

## Basic rules for extracurricular activities such as circle activities (AY2024)

The following is the explanations of the types of circles at Waseda University and the matters that Waseda students should pay attention to and rules that they should follow when engaging in extracurricular activities.

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## 1. Types of circles at Waseda University

At Waseda University, there are about 500 official circles and many other circles. There is a wide range of genres from culture to sports.

1. Official circles	<p>There are currently about 500 circles authorized by the university. Official circles are entitled to various benefits from the university, including use of facilities such as circle rooms, common classrooms, meeting rooms and practice rooms in Student Center, and application for extracurricular activity subsidies.</p> <p>Classification of Official circles (5 types)            Student Associations, Student Tomonkai, Common Interest Associations, Circles Affiliated with NPO's, etc., and Faculty-Approved Organizations</p>
2. Registered (unofficial) circles	<p>Circles that have already notified the university and completed registration but do not meet the requirements for establishing official circles. By registering, circles can receive benefits such as using of common classrooms. <u>Registration is required every academic year.</u></p> <p>*Even if your circle is not going to be officially authorized, please register your circle information with the university using <b>the application form on MyWaseda.</b></p>
3. Unauthorized groups	<p>In addition to Official circles and Registered (unofficial) circles, there are Unauthorized groups that operate under the name of Waseda University. In principle, Unauthorized groups are not provided any benefits from the university.</p>

## 2. Circle's official qualification

In order to operate as an Official Circle, you need to apply for establishment of a circle. For details, please refer to the Student Affairs Section Web site "[Becoming an official circle](#)"

- Circles start out as a "Common Interest Associations" and after a certain number of years, if the application is approved, it becomes a "Student Associations".
- The "Student Tomonkai", "Circles Affiliated with NPO's, etc.", and "Faculty-Approved Organizations" cannot be "Student Associations".
- Even after becoming an official circle, it is necessary to complete the procedures for continuation of official circles in March every year. Failure to do so will result in revocation of the official circle.
- In order to support circle activities, Waseda University provides the following benefits. For more information, please refer to the Student Affairs Section Website.
  - (1) Use of Student Center, Okuma Auditorium, Drama-Kan Theatre etc.
  - (2) Use of common classrooms
  - (3) Participation in circle recruitment events
  - (4) Subsidy benefits for extracurricular activities
  - (5) Participation in university official events

### 3. Matters to keep in mind when engaging in extracurricular activities

#### (1) Drinking alcohol

Drinking alcohol is prohibited on campus (including Student Center). In addition, various accidents caused by excessive drinking will lead not only to punishment as a student but also to heavy social sanctions. Alcohol can cause loss of life depending on one's constitution, physical condition, and the amount of intake. In fact, there have been fatal accidents in our university while drinking in groups during circle camps. Excessive drinking, forced drinking on others, alcohol consumption by persons under 20 years of age, and drunk driving are absolutely prohibited. Circle representatives as well as all circle members should watch the following guidance, "Fear of Drinking and Chugging," and be sure to confirm its contents.

◆ [Fear of drinking and chugging \(12:07\)](#) \*Japanese version only

[Regarding measures to prevent alcohol consumption by persons under 20 years of age]

In recent years, there have been many troubles related to alcohol consumption by persons under 20 years of age. At circle get-togethers, etc., please make sure that underage and adult members are completely separated and do not mix when changing seats, etc.

[Alcohol Harassment and Sexual Trouble]

If, as a result of being intoxicated, you engage in behavior that makes others uncomfortable or engage in unwanted sexual contact, it may be recognized as harassment and you may be subject to disciplinary action according to the university rules. On the other hand, you may become a victim of harassment, so please be very careful.

In addition, unlike dining out at a restaurant in town, drinking parties at home or private accommodations have the risk that you may engage in indiscreet behavior because you are not under the watchful eye of others. Care must be taken to avoid problems such as sexual problems in friendships or complaints from neighbors.

