

## **Guidelines for Student Life**

### **Improving Manners and Morals**

“Manners” refer to the etiquette and customs that should be observed in society, and they are essential for building basic human relationships. As university students, you are now regarded as respectable adults in society. Please adhere to societal manners and strive to live harmoniously with one another.

### **Maintaining a Safe and Comfortable Campus and Community Environment**

#### **Bicycle Riding and Parking Etiquette**

To preserve an appropriate educational environment and ensure pedestrian safety, the campus has restrictions on vehicle access, including bicycles. If you use a bicycle, please observe the following:

#### **Prohibited Actions:**

- Riding under the influence of alcohol
- Riding with one hand (due to using a smartphone, carrying an umbrella or bags, etc.)
- Riding while wearing headphones
- Riding without lights at night
- Riding on the sidewalk is generally prohibited; use the road instead
- Riding on the right side of the road is prohibited (stay to the left side)
- Riding side by side is not allowed
- ◆ Lock your bike and park it in the designated bike parking areas.
- ◆ Ensure pedestrian safety while riding and use lights at night.
- ◆ Bicycle parking stickers for the Nishi-Chiba campus can be purchased at the "Housing & Part-Time Job Information Counter" in the Co-op Life Center. Bicycles without stickers or those parked outside designated areas may be removed.

- ◆ Only bicycles used for commuting to university can be registered. Bringing bicycles solely for campus transportation is prohibited.
- ◆ In Chiba Prefecture, cyclists are required to have bicycle insurance (covering damages caused to others in an accident). This became mandatory in July 2022. Bicycle accidents can result in serious criminal charges or civil claims, so be cautious and ensure you have insurance.

#### Avoid Illegal Bicycle Parking at the Station

Illegal bicycle parking around Nishi-Chiba and Midoridai stations, as well as on streets, has become a problem. Such parking obstructs nearby residents, particularly posing a danger to children and people with disabilities. Additionally, the areas around these stations are designated as "Bicycle No-Parking Zones," and bikes parked outside designated areas may be removed at any time (a retrieval and storage fee applies). Always use the designated parking areas.

#### No Use of Fire on Campus

The use of fire, such as bonfires, fireworks, or barbecues, is strictly prohibited on campus, including in areas like the grounds or Katarai no Mori.

#### Proper Waste Sorting on Campus

Empty cans, lunch containers, and other trash left in lecture rooms and lounges are noticeable. Cleaning up after yourself is the minimum standard of manners. Dispose of your trash in the appropriate bins, and please cooperate with waste sorting for items like glass bottles, cans, and plastic bottles.

Waste disposal costs are significant, so please sort waste generated from activities like club events. For bulky waste, make an effort to reduce it by, for example, arranging for items to be taken away when replaced. The four items covered by the Home Appliance Recycling Law (air conditioners, TVs, refrigerators, washing machines) cannot be disposed of on campus, nor can bicycles. Each person is responsible for proper disposal.

#### Mixed Paper Recycling

Paper is a widely used resource at the university, making it important to promote the 3Rs (Reduce, Reuse, Recycle). Chiba University has introduced its own "Mixed Paper Recycling System" to enhance recycling efforts. This system involves collecting unbundled clean paper waste like memo paper and empty snack boxes as "mixed paper" in special yellow carts, separate from other recyclable paper.

For common types of waste like burnable trash, cans, plastic bottles, glass bottles, and mixed paper, please follow the sorting instructions posted on waste bins and ensure proper separation before disposal.

### Follow Local Waste Disposal Rules

In areas surrounding the university, improper waste disposal by students, such as leaving trash out on non-designated days or dumping it on vacant lots, has become a problem. In Chiba City, household waste must be sorted by type and disposed of on designated days and at designated locations. Students living in Chiba City should adhere to these rules and be responsible members of the community by following local waste disposal practices. Improperly sorted trash cannot be processed and may be left uncollected. If you're unsure about waste sorting and disposal, please check the local government's website.

### Waste Sorting and Disposal Rules:

1. Properly sort your waste before disposal.
2. Dispose of waste at the designated waste station for your area.
3. Place waste out between early morning and 8 AM on collection days.
4. Use designated containers for disposal.

