

Tips for Successful Studies at GRIPS

Plan

- It must be tempting to leave all your studying until towards the end of the term. But do not procrastinate. You will be amazed by the sheer number of exams and essay deadlines at the end of the term. The longer you procrastinate the more stressful it will become and you will end up learning less.
- Creating a study plan is a good way to motivate yourself to study. Set yourself a study schedule ahead of time and stick to it.
- One way to study effectively is to put yourself in a teacher's position. When you study, develop your lecture notes supposing that you are asked to teach that subject. It will enhance your understanding and, if you are asked, you can teach that subject!

Ask for Help

- Be sure to read each of the readings assigned for a class before the lecture in order to gain the most out of the class and be able to ask good questions.
- Be sure to review your class materials and/or your notes after each class. Revisiting what you've learned is the best way to retain knowledge and insight.
- If you don't understand, don't hesitate to ask for help. Ask your classmates or your professor. It can be intimidating to approach your professor, but they are there to help you learn.
- Study groups are a great way to learn. Your fellow students are also going through similar difficulties. Reaching out to your classmates to go over the materials together often accelerates your learning, and helps you guard against procrastination.

Preparing for Examinations

- It is acceptable to ask: what course material is most important for the exam; what is the format of the exam; and whether any practice exams are available.
- Using your lecture notes, problem sets, and readings, try to predict what the exam questions will be, and develop answers for those questions.
- Try explaining difficult topics to your friends. It will help you to evaluate your understanding.
- As you prepare for an exam, if you still have questions about a topic, ask the professor about it during office hours or in a review session.

Relax and Take Breaks

- Stress hurts our ability to absorb information. Taking breaks in between study sessions boosts the retention of new information.
- Make sure to sleep well and eat healthy foods.
- Physical activity is also beneficial for your well-being, as well as for your studies. In fact, studies have shown that exercise improves our ability to concentrate.
- Doing nothing but study will lead to burnout. You should take plenty of time for yourself, to spend with your friends, etc. Remember always to take care of yourself.

GRIPS Assessment Policy

<p style="text-align: center;">GRIPS Assessment Policy</p> <p style="text-align: center;">Assessment Information Provided in Syllabus</p> <p>On information about assessment for each university course, regarding the goals to be attained and the assessment criteria, the following will be provided in the syllabus available at the beginning of the course.</p> <ul style="list-style-type: none"> • The goals to be attained • the marking/grading system to be used • the weight allocated to each significant grading component <p>Once a course has started, instructors may not change the requirements without (a) obtaining the agreement of all students concerned and (b) informing the Academic Support Team.</p> <p style="text-align: center;">Procedure before Issuance of Final Grades</p> <p>Assessment During the Course</p> <p>Instructors should promptly return all items for assessment completed during the term, with marks or grades and, where appropriate, comments to the students. Also, instructors must comply with the guidelines for grading (cf. 'Final Grades'), so that students can gauge their own performance against that of other members of the class. Students are advised to keep their returned original assignments in case they decide to appeal their final grades.</p> <p>Meeting All Assessment Requirements</p> <p>Course assessments may include different forms of assessment, such as class exercises, assignments, quizzes, tests and examinations. Students need to ensure that they have completed all the required items for assessment by the designated deadlines. Failure to attend a class in which instructions were given or work was assigned is not a valid reason for non-performance.</p> <p>Students' Own Work</p> <p>All work submitted for assessment must be the student's own work, and must not be the result of collaboration with others, unless it is clearly indicated in the assignment details that the</p>	<p style="text-align: center;">GRIPS成績評価基準(対訳) ※英文を正本とする。</p> <p style="text-align: center;">シラバスに記載される 成績評価についての情報</p> <p>各授業科目の成績評価に関して、到達すべき目標及び成績の評価基準については、シラバスに以下の事項が記載されている。</p> <ul style="list-style-type: none"> • 到達すべき目標 • 使用される採点・成績評価のシステム • 成績評価における主要な各要因に与えられるウェイトについての情報 <p>講義開始後に教員がシラバス記載の事項を変更する場合は、関係する学生全員の賛同を得ること、また教務担当に報告することが必要となる。</p> <p style="text-align: center;">最終成績評価に先立つ手続き</p> <p>授業科目期間中の評価</p> <p>教員は学期中に完成した評価対象アイテムを、採点または成績評価、および必要な場合にはコメントとともに速やかに学生に返却するべきである。また教員は、成績分布のガイドラインを遵守することで、学生がクラスの他のメンバーに比較した場合の自らの成績を正しく評価できるようにしなければならない。学生は、最終成績評価について不服申立する場合に備え、課題の原本を返却された場合はそれを保管しておく必要がある。</p> <p>すべての評価要件を満たすこと</p> <p>授業科目においては、クラスでの課題や提出課題、小テスト、試験など様々な形式での評価が行われる。学生は指定された期間に、評価において必要とされる事項をすべて、確実に満たしてはならない。指示や課題が出た時にクラスを欠席していた、というのは正当な理由と認められない。</p> <p>提出課題の作成</p> <p>評価のための提出課題はすべて学生が自身で作成しなければならない。共同作業や他人との協力が可能である旨が評価の詳細において明確に記載されていない限</p>
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submitted assignment may be a joint or collaborative effort. In all joint assignments, the student must specify the nature and extent of the collaboration and the identity of the collaborators.