[Precautions for seating with alcohol]

- Consideration should be given to those who cannot drink alcohol. Forcing someone to drink is punishable as alcohol harassment.
- There is a great danger that enliven the atmosphere with alcohol will result in heavy drinking, which in turn will lead to acute alcohol poisoning.
- If you are working together with other university students, you need to make sure that the members of the group also have good drinking etiquette.
- The sense of "we'll be OK" can lead to sudden tragedy. If someone gets drunk, it is not enough to say, "It'll be fine. I'm sure someone will take care of them" is not enough.
- Never create an atmosphere of traditional drinking; pressure from hierarchical relationships, or "you can't refuse a senior's drink".
- When you are at a party, you need a watcher who can keep an objective eye on your drinking

situation.

- Drinking alcohol after practice or at training camps when you are physically tired will make you drunk faster than usual. A reasonable schedule is necessary. You must not exercise or take a bath after drinking. It is also very dangerous to go swimming while drinking alcohol.

**[If someone gets drunk, what should you do in an emergency?]**

Typical symptoms of acute alcohol poisoning are as follows. If you see someone have any of the following symptoms, his/her lives are in danger! Call an ambulance immediately!

- His / Her snore loudly and sleep all the time.
- He / She is unconscious. He / She doesn't wake up when I shake or pinch him / her.
- His / Her whole body is chilled.
- Breathing is strange. Slow and interrupted, or shallow and fast.
- He / She is vomiting large amounts of blood and food.
- He / She is incontinent.

**[How to deal with acute alcoholics]**

- Immediately call 119 for an ambulance (until the ambulance arrives, take the following measures).
- Keep an eye on people who are intoxicated.
- Try to lay him / her on his / her side with his / her face to the side so that the vomit does not get stuck in his / her throat.
- Remove any belts or other tightening devices from his / her body.
- If he / she is unable to vomit on his / her own, do not force him / her to vomit, but wipe up the vomit well.
- Check his / her vital signs (breathing, pulse) from time to time.
- Cover him / her with a blanket or jacket to prevent his / her body temperature from dropping.
- If possible, rehydrate with water, tea, or sports drinks.

## **(2) Illegal drugs and dangerous drugs**

In recent years, drug abuse among university students has been increasing. There have been cases of university students being arrested for violations of the Cannabis Control Law across the country. At Waseda University, as a measure to prevent the use of illegal drugs such as cannabis and dangerous drugs, we are conducting "seminars to prevent the use of illegal drugs", orientation for new and current students, and warnings in the Waseda Weekly.

- ◆ [Training on the prevention of illegal drug use \(11 minutes 41 seconds\)](#) \*Japanese version only

The possession, purchase, and transfer of drugs such as cannabis, methamphetamine, magic mushrooms and thinner are strictly regulated by law, and violations will not only result in serious penalties as drug offenses, but will also result in severe punishment such as disciplinary withdrawal from the university. In addition, there been problems caused by cannabis gummy sold in stores and

on the Internet. Do not trust words such as "legal" or "safe," and if someone offers you a drug, refuse it outright.

### **(3) Unruly / Disruptive behavior off campus, including in the neighborhood**

Waseda University prohibits circles, classes, and seminars from meeting at Takadanobaba Station Rotary Plaza or in front of BIG BOX. Please make your best efforts to gather at the venue or on the university campus. Every year, especially around the time of welcome events, we receive complaints from passersby about the inconvenience caused. The area around Takadanobaba Station and in front of the BIG BOX is a public place. Please behave in accordance with social rules and manners so as not to damage the trust placed in Waseda University students. The Student Affairs Section patrols the area around Takadanobaba Station during welcome events.

We have received frequent complaints from the park management association and neighboring residents about practices (playing loud instruments, dancing, shouting, etc.), making signboards, fireworks, etc. around the campus such as Toyama Park and Tsurumaki Minami Park. Please refrain from any disturbing behavior that disturbs the peace and quiet of the neighborhood. In addition, please do not play ball games such as baseball (including catch), football, or golf in the open spaces of Toyama Park (Hakoneyama and Okubo areas), as these activities are prohibited.

We ask all Waseda students to be aware that they are members of the local community surrounding the university and to refrain from behavior that does not consider the inconvenience of others.