### **Disciplinary Actions and Guidelines for Students**

When students violate university regulations or engage in conduct unbecoming of a student, disciplinary actions will be imposed in accordance with the "Chiba University Student Disciplinary Regulations." Students are encouraged to always act with moderation and responsibility.

If you receive a suspension, your enrollment period (required for graduation) may fall short, leading to a delayed graduation (commonly referred to as "repeating a year (Ryu-nen)").

### Types of Disciplinary Actions:

Reprimand/Severe Warning: A caution issued verbally or in writing.

Suspension: A temporary prohibition from attending classes, participating in extracurricular activities, etc.

Expulsion: The termination of a student's enrollment, stripping them of the right to study at the university.

### Examples of Disciplinary Actions

The specific content of disciplinary actions will be determined based on individual circumstances.

Reason for Discipline		Content of Disciplinary Action
Academic Misconduct (Exams or practicals)	Cheating on exams	Suspension
	Failure to comply with the supervisor's instructions during exams	
Criminal Acts	Robbery, theft, assault, sexual assault, voyeurism, etc.	Expulsion or suspension
	Inappropriate behavior on social media, misuse of certificates, harassment, etc.	Suspension or Reprimand/Severe Warning

### Illegal Acts

#### ■ Sexual Violence, Including Sexual Harassment

Sexual violence, including sexual harassment, severely violates the dignity and rights of victims and can cause irreparable psychological trauma and physical harm that lasts a lifetime. Such acts may constitute criminal offenses under the Penal Code, and will be dealt with with utmost severity.

#### ■ Drug Abuse

Drugs such as stimulants, marijuana, MDMA (synthetic drugs), cocaine, heroin, and psychotropic substances are known to have addictive or habitual effects and can excite or depress the central nervous system or induce hallucinations. The handling of these substances is prohibited or restricted by law.

Drug abuse has harmful effects on both mental and physical health and is subject to strict legal regulation, making it a serious crime.

● If you are tempted to use drugs:

- Clearly and firmly refuse.
- Change the subject or leave the scene.
- Seek advice or support.

● Important Points When Traveling Abroad

Be aware that food products containing cannabis (e.g., candy, cookies, chocolates) may be sold in some countries. To avoid being exploited as a drug mule, be cautious of the following:

- Do not accept packages or gifts from others without knowing their contents.
- Do not fall for offers like "just carry this for a reward."
- Do not assume that "it's only one time, I won't get caught."

Acts of misconduct or behavior unbecoming of a student, including those listed above, carry legal and ethical consequences. Moreover, the actions of university members, including students, often attract more public attention than expected.

Even a single instance of inappropriate behavior by a small number of students can damage the university's reputation, disrupt the academic and extracurricular activities of other students, and undermine the educational and research activities of the university. Please be fully aware of these consequences.

**Be Cautious of Online Troubles**

**Beware of Troubles on Social Media**

Cases of problems arising from disclosing personal information or private matters on internet platforms like forums, blogs, and social media, or posting false statements (e.g., claiming to have driven under the influence) or defaming others, are on the rise. Chiba University addresses such incidents with strict measures.

All content used in social media posts, including photos, images, and illustrations, is subject to copyright. Do not use any content without confirming the copyright. If you have used such content, delete or retract it immediately.

One crucial thing to remember about social media is that the information shared is not only visible to friends but can be accessed globally. Even posts made under the guise of "anonymity," "just among friends," or "this should be fine" can affect your job search or lead to irreversible problems. Always consider the potential consequences of your actions.

Understanding the importance of confidentiality regarding personal information is essential. Every individual must act responsibly in their words and deeds.

### Basic Internet Literacy

- The internet is accessible to people all around the world.
- Don't take online information at face value.
- If you wouldn't say something in person, don't say it online.
- Once something is on the internet, it's nearly impossible to erase it completely.
- Your actions on the internet are recorded by service providers.