Special Consideration

1. Students who have suffered from serious illness, accident or any other incident beyond their control, which they believe has affected their assignment work, should complete and submit as soon as possible a “Request for Special Consideration” (form available at the Academic Support Team counter) along with any medical certificates or other certified official documents indicating the duration and severity of the problem to the Academic Support Team, who will forward them to the instructor.

2. Students should note that work, family, and sporting and social commitments are not normally viewed as being beyond a student’s control and so are not normally accepted as grounds for special consideration.

3. If the student is not satisfied with the initial response to his/her “Request for Special Consideration,” then the student may submit a request for further consideration to the Program Director via the Academic Support Team.

4. For further information regarding applications for special consideration, contact the Academic Support Team.

Course withdrawal procedure

A student may withdraw from a course without penalty during the registration period. After the end of the registration period, students can still withdraw from courses before the final withdrawal deadline, but a grade of W will be shown on their transcript.

Note: it is not permissible to withdraw after the withdrawal deadline.

However, the Academic Support Team may allow a student to withdraw from a course after the withdrawal deadline in the cases listed below.

Note: in such cases a grade of W will be shown on the student’s transcript.

- The case where a student takes a leave of absence, withdraws, or is deregistered from GRIPS before the grades are submitted by the instructor; or
- The case where the Dean deems it difficult for a student to continue studying due to circumstances beyond the student’s control, such as a disaster or a political change.

The academic calendar stipulates the registration periods and withdrawal periods for each term and course type.

り、他人の協力を得て作成してはいけない。共同作業で作成されたすべての提出課題には、協力の内容やその程度、また共同作業者の氏名が明記されなくてはならない。

特別配慮

(1) 重病や偶発事故など不可抗力の事由のために、提出課題等の作成に影響を受けたと考える学生は、「特別配慮の申請」の申立書を可能な限り速やかに提出することとする。申立書には、その事由の期間やその重症度について具体的に記載された医師による診断書、またはその他公式に認定された文書を添付し、教務担当に提出する。教務担当はこの書類を教員に転送する。

(2) 学生は、仕事、家族、スポーツおよび社交上の約束は通常不可抗力とはみなされず、従って通常は特別な配慮の根拠としては認められない、という点に注意する必要がある。