### **(4) Smoking**

On Each campus, smoking is not allowed except in designated areas. However, there have been many cases of people littering cigarette butts near the smoking areas and smoking outside the designated areas. This is especially the case in the back of Building 11, where people smoke outside the smoking area even though there is a smoking area right in front of it. Please observe the smoking etiquette.

### **(5) About multilevel marketing and friend sales schemes**

The multilevel marketing, in which a person is offered a lucrative investment scheme and forced to buy expensive products such as USB, has been spreading among students. Also, friend sales schemes, such as the "mobile planner" schemes, have been spreading. Many of the victims are solicited by their friends or circle members. In some cases, they are burdened with debts through student loans, suffered from not only financial damage but also ruining friendships. The multilevel marketing members solicitate you in clever tricks, but you should be careful to assess the contents, have the courage to refuse, and do not become a perpetrator yourself.

\*You can cancel the contract from telemarketing and multilevel marketing by using the cooling-off system.

\*If you are in trouble, you can consult the "Gakusei Seikatsu 110" in the Student Affairs Section (03-3202-0706) or the Consumer Hotline (☎188).

## **(6) Harassment and sex-related issues**

### **1. What is harassment?**

Harassment is that one's speech or behavior cause disadvantage or discomfort to another person, or undermine their dignity. Even if your speech or behavior are unintentional, if the other person feels uncomfortable, they can be considered harassment. The Followings are just a few examples, but it is important to understand what exactly is meant. If you need any help with harassment, you can consult with the Office of compliance. In addition, depending on the problem, the Health Support Center Student Counseling Room, Gender and Sexuality Center, " Gakusei Seikatsu 110", and the Offices of your undergraduate school/graduate school can also help you.

- Sexual harassment

Making someone uncomfortable through physical contact, sexual violence/speech/behavior, etc.

- Academic harassment

Inappropriate educational behavior, guidance, or treatment by a faculty member/teacher/other person in a position of authority or superiority

- Power harassment

Inappropriate behavior, guidance, or treatment by persons with a superior position in the organization

- Alcohol harassment

Harassment or annoyance related to alcoholic beverages, such as forced drinking or violent behavior under the influence of alcohol

- SOGI\* ("Sexual Orientation" and "Gender Identity") Harassment

SOGI harassment includes outing (the act of disclosing someone's SOGI without their permission), and discriminatory words or actions, and/or mental or physical aggression and violence targeting one's SOGI.

\* SOGI is an acronym that stands for Sexual Orientation (a person's pattern of romantic and emotional attraction to people of particular gender) and Gender Identity (the personal sense of one's own gender).

### **2. Sexual Reproductive Health and Rights (SRHR)**

SRHR is among the fundamental human rights that pertain to everyone's sexuality, sexual wellbeing, and way of living.

The guiding principles of SRHR are that everyone deserve to have correct knowledge and information about sexual and reproductive health, and that everyone can make their own choices about their sexuality and their own lives. In order to realize this, it is important for society as a whole to have a proper understanding of SRHR and to have a common understanding of the concept firmly established.

#### ■ Key elements of SRHR

The rights to privacy and self-determination regarding one's own body.

The right to live one's own life that honors their SOGI and gender expression.

The right to have safe and pleasurable sexual experience.

The right to choose whether, when, and with whom to have a partner(s).

The right to choose whether, when, and with whom to get married.

The right to decide whether, when, and how many children to have.

Lifelong access to the information, resources, services, and support necessary to obtain all of the above rights, free from discrimination, coercion, exploitation, and violence

### 3. Sexual Assault and Sexual Consent

In addition to rape and molestation, sexual assault includes sexual harassment on social media, dating violence, forced sex without contraceptives, and other unwanted sexual behaviors, regardless of whether or not there is physical contact. You should respect each other's intentions by valuing "sexual consent".

Reference: Student Affairs Section Web site, "[Harassment](#)"

### 4. Gender and sexuality

Gender and sexuality are deeply related not only to the formation of one's identity, but also to one's relationships and life. In regard to gender, some people feel uncomfortable or troubled by gender norms such as "This is how a woman/man should be", "Even though You're a woman/man...", or "Because you're a woman/man, so you must be ...". With regard to sexuality, some people feel uncomfortable or have hard life due to the social system that assuming heterosexuality, gender binary, and cisgender (people who do not feel uncomfortable with their assigned gender/sexuality). Besides that, there are consultations from students who have been victims of sexual violence, sexual assault, or dating DV. It is also important to educate students about gender and sexuality regularly in the circle. You can help the troubled members by appropriate responding as an adult when they ask for advice.

