involving loud voices, practice disrupting traffic with in-line skating, etc.), making signs, and using fireworks around the campus, including Toyama Park/Tsurumaki Minami Park. Strictly refrain from causing any nuisance that disrupts the peace and quiet in the area.

### 4. Use of student lounges

On Waseda Campus, there are student lounges in Building 3, Building 8, Building 11, Building 15, Building 16, and Building 26. Student lounges are used by many students for breaks and lunch. However, the manner of students using student lounges has deteriorated in recent years. In some lounges, chairs have been damaged repeatedly. When using a lounge, be sure to follow the prohibited items below.

- i. Do not drink or smoke.
- ii. Do not leave trash, such as bento containers, behind. Clean up after yourself after use.
- iii. Do not leave objects, such as your belongings, behind.
- iv. Handle desks/chairs with care.
- v. Occupying lounges in groups, such as circles, over a long period is prohibited.

### 5. Using shared-use facilities (classroom use (limited period), Student Center, etc.) on campus

Use without permission and collection of an admission fee are prohibited in shared-use facilities on campus. If hosting an event by using a shared-use facility, the event must be free of charge. Falsified application and subletting to other circles/external groups shall not be allowed.

### 6. The title of “official circle”

In Waseda University, “Student Associations,” “Student Tomonkai,” “Common Interest Associations,”

“Circles Affiliated with NPO’s, etc.,” and “Faculty-Approved Organizations” are generally referred to as “official circles.” Official circles are circles that filed an application with the Student Affairs Section and fulfilled certain requirements. Groups not applying to the above cannot use the title “official.”

#### 7. When circles other than “official circles” promote activities

All circles not applying to the above 6 are circles other than “official circles.” If the activities are promoted mainly by Waseda University students, the circle must enter the items specified by the university, such as circle name, name of the representative, and activity location, in the Circle registration (unofficial) application” and submit it to Student Affairs Section counter #3. Circles which have followed this procedure are referred to as “registered (unofficial) circles.”

#### 8. Documents to submit by circles

Some circles have been submitting documents submitted by circles (such as the circle continuation request, application for extracurricular activity subsidiary aids, and Event Report) by falsifying the chair signature column. Falsification of the chair signature and sealing are applicable to Counterfeiting Private Documents. The circle may be denied of its official title and subsidiary aids payment and requested to return the entire amount of the subsidiary aids. Make sure that the chair himself/herself sign and seal the documents before submission.

#### 9. Campus use, facilities, setting up standing signboards, and handing out bulletin objects and flyers, etc.

Follow the items below when promoting extracurricular activities in order to maintain a sound education environment. These items are rules on Waseda Campus and Toyama Campus. Contact the school office of each campus for other campuses.

##### (1) Using the campus

- i. Loudspeakers shall only be used on Waseda Campus between 12:10 and 13:00 during the period in which classes are held (excluding test periods and dates/time specified by the university). When doing so, be mindful of the surrounding environment and refrain from using loud volume.
- ii. Do not disrupt public order and decency.
- iii. Do not use fire.
- iv. Sales of goods and similar acts (such as fund raising) shall be prohibited.

##### (2) Use of facilities

If a circle hosts a gathering on Waseda Campus, the circle must follow the specified procedure for each type of gathering before hosting the gathering. Check the details of procedures regarding the use of venues on the use guide for Okuma Auditorium/shared classrooms, etc.

##### (3) Setting up standing signboards and handing out bulletin objects and flyers, etc.

If students or student groups set up standing signboards or hand out documents, etc., such as bulletin objects and flyers, the responsible student (such as the secretary general) must be present in case of official circles. The responsible student who is a Waseda student must be present in case of individuals or groups other than official circles. Persons outside of the university shall not be allowed to set up signboards or post/hand out documents, etc. by themselves.

Also strictly follow the items below. If the items below are violated, signboards, documents, etc. may be removed without prior notice. In addition, groups, etc. that violated the rules may be denied of the rights to set up standing signboards or hand out bulletin objects and flyers, etc. in the future.

- i. Clearly indicate the responsible person on standing signboards and documents, such as bulletin objects and flyers.
  - In case of official circles: Clearly indicate the circle name.
  - In case of individuals and groups other than official circles: Affiliation, year, name, contact information, and group name for the person (Waseda student) responsible for the object.
- ii. Contents not be for profit or include false advertisement, name lending, violation of privacy of others, slanderous or defaming contents regarding specific individuals or groups, etc.
- iii. It shall not include contents that may disrupt public order and decency.

\*Operation rules for signboards, bulletin objects, etc. differ on each campus. Carefully read and check the rules below for details.

○ Standing signboards

If setting up standing signboards on campus, strictly follow the items below. Waseda University shall remove standing signboards 4 times a year according to university events in principle.