(3) 学生が「特別配慮の申請」に対する当初の回答に満足できない場合には、プログラムディレクターに対し、教務担当を通じて更なる配慮の申請を提出することができる。

(4) 特別な配慮のための申請に関するその他の情報については、教務担当に問い合わせること。

授業科目登録の取消手続

履修登録期間中は、学生はペナルティなしで授業科目登録の取消しを行うことができる。履修登録期間の後でも、最終履修登録取消期限までは学生は履修登録の取消しを行うことができる。この場合には、学生の成績証明書には W 評価が記載されることになる。最終履修登録取消期限の後には、履修登録取消しは不可能となる。

ただし、以下の学生は最終履修登録取消期限後に教務担当が履修登録の取消をすることがある。その場合、成績証明書には W 評価が記載される。

- 担当教員から成績が提出されるまでに休学、退学、除籍となった学生
- 災害や政変等本人の責によらない事情のため、研究科長が履修継続困難と判断した学生

各学期における履修登録の日程については、学年暦に記載されている。

Final Grades	最終成績評価
<p>Final Grades</p> <p>The following grading scale will be used for all courses.</p> <p>A 90–100 Pass: Achieved the goal at a high level</p> <p>B 80–89 Pass: Achieved the goal at a satisfactory level</p> <p>C 70–79 Pass: Achieved the goal at a generally acceptable level</p> <p>D 60–69 Pass: Achieved the goal at a minimum acceptable level</p> <p>E 0–59 Fail: Did not achieve the goal</p> <p>P Pass: Achieved the goal (in courses designated Pass/Fail)</p> <p>F Fail: Did not achieve the goal (in courses designated Pass/Fail)</p> <p>W Withdrawn</p> <p>T Credit transferred</p> <p>Grade Distribution Guidelines</p> <p>For courses in which letter grades are assigned, the grade distribution should satisfy both the mean Grade Point Average (GPA) criterion (see (1)-3 below) and the reasonable distribution criterion (see (2) below).</p> <p>(1)-1 Grade Point (GP)</p> <p>The GPA system has been introduced at GRIPS to ensure the effectiveness of rigorous grading, to motivate students to pursue their own studies, to use the system for academic guidance, and to meet international educational standards.</p> <p>A, B, C, D and E carry grade points of 4, 3, 2, 1 and 0, respectively.</p> <p>(1)-2 Calculation of GPA</p> <p>Calculate only for courses other than Category X for which a GP is granted. (* Ratings of P, F, W and T are not included in GPA.)</p> <p>GPA per Term =</p> <p>numerator / denominator, where</p> <p>numerator = total of (GP of each course to be calculated for the term x the number of credits for each course) and denominator = total number of credits for courses to be calculated for the term.</p> <p>GPA for the entire enrollment period =</p>	<p>最終成績評価</p> <p>以下の評価基準が適用される。</p> <p>A 90-100 合格 到達目標を高い水準で達成している</p> <p>B 80-89 合格 到達目標を満足できる水準で達成している</p> <p>C 70-79 合格 到達目標を概ね達成している</p> <p>D 60-69 合格 到達目標を最低限の水準で達成している</p> <p>E 0-59 不合格 到達目標を達成していない</p> <p>P 合格 到達目標を達成している (合格・不合格を指定する授業科目の場合)</p> <p>F 不合格 到達目標を達成していない (合格・不合格を指定する授業科目の場合)</p> <p>W 登録取消し</p> <p>T 単位互換認定</p> <p>成績評価の分布に関するガイドライン</p> <p>アルファベットで評価が記載される授業科目の場合には、平均Grade Point Average (GPA) 基準 (以下(1)-3 参照) および妥当な分布に関する基準 (以下(2) 参照) の双方を満たしているべきである。</p> <p>(1)-1 Grade Point (GP)について</p> <p>本学では、厳格な成績評価の実効性を担保し、学生自身が意欲的に学修を進めていくこと、学生に対する学習指導等に活用すること、及び国際的教育水準の達成を目的として、GPA制度を導入している。</p> <p>A、B、C、D、Eを、それぞれ4点、3点、2点、1点、0点とする。</p> <p>(1)-2 GPAの計算式</p> <p>区分X以外の科目で、GPが付与された科目についてのみ計算を行う。 (※P、F、W、Tの評価はGPAに含まれない。)</p> <p>学期毎のGPA =</p> <p>(分子) = (当該学期における計算対象科目のGP×単位数) の合計</p> <hr/> <p>(分母) = 当該学期における計算対象科目の単位数の合計</p> <p>全在学期間のGPA =</p>

numerator / denominator, where

numerator = total of (GP of each course to be calculated for the entire enrollment period x the number of credits for each course)

and

denominator = total number of credits for all courses to be calculated for the entire enrollment period.