When you receive a consultation, listen to it closely first. After that, confirm what the problem is and what he/she would like to do about it, and let them know that you would like to respond carefully. If specific actions are needed, ask for permission to share this information to what extent. If you have any questions, please consult with the GS Center, where professional staff members are available to help students with any concerns or discomfort they may have regarding gender and sexuality. If a specific response is needed, the GS Center may work with other parts of the university or outside the university to address the issue while protecting your privacy.

Consultations to confidential consultation organizations and anonymous phone consultations are not considered outings.

"Outing" is an act of revealing gender information or sexual orientation to a third party without the permission of the person concerned, and is a highly dangerous invasion of privacy that can damage the dignity of the person concerned and deprive them of their place in the world.

## **GS Center**

[Place] 2F, Building No.10, Waseda Campus

[Phone]direct: 03-3204-4607 ext. 71-5860 E-mail: gscenter@list.waseda.jp

### **(7) The legal age of adulthood was lowered from 20 to 18 (from April 1, 2022)**

The "Partial Revision of the Civil Code", which includes lowering the age of legal majority from 20 to 18, took effect on April 1, 2022.

The revision is intended to respect young people's right to self-determination and encourage their active participation in society, but there are some points to be noted.

#### **-What changed**

You will be able to make various contracts by yourself without the consent of your guardian, such as renting a house, getting a credit card, signing a cell phone contract, or taking out a loan to buy a car.

#### **-What NOT changed**

The age restriction for drinking alcohol, smoking, and public gambling (horse racing, bicycle racing, auto racing, etc.) will remain unchanged at 20. The age at which one becomes obligated to join the National Pension Plan also remains unchanged at 20.

#### **-What you need to be aware of**

The "minor's right of cancellation" (the right to cancel a contract when a minor has made a contract without the consent of a legal representative) will no longer be available for contracts, etc.

While you will be able to make contracts on your own, you will be responsible for keeping the contracts you make, and even if you are a student, if you are 18 years old, you may be a victim of consumerism. Even if you are just starting out on a part-time job, be sure to check the contents of the contract carefully.

Save anything you exchange when signing a contract (contract forms, pamphlets, emails, correspondence, etc.).

If you have a problem with a business after signing a contract for a product or service Consult National Consumer Affairs Center of JAPAN (hotline: "188"). At the National Consumer Affairs Center of JAPAN, etc., a consumer affairs consultant with specialized knowledge will interview the person in trouble, sort out the problems from the contract and other documents, and provide advice and information on how to voluntarily negotiate with the business and how to specifically resolve the problem.



## **(8) Making webpages and using social media**

Making webpages or using social media means that the information you send out will be viewed by an unspecified number of people. The information you post on a website or exchange on a social media may be viewed by people all over the world, and you may be liable for a large amount of compensation. Please be aware that the individual or circle that created the content on the website is responsible for the content.

In the past few years, there have been many cases of people confessing their own criminal acts through social media (LINE, Facebook, Twitter, etc.). Many of them may not understand that social media is open to the world, or they may be overconfident about the anonymity of the Internet. However, there are many cases where even fragments of personal information can be pieced together to identify individuals. Also, please be aware that information published on the Internet will remain on the Internet and cannot be completely deleted. Even if you limit the scope of your public disclosure, or only publish for a short period of time, the information may be saved by recipients who see the postings or spread without your knowledge.

In addition, please be considerate and moderate when using social media. Remember that even a casual comment or reaction that is not malicious on your part may be extremely offensive to others depending on their circumstances, and that spreading or repeating certain information in a group can create a great deal of group pressure, causing strong anxiety and fear in the recipients and deeply traumatizing them.