### Information Security Awareness

Chiba University's Information Crisis Response Team (C-csirt) shares important updates on current malware attacks and other security-related issues via their official X (formerly Twitter) account: C-csirt on X. (<https://twitter.com/ccsirt>)

Instances of people carelessly sharing sensitive personal information, leading to trouble, are increasing. When asked to provide details like your address, name, phone number, or email address—especially in surveys—handle them with extra caution.

Be aware that there have been incidents where scammers impersonated police officers or other officials over the phone to extract personal information. Always verify their department and look them up online or call back using a number without caller ID to ensure their legitimacy.

Leaking information gained during internships or practical training can result in severe disciplinary actions from the university and may even lead to legal consequences.

### Everyday Online Safety

To avoid getting involved in internet-related problems, be mindful of the following:

- Photos often contain location data, which can unintentionally disclose your address.
- Posting about trips or being away from home increases the risk of burglary.
- Guard against losing or having your smartphone or computer stolen, and regularly back up your data.
- Avoid carrying sensitive personal data, such as membership lists, carelessly. Always protect files with passwords.
- Both computers and smartphones are vulnerable to viruses and spyware. Use protective software to safeguard your devices.

## Be Considerate of Others and Yourself

### Alcohol Consumption Guidelines

Alcohol consumption by individuals under 20 is prohibited by the "Law Prohibiting Underage Drinking." Drinking on campus is generally prohibited. Incidents of acute alcohol poisoning from binge drinking at welcome parties for new students have become increasingly common, sometimes leading to fatal consequences.

- ◆ Do not pressure others to drink alcohol.
- ◆ Have the courage to refuse alcohol, even when encouraged by seniors.

This applies to everyone, including adults. Some people cannot consume alcohol at all (approximately 44% of Japanese people are genetically unable to drink). Please be mindful of each other's needs.

Are you aware of alcohol harassment? Forced drinking, intentional over-drinking, nuisance behavior while drunk, and sexual harassment or violence at drinking events are violations of human rights. These actions are not excusable as "just the result of being drunk."

Four Chances to Save a Life in Case of Alcohol Poisoning:

1. Prevent binge drinking and avoid letting others get too drunk.
2. Never leave an intoxicated person alone.
3. If someone passes out, lay them on their side to allow them to vomit naturally.
4. If something seems wrong, do not hesitate to call an ambulance.

### Smoking Etiquette and Rules

Smoking by individuals under 20 is prohibited by the "Law Prohibiting Underage Smoking." The revised Health Promotion Act also emphasizes the prevention of second-hand smoke. Smoking is entirely prohibited on campus.

Smoking is also banned in many public places, such as parks and streets near the university, to prevent second-hand smoke. Even when smoking off-campus, please take measures to prevent second-hand smoke and avoid any actions that may cause discomfort to others.

### Respect for Diversity

Interest in understanding diversity, including sexual minorities, and preventing discrimination has been growing both domestically and internationally. On June 23, 2023, the "Act on Promoting Understanding of Diversity in Sexual Orientation and Gender Identity" was enacted. Chiba University does not tolerate discrimination or harassment based on sexual orientation, gender identity, culture, disability, or any other minority status among students, faculty, or staff.

## Everyday Manners and Safety

Please be mindful of the following to avoid causing trouble for nearby residents:

- Avoid using smartphones or mobile phones while walking or cycling (This is extremely dangerous and can cause serious accidents).
- Do not engage in disruptive behavior in prohibited areas (e.g., using skateboards or electric scooters).
- Refrain from playing loud music at night.
- Do not block the streets while walking to or from school.
- Avoid gathering in large groups or making loud noises near restaurants or other public areas.
- Park bicycles legally at stations, supermarkets, and banks.
- Be cautious when cycling or running at high speeds as it can endanger pedestrians.

## Research Ethics

Graduate school aims to cultivate pioneering researchers and highly skilled professionals. As budding researchers or professionals, it is crucial to hold yourself to high standards, understand your responsibilities, and conduct your research activities with integrity.

For more details, please refer to Chiba University's website on "Dealing with Misconduct in Research Activities."