(1)-3. Mean Grade Point Average Criterion

Courses should have a mean GPA between 3.1 and 3.5.

(2). Reasonable Distribution Criterion

The distribution of pass grades should be in accordance with the following guideline.

- A 20–50% of class
- B 30–70% of class
- C < 25% of class
- D < 10% of class

If the grade distribution is not in accordance with the guideline, the instructor must provide a reason.

Release of Course Results

Course results are submitted to the Academic Support Team by the end of the third week after the end of the term. After the end of each term and within ten working days of the final submission date, each student will be issued an official results notice providing the details of courses completed and grades awarded.

Appeal

1. A student who wishes to appeal the grade must submit a request in writing to the Academic Support Team within two weeks of the announcement of the results (or within five days if the student is scheduled to receive a graduation judgement in that term and the grade to be discussed is related to the graduation judgement). The Academic Support Team shall send the request to the instruction in charge of the course with a copy to the Program Director. If the course instructor is the Program Director, then a copy shall be sent to the Dean.

The instructor in charge of the course will review the content of the appeal and send a reply to the Academic Support Team by email with a carbon copy to the Program Director within three weeks of receiving the appeal from the student (or within one week if the student is scheduled to receive a graduation judgement in that term and the grade to be discussed is related to the graduation judgement). If the course instructor is the Program Director, then the carbon copy shall be sent to the Dean. The Academic Support will send the reply from the course instructor to the student.

(分子) = (全在学期間における計算対象科目のGP×単位数)の合計

(分母) = 全在学期間における計算対象科目の単位数の合計

(1)-3 平均GPA基準

当該授業科目のGPA平均は3.1点から3.5点の範囲内となるべきである。

(2) 妥当な分布に関する基準

成績評価の合格にかかる分布は以下の範囲内となるべきである。

- A クラスの20-50%
- B クラスの30-70%
- C クラスの25%未満
- D クラスの10%未満

成績評価の分布がガイドラインを満たさない場合には、教員はその理由を挙げなければならない。

成績の発表

成績は学期終了から3週間以内に教務担当に提出される。学生全員に対する、修了した授業科目の詳細および各学期の成績評価を記載した公式結果の通知は、最終提出期日から、土曜日、日曜日及び祝日を除いた10日以内に発行される。

不服申立

(1) 学生は授業科目における成績評価につき疑義がある場合には、成績発表後、2週間以内（その学期に修了判定対象であり、不服申立を行おうとする成績が修了判定に関わる場合は5日間以内）に、教育支援課教務担当に書面で不服申立を提出する。教育支援課教務担当は、授業科目担当教員に不服申立を送付し、当該プログラムまたはコースのディレクター（以下「ディレクター」）にも写しを送付する。授業科目担当教員とディレクターが同一人物である場合には、写しは研究科長に入れる。

授業科目担当教員は内容を確認し、学生への回答を、申立を受理してから3週間以内（その学期に修了判定対象であり、不服申立を行おうとする成績が修了判定に関わる場合は1週間以内）に教育支援課教務担当に送付し、写しをディレクターに送付する。授業科目担当教員とディレクターが同一人物である場合には、写しは研究科長に入れる。教育支援課教務担当は授業科目担当教員からの回答を学生に送る。

2. A secondary appeal can be made by the student if the students does not accept the reply of the course instructor. The student must submit a secondary appeal request in writing to the Academic Support Team within five days of receiving the reply from the course instructor. The Academic Support Team will send the secondary appeal request to the Dean. The Dean will set up an Examination Committee for Reexamination of Grades (consisting of the Dean, a member of the Board of Trustees in charge of Education, Program or course Director and where appropriate other faculty members nominated by the Dean), will reevaluate the grade in consultation with the committee members, and if the evaluation result is changed, will instruct the course instructor to revise the grade. The Dean will inform the result of the reevaluation within two weeks of receiving the request for a secondary appeal by the student to the Academic Support Team, and the Academic Support Team will notify the student.