When posting information, express your intentions as clearly and precisely as possible. Conversely, when receiving information, do not read between the lines and take only what is written. If misunderstandings still arise, it is important not to continue the text-only exchange any further.

Before posting, carefully and thoroughly check whether the content is acceptable for transmission.

### **【Notes】**

- (1) Do not infringe on copyrights.
- (2) Do not slander or defame others.
- (3) Be careful to protect personal information.
- (4) Thorough operational management.

◆ Reference: Waseda University, "[Information Security for you](#)"

### **【Reference : about copyright】**

Copyrighted works include everything that has been created (language, music, art, architecture, graphics, movies, photographs, etc.). Unauthorized use of a work within the term of copyright protection constitutes copyright infringement, and you may be prosecuted. For example, cartoon and animation characters fall under the category of "works of art," and the act of posting cartoon and animation characters on websites and bulletins without permission will harm the author's right of reproduction and public transmission.

In recent years, many circles are distributing videos on YouTube, etc. Please take special care when using music for distribution.

### **(9) Precautions when traveling overseas**

When traveling overseas, please check [the Ministry of Foreign Affairs' Overseas Safety website](#) for the latest safety information on the destination country and confirm the coverage of overseas travel insurance before traveling.

### **(10) Driving vehicles (motorcycles and automobiles)**

Please be careful when driving a vehicle (two-wheeled or four-wheeled). In particular, if someone who does not drive regularly is driving, he or she should be very careful because accidents are likely to occur.

### **(11) Enrollment in voluntary insurance according to activity status**

Please take out insurance as much as possible related to activities according to the activity situation of each circle. In the case of activities that are not covered by the voluntary insurance, please obtain the consent of the guardians and collect the consent form from the all participants.

For extracurricular activities, only Waseda University students who have notified the university in advance of their participation in official circles or athletic department will be covered by Student Compensation System (Compensation for Injury).

For your reference, the following private voluntary insurance is available. Please refer to the following websites for details such as subscription conditions, as they are not provided by Waseda University.

- [Sports Safety Insurance Japan Sports Safety Foundation](#) (Japanese only)
- [Comprehensive Domestic Travel Insurance University Co-op Insurance Service Co.](#) (Japanese only)
- [Overseas Travel Insurance University Co-op Insurance Service Co.](#) (Japanese only)

### **(12) Sexual harassment in photos and videos taken during extracurricular activities**

There have been incidents both on and off campus of athletes and performers being photographed with sexual intentions and having their photos and videos posted on the Internet at sporting events and other activities including circle ones, and this has become a social problem. If you are organizing an event or competition, please take measures such as patrolling and talking to suspicious photographers.

## **1. Illegal or disruptive behavior in taking photos or videos during events or competitions**

In case of illegal or troublesome photographing or video recording during extracurricular events or competitions, the three representatives of the circle should collect the information and report it to the Student Affairs Section.

In addition, from the viewpoint of deterring inappropriate photographing behavior, it may be a good idea to warn spectators and participants in advance that they may be punished according to laws and ordinances.

## **2.Consultation service for illegal and harmful information on the Internet**

If the information posted on the Internet is illegal or harmful information that infringes your rights, you can ask the site administrator or provider to delete the photos or videos. As shown in the following document, there is a contact point for consultation regarding illegal and harmful information on the Internet.

[Consultation Service for Illegal and Harmful Information on the Internet](#)

(Japanese only)

## **(13) Guidance and disciplinary action for violation of rules and regulations**

If a student belonging to a circle commits an act against the following rules and regulations regarding extracurricular activities, etc. or an act against public order and morals, he/she may be subject to disciplinary action as a student or as a circle. Waseda University's disciplinary actions for violations are, in order of severity, "Withdrawal", "Suspension", and "Reprimand". In the case of Suspension, "measures associated with the suspension" will be taken. In addition, the following penalties will be imposed on the circle: "suspension of benefits," "suspension of activities for one month," "indefinite suspension of activities," "revocation of official status," and "order to dissolve the circle". These penalties are also imposed on registered (unofficial) circles and unauthorized groups .