- i. The size shall be up to 2 plywood sheets (180 cm x 90 cm).
- ii. Standing signboards with protrusions shall not be set up to prevent injury of pedestrians.
- iii. When setting up standing signboards, choose locations where they do not disrupt traffic or harm others. Be careful not to damage plants, etc. Do not set them up in areas specified by Waseda University, including areas around the university's symbol Okuma Statue and the front gate.
- iv. Do not affix packaging tape or similar objects onto fences to secure the location.
- v. Affix 4 corners of the signboard when setting it up on the fence to prevent danger, such as collapsing due to sudden wind.
- vi. Swiftly remove signboards for event advertisement, etc. after the event ends.
- vii. Signboards of the same contents shall be allowed in up to 2 locations on one campus in principle so that many students/circles can set up signboards. This rule shall apply if the contents are deemed to be the same even if the wording is different.

○ Bulletin objects

If posting flyers, etc. on campus, strictly follow the items below.

- i. Bulletin objects size shall be up to size A2.
- ii. Number of bulletin objects, etc.
  - Bulletin object with a frame: Up to 1 frame per group per bulletin board
  - Bulletin object without a frame: Up to 1 object per group per bulletin board
- iii. They shall not be posted in areas other than bulletin boards (such as walls and fences).
- iv. When affixing bulletin objects, use push pins. Do not use staplers, packaging tape, etc., as they would damage bulletin boards. Do not affix objects over other bulletin objects.
- v. Swiftly remove bulletin objects for event advertisement, etc. after the event ends.
- vi. Waseda University shall remove all bulletin objects once a month (morning of the 4th Monday in principle).

○ Handing out flyers, etc.

If handing out flyers, etc. on campus, strictly follow the items below.

- i. Do not hand out flyers, etc. for profit, such as advertisement for businesses (including part-time jobs for students).
- ii. Flyers, etc. shall only be directly handed out. They shall not be forced on those who do not wish to receive them.
- iii. Do not hand out flyers, etc. inside buildings (excluding the Student Center) or leave flyers, etc. on desks, as they would interfere with classes and events.

#### 10. <For Circle>Notification Form for Activities held Off-Campus (including camp/tour)

If an official circle promotes extracurricular activities outside of campus (such as a camp or tour), the circle must submit the “ <For Circle>Notification Form for Activities held Off-Campus (including camp/tour)” to the Student Affairs Section by the specified date. In case of an accident during the extracurricular activity, the circle cannot receive swift and appropriate instructions regarding the response if this “ <For Circle>Notification Form for Activities held Off-Campus (including camp/tour)” is not submitted. Not only that, the “Waseda University Student Compensation System (Compensation for Disability)” shall not be applied. Furthermore, the Compensation for Disability shall not be applicable to students of other universities. Also check the website below for the details on the Compensation System. In light of COVID-19, submission of the <For Circle>Notification Form for Activities held Off-Campus (including camp/tour) for participation in events, etc. is also required in addition to the <For Circle>Notification Form for Activities held Off-Campus (including camp/tour) for regular activities if participating in conventions, events, etc. Check the links below for details.

[Website for the Waseda University Student Compensation System (Compensation for Disability)]

(URL) <https://www.waseda.jp/inst/student/support/injury>

[Various application documents, etc. for circle activities related to phased restarting of extracurricular activities]

(URL) [https://www.waseda.jp/inst/student/assets/uploads/2020/10/2020\\_all\\_entry.pdf](https://www.waseda.jp/inst/student/assets/uploads/2020/10/2020_all_entry.pdf)

#### 11. Infringement of copyright

Copyright includes everything (language/music/art/architecture/diagram/movie/photo, etc.) that has been created. Using work within its term of copyright protection without authorization is a copyright infringement, and the copyright owner may claim compensation for damage and file an accusation.

For example, characters of comic books and animations apply to “artistic work.” The act of using a character of a comic book or animation on a website or newsletter without authorization is a violation of the author’s right of reproduction and right to transmit it to the public.

#### 12. Penalty (suspension of benefits)

If a circle member participates in an act that violates the “regulations on extracurricular activities/detailed enforcement regulations for the regulations on extracurricular activities,” “regulations on Waseda University Student Center,” etc. or an act that disrupts public order and decency, benefits shall be suspended to the circle as the collective responsibility of the entire circle. In addition, penalties shall be given to groups other than official circles and individuals regarding violations in the same manner.

#### 13. Information related to extracurricular activities

Also check the “regulations on extracurricular activities/detailed enforcement regulations for the regulations on extracurricular activities” and the website for the Student Affairs Section.

[Regulations on extracurricular activities/detailed enforcement regulations for the regulations on extracurricular activities]

(URL) <https://www.waseda.jp/inst/student/assets/uploads/2020/09/kagaikitei.pdf>  
[Website for the Student Affairs Section]  
(URL) <https://www.waseda.jp/inst/student/>

**Contact the Emergency Contact Information “Gakusei Seikatsu 110” if you find yourself in trouble, including accidents and incidents.**

**03-3202-0706 (Student Affairs Section)**

**\*If the line is busy or if you are calling outside of office hours:**

**03-3203-4300 (Waseda Campus side gate reception)**

**(E-mail) [student@list.waseda.jp](mailto:student@list.waseda.jp)**

November 2020

Student Affairs Section, Student Affairs Division

End of document