3. No objection to the secondary appeal shall be granted.

4. When the particular assessment undergoing reexamination is a group assignment, the formal request for review must be signed by all members of the group and submitted as specified above.

5. As noted previously, students should keep all marked work that is returned to them, and other relevant material or information that would be useful (for example email correspondences between the instructor and the relevant student before making the appeal) in case those documents are required for reassessment after the appeal. Instructors in charge of a course should keep evidence related to grading, such as attendance records, examination responses, report assignments, and submitted assignments that are not returned, for a minimum of three weeks in case an appeal is lodged.

6. The Director shall inform the student who has made the appeal in writing through the Academic Support Team, within two weeks of the filing of the appeal, the result of the reevaluation.

Repeating a Course

1. In principle, students cannot repeat a course which they have already completed successfully. They can do so only with the permission of both the course instructor and their Director.

2. Those who wish to repeat a course should submit a completed "Application to Repeat a Course" to the Academic

(2) 学生は授業科目担当教員の回答を受け入れない場合は、回答を受領後、5日以内に教育支援課教務担当に再不服申立を書面で提出する。教育支援課教務担当は研究科長に再不服申立を送付する。

研究科長は成績再審査委員会(研究科長以外に、教育担当理事、プログラム/コース・ディレクター、および、必要に応じて研究科長が指名するもので構成される)をつくり、委員と協議して成績の再評価を行い、評価を変える場合は授業科目担当教員に成績修正の指示をする。研究科長は再不服申立を受理してから2週間以内に、再評価の結果を教育支援課教務担当に送付し、教育支援課教務担当は学生に回答を通知する。

(3) 再不服申立への異議は認めない。

(4) 評価につき再考の対象となっている提出課題がグループで作成した課題である場合には、再考についての正式な要請にグループ全員が署名し、上記に従ってこれを提出する。

(5) この不服申立の手続きの可能性を考えて、学生は、不服申立後の成績再評価に備えて、返却された採点済みの提出課題や、その他成績評価の参考になる資料・情報(たとえば、不服申立前に行われた学生と教員間のemailのやりとりなど)を保管しておかなければならない。授業科目担当教員は、出席記録、試験問題やレポートの課題、返却しない提出課題等の成績評価の根拠となる資料を不服申立がある場合に備えて最短でも3週間は保管しておかなければならない。

(6) ディレクターは、申し立てが受理されてから2週間以内に再評価の結果を書面にて教務担当を通じて申し立てを行った学生に伝える。

再履修

(1) 原則として、修得科目を再履修することはできないが、希望する学生の所属するプログラムディレクター及び授業科目担当教員が認めた場合にのみ、再履修することができる。

(2) 既修得科目の再履修を希望する学生は、プログラムディレクター及び授業科目担当教員の許可*を得た上

2. Important Information for Academic Life

Support Team after obtaining the approval* of both their Director and the course instructor.

*Approval to repeat Japanese language courses is not required.

3. Note: only the grade assigned in the repeated course will be shown on the student's transcript.

で、「再履修申請書」を教務担当に提出する。

* 日本語の語学の授業を再履修する場合は、これらの許可は不要である。

(3) 成績表には、再履修時の成績のみが表示される。

Cheating and Plagiarism

GRIPS View of Cheating and Plagiarism

Cheating and plagiarism are viewed as serious offenses at GRIPS. They directly affect the morale of the other students and lower the reputation of the school. In that light, cheating and plagiarism will not be tolerated and may result in serious penalties, including suspension or expulsion from GRIPS. All staff and students have a responsibility to prevent, discourage, and report cheating. For more information about penalties, see *Disciplinary Policy Regarding Student Misconduct*.