【Measures to be taken when a student is suspended】

1. Keeping the student ID card at the student's faculty office
2. Prohibition of attendance at school
3. Prohibition of extracurricular activities and athletic club activities
4. Prohibition of use of university facilities, such as the Library and the Student Center
5. Prohibition of course registration
6. Partial or full return of on-campus scholarships and suspension or discontinuation of JASSO scholarships depending on the period of suspension (scholarships provided by private foundations, etc., will be at the discretion of the foundation concerned).

※In the case of the Withdrawal and Reprimand, the scholarship recipient may also be required to return a portion or the entire amount of the scholarship.

◆ [Regulations on extracurricular activities/detailed enforcement regulations for the regulations on](#)

[extracurricular activities](#) (Japanese only)

- ◆ [Detailed enforcement regulations for the regulations on Waseda University Student Center](#)  
(Japanese only)

#### **(14) Previous incidents and accidents**

The following incidents and accidents have actually occurred. Please refer to them to prevent similar accidents from occurring.

- One official circle repeated drinking under 20 years of age at circle get-togethers. As a penalty, application for continuation of official circles was not permitted.
- Members of one official circle drinking alcohol and disturbs the peace in Student Center. As a penalty, circle activities were indefinitely suspended. After the suspension was lifted, the circle was suspended from providing benefits (suspension of the use of the circle room) for two years.
- One unauthorized group caused an accident by drunken driving. As a penalty, circle activities were indefinitely suspended. After that, the circle was dissolved due to inability to conduct the circle recruitment activities.

#### **4. Precautions to be taken when using the campus**

When conducting circle activities on campus, please observe the following rules in order to maintain a good educational environment. Please note that these are the rules for Waseda and Toyama campuses. For other campuses, please contact the office of each campus.

##### **(1) Rules for use**

- Do not enter on days set by the university, such as during periods related to the admissions process.
- Do not enter at night (22:30 to 8:00 the following morning).
- The use of loudspeakers is limited to the period of 12:20-13:10 (except during examinations and on days set by the university) during the class period. It's use is limited to Waseda campus. When using the loudspeakers, please be considerate of your surroundings and refrain from using them at high volume.
- Do not violate public order and morals.
- Do not use fire.
- Do not sell goods or engage in any other activities that could be considered as selling goods (e.g., fundraising).

##### **(2) When a circle holds a meeting inside or outside the university**

Depending on the content of the event, please follow the prescribed procedures before holding the event. For details on procedures for using the venue, please refer to the Okuma Auditorium and Classroom Use Guide.

**(3) Installation of signboards and distribution of posts and leaflets**

When setting up signboards, distributing leaflets, etc. on campus, the person in charge or equivalent (both must be Waseda University students) must be present. In addition, the following items must be strictly observed. If you violate these rules, it may be removed without prior notice. Groups that violate these rules may not be allowed to set up signboards, posts, or distribute leaflets in the future.

- Clearly state responsibilities on signboards, leaflets, and other materials distributed.
  - In the case of an official circle: Specify the circle name.
  - For circles other than official circles: In principle, the name of the circle and the name, grade, name and contact information of the Waseda University student in charge must be clearly indicated.
  - Do not post content that is for commercial purposes, false advertising, lending your name, invading the privacy of others, or slandering or defaming specific individuals or groups.
  - Do not post any other content that is offensive to public order and morals.

\*Each campus has its own rules on how to post signboards and notices on campus. Please read the following rules carefully and confirm the details.