## Be Aware of Theft and Lost Items

### Preventing Theft

There has been an increase in thefts and pickpocketing on campus. Since people can enter and exit the campus relatively freely, do not let your guard down just because you are on university grounds. Pay special attention to the following:

- Do not leave your belongings unattended.
- Keep cash and valuables close to you at all times.
- Do not leave your belongings unattended in classrooms, cafeterias, or libraries.
- Use valuables lockers when using sports facilities (these are for temporary storage of valuables).
- Do not leave valuables in club rooms or similar places.
- Always lock your bicycle and avoid leaving it unattended for long periods (double-locking is recommended).



If you are a victim of theft, immediately contact the administrative office of your faculty or graduate school.

### Lost and Found

If you lose something on campus, check with the nearest administrative office. Found items are generally kept for three months, after which they will be disposed of.

If you lose something:

If the owner is identified: You will be contacted once the owner is identified. Make sure to check which department contacted you. If direct contact with the owner or their family is not possible, the item will be kept for three months from the date of the contact attempt and then disposed of.

If the owner is not identified: Items will be kept for three months from the date they were reported, after which they will be disposed of.

If you find a lost item:

Bring it to the nearest administrative office. If the office is closed, take the item to the main gate security office.

If you find cash (wallets): Please bring it to the Student Support Division or the nearest police station.

### Emergency Contacts

If you spot a suspicious person on campus or need to call an ambulance in case of an accident, contact security personnel immediately:

Nishi-Chiba Campus: Main Gate Security Office - TEL: 043-290-2082

Inohana Campus: Security Office - TEL: 043-226-2004 (extension 5008)

Matsudo Campus: Student Life Office - TEL: 047-308-8715 (weekdays from 8:30 AM to 5:00 PM)

### Disaster Preparedness

Please use the ANPIC Safety Confirmation System to report your status during a disaster. Chiba University has introduced this system to quickly ascertain the safety of students and staff and to manage disaster response effectively. Ensure you complete the initial registration.

Initial Registration: Complete the initial registration!

Safety Reporting: Report your status during an emergency!

■ Your initial ID is your student number.

## Beware of Deceptive Solicitations

### Watch Out for Deceptive Solicitations

On and off campus, there are groups that approach students who are alone in places like cafeterias or benches, hiding their true identity while inviting them to join in "circle activities." Some of these groups also pretend to be Chiba University students on social media, inviting others to join their activities. The activities they promote range from various sports and music to volunteer work. While it may seem like a casual way to make friends at first, these groups can become difficult to leave, potentially disrupting your student life and relationships. Please be cautious.

- If you're not interested, firmly say "No, thank you," and do not listen to them.
- Do not carelessly share personal information (name, phone number, LINE info, address, etc.).
- If something feels off, consult the appropriate support office immediately.

Consultation Contact:

Email: [kanyu\\_soudan@chiba-u.jp](mailto:kanyu_soudan@chiba-u.jp)

Student Consultation Room: Student Support Plaza

### Beware of Fraudulent Sales Practices

At 18, you are considered an adult. Be aware of contract-related troubles! There is an increase in fraudulent sales practices targeting students. These scams are designed to exploit the inexperience of students with cunning tactics.

– Don't fall for enticing offers or get-rich-quick schemes; refuse them outright! –

- Catch Sales: Approaching you on the street with a request like "Please answer a survey," then taking you to an office to pressure you into signing an expensive purchase contract.
- Multilevel Marketing: Promising that you'll "definitely make money" if you recruit others to join, then pushing you to buy expensive products.
- Appointment Sales: Calling you to a café or office without disclosing the purpose of the meeting, then creating a situation where you can't leave without signing an expensive contract.
- Phantom Billing: Receiving a bill from a website you don't recognize. (Do not contact the sender; just ignore it entirely.)

Cooling-Off System: Even after signing a contract, you can withdraw or cancel it in writing within the designated period (8 days for door-to-door sales, 20 days for multilevel marketing).

For more information on the cooling-off system or if you need help, contact:

Chiba City Consumer Affairs Center  
TEL: 043-207-3000 (Consultation Only)