Definition of Cheating

Cheating is fraudulent conduct in university coursework and examinations. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain unfair advantage in coursework and exams.

Examples of Cheating

Examples of cheating include, but are not limited to:

- Impersonating someone else in a test or examination, or abetting such impersonation;
- Copying from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the current instructor;
- Helping others to cheat in the above ways;
- Falsifying data, i.e. manipulating research materials or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record. While there is considerable leeway in the interpretation of data, the data itself must not be manipulated or distorted.

Definition of Plagiarism

Plagiarism is the copying of ideas, wording, or anything else from another source without appropriate reference, so that it appears to be one's own work. This includes published and unpublished work, Internet content, and the work of other students and staff.

Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

- The submission of a work, either in part or in whole, completed by another;
- Failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another;
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit;
- In written work, failure to use quotation marks when quoting directly from another, whether the quoted material be a paragraph, a sentence, or even a part thereof;
- Using another writer's entire paper (or a substantial part of it), even with a citation.

Research Ethics Education

In order to prevent misconduct in research activities, GRIPS provides education on research ethics as follows.

- All students are required to take an e-learning course for graduate students on research ethics (e-Learning Course on Research Ethics [eL CoRE]) conducted by the Japan Society for the Promotion of Science (JSPS).
 - Participation in the research ethics seminars and workshops offered by GRIPS for thesis preparation is required (some are recommended).
 - If a student receives research funds or is involved in the implementation of research funds as an RA, etc., compliance education for research funds is required.
- Information on teaching materials and courses will be announced separately.

Disciplinary Policy Regarding Student Misconduct

Misconduct in Academic Activities

'Misconduct during an examination' refers to any behavior considered improper for a graduate student under instruction at GRIPS, such as using materials prohibited at a test site, including cheat notes constructed by the student; prohibited devices; or the answer sheets of another.

Misconduct in the context of a research paper refers to plagiarism (the unattributed use of a source of information when that information is not considered common knowledge); intentional falsification of analytical results and/or research data; and other such unethical behaviors.

Misconduct in Non-Academic Activities

'Misconduct in non-academic activities' refers to any conduct that would disrupt the good order of the university, or any behavior unsuitable for a student under instruction.

Penalties

In accordance with Article 56 of the School Regulations, disciplinary action taken with regard to students found guilty of misconduct may include a reprimand, or suspension or expulsion from the university. Suspension may be of two types, either for a period of one week to three months, or for a period of six months. The date on which the disciplinary action goes into effect shall in principle be the same date on which the notice of said action is issued.

Treatment of Academic Misconduct

1. In the event of a reprimand, the student's enrollment in the relevant course shall be annulled.
2. In the event of a suspension, the student's enrollment in the relevant course shall be annulled, and, depending on the severity of the case, the student's enrollment in all courses in the term in which the misconduct occurred, or in the relevant school year, may also be annulled.

3. During the period of suspension, the student shall not be allowed to register for courses, attend classes, or take exams.

Treatment of Non-academic Misconduct

This shall be decided on a case-by-case basis.

Disciplinary Procedures

Disciplinary action for students suspected of misconduct shall be determined and executed as follows:

1. In the case of misconduct relating to academic activities, the faculty member in charge of the relevant course shall report the details of the misconduct to the Dean of the Graduate School. In the case of misconduct in non-academic activities, the faculty/staff with knowledge of the details of the offense shall report the details to the Dean of the Graduate School.
2. The Dean of the Graduate School shall report the details of the incident to the University President and shall convene an investigative committee composed of the Dean of the Graduate School (committee chair), the Vice-President for Academic Affairs, the Program Director, the instructor of the relevant course, and others as deemed necessary.
3. The investigative committee shall consider the facts relevant to the case, develop a proposal for the penalty, and submit the proposal to the University President.
4. The University President shall receive the aforementioned proposal from the investigative committee, develop a proposal for final disposition, and present it for deliberation at the Academic Council, in the course of which the results shall be finalized.
5. The University President shall notify the relevant student regarding the content of the disciplinary action.
6. In the event that the student files an objection regarding the decision, the University President shall have the investigative committee engage in further

consideration of the matter. The investigative committee shall take into consideration the content of the student's objection, and report the results of its investigation to the University President.