**Waseda Campus / Toyama Campus**

Standing Signboards	<p>Please observe the following rules when you place a standing signboard on campus. In principle, Waseda University will remove the standing signboards four times a year in conjunction with university events.</p> <ol style="list-style-type: none"> <li>(1) The size is up to two plywood boards (180cm x 90cm).</li> <li>(2) Do not install signboards with protruding objects, as passersby may be injured.</li> <li>(3) When setting up the signboards, please choose a place where there is no obstruction to traffic or danger to people, and be careful not to damage the plants. In addition, please do not set up the signboards in places designated by Waseda University, such as around the Okuma statue, which is the symbol of the university, or near the main gate.</li> <li>(4) Do not put duct tape or similar material on the fence to gain a place.</li> <li>(5) When installing, fix the four corners to prevent danger of collapse due to sudden wind gusts. Items that are in danger of falling over may be removed.</li> <li>(6) Signboards advertising events, etc., should be removed immediately after they are completed.</li> <li>(7) In principle, no more than two signboards with the same content may be set up on a single campus so that as many students and circles as possible can set up signboards (This also applies to cases where the same content can be judged to be the same even if the text is different).</li> <li>(8) Remove the items by yourself after the period of the notice has expired.</li> </ol>
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Bulletin boards	<p>When posting leaflets, etc., on campus, please observe the following points.</p> <p>(1) The maximum size of the notice board is A2.</p> <p>(2) The number of postings is limited to one frame per circle per bulletin board (or one frame per bulletin board without frames).</p> <p>(3) Do not post on places other than bulletin boards (walls, fences, etc.).</p> <p>(4) Use drawing pin to fix the posted items. Do not use staples or duct tape, as they may damage the bulletin board. Also, do not put them on top of other postings.</p> <p>(5) Postings to advertise events, etc. must be removed immediately after the event is over.</p> <p>(6) Waseda University will remove all postings once a month (in principle, in the morning of the fourth Monday of each month).</p>
Distribution of leaflets, etc.	<p>When distributing leaflets, etc. on campus, please strictly observe the following points.</p> <p>(1) Do not distribute flyers, etc. for commercial purposes such as advertising by vendors (including part-time students).</p> <p>(2) Hand-deliver leaflets and other materials only, and do not force people who are not willing to receive it.</p> <p>(3) Do not distribute leaflets, etc. in the building (except for Student Center) or place them on desks, as this will interfere with classes and events.</p>

### Nishi-Waseda Campus

Standing Signboards	<p>As a rule, the installation of standing signboards by student circles, etc. on the Nishi-Waseda Campus is not permitted. However, if it is judged to be a legitimate reason, installation may be permitted, so please contact <u>the General Affairs Section of the Administration and Technology Management Center for Science and Engineering</u>.</p>
Bulletin boards	<p>The following rules must be followed when using the bulletin board. If you violate the rules, it will be removed.</p> <p>(1) Inform the Administration and Technology Management Center for Science and Engineering for approval</p> <p>(2) Specify the deadline for posting.</p> <p>(3) As a rule, one A4-size sheet of paper should be used for posting.</p> <p>(4) Remove any items that have passed their expiration date by yourself.</p>
Distribution of leaflets, etc.	<p>The distribution of leaflets, etc. on campus is not permitted.</p>

### Tokorozawa Campus

Approval of Postings	<p>(1) Postings must be approved by <u>the Administrative Office, Tokorozawa Campus</u>.</p> <p>(2) In principle, the maximum posting period is two months.</p> <p>(3) False advertising, commercial advertising, invasion of privacy or defamation of</p>
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Deadlines and prohibitions	<p>others are not permitted.</p> <p>(4) The display of standing signboards is prohibited.</p> <p>(5) No leaflets may be distributed or left on desks in classrooms, cafeterias, or hallways.</p>
Size; Number of sheets; Description of bulletin board	<p>(1) The maximum size of the notice board is A2.</p> <p>(2) A total of three sheets of A2 size paper and five sheets of A3 size paper or smaller are permitted. In addition, each organization is limited to one sheet per bulletin board.</p> <p>(3) Only official circles can be posted on the bulletin board, and the circle name and the name of the person in charge must be written on the bulletin board.</p>
Location and method of posting	<p>(1) Posting is limited to the student bulletin board.</p> <p>(2) Use drawing-pin for posting. The use of staples, adhesive tape (cellophane tape, gummed tape, etc.), or other items that may damage the bulletin board during removal is prohibited.</p>
Removal of postings penalty	<p>(1) If staples, adhesive tape, etc. are used, it shall be removed.</p> <p>(2) The person in charge of posting should remove all postings that have expired or are no longer needed.</p> <p>(3) Postings left for a long time after the deadline will be removed after recording the name of the circle.</p> <p>(4) If the information is posted in a place other than the designated place (especially on the wall of a building, in a doorway, or in a window), it shall be removed.</p> <p>(5) Postings in violation of the rules will be removed without notice. Penalty may be imposed on the circle in question for violating the rules, such as not being allowed to post a notice in the future.</p>
Posting during the activities to welcome new circle members, etc.	<p>(1) The approval of the Administrative Office, Tokorozawa Campus can be omitted.</p> <p>(2) Posting notices in the following places is prohibited.</p> <ul style="list-style-type: none"> <li>•Bulletin Board for University</li> <li>•Classrooms</li> <li>•Library</li> <li>•Hall in front of the Administrative Office, Tokorozawa Campus</li> <li>•Dining room</li> <li>•Toilet</li> <li>•Glass door</li> <li>•Glass window</li> <li>•Stairway</li> <li>•Fire door</li> <li>•Handrail</li> <li>•Crossing stairs</li> <li>•Ceiling</li> <li>•Outdoor</li> </ul> <p>(3) Use only mending tape (which will not damage the bulletin board, etc.) when attaching bulletin boards.</p> <p>(4) Standing signboards are prohibited.</p> <p>(5) Other details will be announced on the bulletin board near the implementation date.</p>

Notice of the Tokorozawa Campus Festival	<p>(1) The approval of the Administrative Office, Tokorozawa Campus can be omitted.</p> <p>(2) Posted only on the student bulletin board and in designated areas.</p> <p>(3) As a rule, the posting period is from one month prior to the date of the event to the end of the Tokorozawa Campus Festival.</p> <p>(4) Only up to three signs produced by the Tokorozawa Campus Festival Executive Committee for publicity purposes may be installed.</p> <p>(5) Other details will be announced on the bulletin board near the implementation date.</p>
Use of Campus Facilities and Photography	<p>(1) Obtain prior approval from the university when using facilities on campus.</p> <p>(2) If you wish to have your photo taken on campus, please notify the university at least one week prior to the desired date.</p>

#### **(4) Circle recruitment activities**

During the circle recruitment period from April 1 to 4, please distribute flyers and conduct other recruiting activities in authorized areas on Waseda Campus. Activities in front of the Okuma Memorial Auditorium, on the Toyama Campus, and in the vicinity of the campus (shopping streets, etc.) are prohibited. Also, please be aware that flyers are scattered on campus and on the streets every year after the recruitment activities. Please be sure to collect them, as they may pose a risk of slipping and falling.

\*The rules are different at the Nishi-Waseda and Tokorozawa campuses. Please check the website for details.

\*When recruiting at other university, please follow the rules of each university.

#### **5. Other matters related to the circle**

Federation of Cultural Organizations (Bunka-Dantai-Rengoukai)

It is a federation of some "Student Associations", commonly known as "Bunren". Although the organization is defined in the regulations, it is currently suspending benefits to the "Bunren Standing Committee," which is the main organization.

#### **6. Emergency contact information**

If you have any problems, incidents, or accidents in your life as a student, please contact "Gakusei Seikatsu 110" at the Student Affairs Section as soon as possible. If you are unable to reach the number, please contact the security office on each campus at night, on national holidays, or during the summer and winter holidays. In case of illness or injury, please contact the Health Support Center on each campus as well.



**\*Emergency Contact**

**Gakusei Seikatsu 110 (Student Affairs Section): Direct 03-3202-0706 (ext. 72-3908)**

Campus	Location of local support	Contact information for nighttime response (security office)	Health Support Center
Waseda Campus	Side Gate reception	03-3203-4300 71-2000 (ext.)	03-5286-3984 71-3000 (ext.)
Toyama Campus	Main gate reception	03-3203-8701 72-2000 (ext.)	03-3203-3519 72-3975 (ext.)
Nishi-Waseda Campus	Main gate reception	03-5286-3022 73-2000 (ext.)	03-5286-3021 73-2640 (ext.)
Tokorozawa Campus	Main gate reception	04-2949-7519 76-2000 (ext.)	04-2947-6706 76-3308 (ext.)

Contact: Student Affairs Section, Waseda University  
TEL: 03-3202-0706 MAIL: [kagaidesk@list.waseda.jp](mailto:kagaidesk@list.waseda.jp)