7. In the event of a change in the content of the penalty proposal, the revised proposal shall once again be placed before the Academic Council, and upon deliberation, the

proposal shall be finalized.

8. Disciplinary action in response to student misconduct, including details regarding the misconduct and the penalty, shall be publicized within the University. The publicized information will omit the student's name and school identification number.

Harassment

Harassment debases human dignity and causes deterioration in the research, education, and working environment of GRIPS. GRIPS will never tolerate such behavior and shall work to eradicate all forms of harassment and establish a campus wide environment in which GRIPS members respect each other and each individual can fulfill their individual potential.

Please be aware that GRIPS' students come from diverse backgrounds, and have diverse values and customs. This means that what is acceptable in one person's country or region may not be considered acceptable in other countries or regions. We encourage each of you to reflect on your own behavior so as to contribute to the establishment of a campus environment where every one of us can feel safe and enjoy the cultural diversity of GRIPS.

Definition of Harassment

Harassment means inappropriate verbal or other behavior (pertaining to race, nationality, gender, hometown, religion, political beliefs, age, occupation, physical characteristics, and a broad range of other matters related to a person's individuality) that undermines the dignity of the person and/or makes them feel uncomfortable.

Harassment can take various forms, but common types of harassment that become problematic in a university setting are: sexual harassment; academic harassment; and power harassment. The various forms of harassment do not always occur independently; at times they overlap.

Responsibility of the Institute

The President of the Institute is responsible for implementing all measures and policies for the prevention of harassment, and for creating a plan of countermeasures against harassment. Each Institute member holding a supervisory position is responsible for providing guidance about the prevention of harassment in daily activities, in order to secure a comfortable environment free of harassment, increase awareness of harassment, and create appropriate countermeasures to prevent problems resulting from harassment.

Responsibility of Members

Each member of the Institute (faculty, staff, and students) is responsible for ensuring that he/she does not engage in harassment that damages the human dignity of another person, and for making efforts to prevent harassment. Members must pay careful attention to the following in order to prevent harassment-related damage to the study or work environment.

- (i) No student, faculty, staff, and other relevant party who raises harassment-related issues shall be regarded as a so-called trouble-maker, and harassment-related issues shall not be dismissed out-of-hand as personal issues between the concerned parties.
- (ii) In order not to create an atmosphere of victimizers and victims in issues related to harassment, all members need to be sensitive to those around them and behave appropriately.

Specifically, members need to pay careful attention to the following points and take appropriate action.

- If a member witnesses harassment, he/she must proactively draw attention to the harassment or take proactive measures before serious damage is caused to the study or work environment.
- Victims of harassment tend to avoid consulting other people regarding harassment because of feelings of embarrassment, not wanting to be labeled a troublemaker, or fear of retribution. To prevent harassment damage from becoming serious, it is important that members seek counseling if they notice any harassment.

What To Do If You Are Being Harassed

To counter harassment, it is necessary to make a clear and unambiguous report of the incident. If it is difficult to make such a report, you should discuss the incident with someone you trust. It is best to make a note of when the harassment occurred and how it occurred, and if possible to obtain the testimony of a third person.

Consultation with Confidentiality

The Institute has established a hotline consultation desk for harassment. There is a link to the Harassment Consultation Desk in the G-way link book.

We guarantee that your privacy will be strictly protected. Please do not hesitate to contact the hotline if you are experiencing or have witnessed harassment. We will deal with hotline reports appropriately to prevent further

problems.

Harassment Consultation Desk
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