

# 2012 Guidebook for New Staff

## The University of Tokyo

2012/03/30

**The University of Tokyo**  
**2012 Guidebook on University Administration for New Staff**

Foreword

On behalf of the University of Tokyo, I would like to extend my heartfelt welcome to all of you as new members of our staff.

In response to globalization sweeping across the world in this 21st century, the University of Tokyo established “The Charter of the University of Tokyo” in 2003 as its basic principles of university management, and has renewed its commitment to being the driving force behind world-class academic research.

To this end, the University has defined internationalization as one of its foremost priorities and thus far undertaken a variety of initiatives in this regard. To meet diversifying needs posed by globalization, I have laid out my vision and policy during my tenure until 2015 in Action Scenario FOREST2015, in which I present “building a truly global campus” as one of our priority areas, along with a number of goals and specific steps for the University to take.

In particular, as specified in FOREST2015, we aim to achieve the numerical target of raising the percentage of foreign researchers to more than 10 percent of our faculty. I am convinced that creating a global campus with talents from around the world and diversifying our University members will help revitalize education and research at the University, which in turn will enhance our presence on the world stage.

To sustain such internationalization efforts, the University has been improving its overall systems, including making a wide range of information, such as University rules and regulations, available in the English language. This English version of the Guidebook is also part of the initiative, providing foreign researchers with an overview of the University systems concerning education and research.

As our society evolves accompanied by increasing complexity, the University has to deal with a growing number of rules and regulations regarding education and research. This Guidebook succinctly covers basic information that is useful for new staff members conducting academic research in their respective field. It is my hope that as new members of our staff you will comply with the University’s rules of professional conduct and make the best of your abilities at the University of Tokyo.

Junichi Hamada  
President

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## 01. Higher Education Policy and Overview of the University of Tokyo

### 1. Higher Education Policy

#### 1.1 Situation surrounding universities in Japan

One major difference in higher education between Japan and western countries is the fact that private universities account for a larger percentage in both the numbers of universities and student enrollment in Japan. With the exception of a period when the government strictly restricted the establishment of new universities and colleges, the percentage of high school students entering higher educational institutions has been on the steady rise, exceeding over 50 percent today. Amid such societal change, private universities have played a major role in meeting the growing demand for university education among Japanese students. And the easing of regulations has helped substantially increase the number of private universities from 478 in 2000 to 599 in 2011, even amid a shrinking population of 18-year-olds or younger in the country. In contrast, national universities have undergone reorganization and integration due in part to ever tightening public finances, and as a result their numbers dropped from 99 in 2000 to 86 in 2011. These combined developments have helped to ease competitive pressures on students entering universities in Japan.

Viewed in such a context, national universities may seem to have a small presence in terms of number, but in fact carry a lot of weight when it comes to the quality of education and research. National universities include a wide range of institutions, from large comprehensive research universities to small single-department colleges, and form a central component of advanced academic research in the country. As one example of their importance, they represent about 70 percent of the total number of graduate students.

For both national and private universities in Japan, internationalization is a top priority issue. The country has approximately 110,000 international students, accounting for merely 3.9 percent of the total number of university students. This is one of the lowest numbers among advanced countries and pales in comparison with 25 percent in the U.K. The Japanese government has implemented an initiative to increase the number of international students to 300,000 by 2020, and has focused support on those universities serving as centers for promoting internationalization at the university level.

#### 1.2 Incorporation of national universities

In principle, Japan's current higher education policy aims at easing government regulations to encourage greater freedom and competition among universities, thereby enabling them to build on their special features and unique strengths. Thus, all universities are expected to define and develop their distinctive roles on their own, be it for professional training, liberal

arts, or as a global hub for research.

As competition intensifies in the realm of education, national universities have been increasingly called upon to reinvigorate education and research free from various government restrictions. Against this backdrop, in April, 2004, the government made revisions to the education law in order to turn national universities into incorporated entities independent from the government.

The incorporation of national universities aims at:

- 1) Introducing a private-sector type top management system and establishing a responsible university management system
- 2) Setting goals for each university to clearly define their visions and the direction of their reforms
- 3) Taking deregulatory measures, such as changing the status of national university staff to non-public servants, and giving greater discretionary power to universities
- 4) Allowing outside experts to participate in the university management
- 5) Performing third-party evaluations and ensuring greater information disclosure

The transition to incorporation has given national universities greater discretion and authority to execute budgets, arbitrarily establish new organizations, and recruit top-level researchers with exceptional salary packages.

Further, each incorporated national university is supposed to settle on a 6-year medium-term goal and medium-term plan with which they manage a corporation independently in accordance to meet the demands on education and research of universities from the nation and try to achieve improvement in standards of academic research and balanced development. Considering a characteristic of education and research, the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) will give an evaluation based on the achievement of the incorporation. In 2010, as the first round of the post-incorporation process came to its end, MEXT evaluated the result of the incorporation. They concluded that the incorporation had achieved a measure of success but added that the project's real worth would be put to the test in the second round starting from 2011, with every university being assessed so far to be making a satisfactory progress towards the goals in general.

### 1.3 Public investments in universities and higher education policy

The Japanese government spends an equivalent of 0.5 percent of the country's GDP on higher education, the lowest among OECD member nations. Roughly, public spending on universities comes in three types: 1) subsidies for basic operating expenses, 2) funds granted to universities and researchers through competition (so-called competitive funds), 3) financial

assistance for students. Of these three, the subsidies for national university corporations total about 1.1 trillion yen.

In recent years, the total public spending on higher education has been flat. To further promote and expand competitive and prioritized support, the government has shown a tendency to cut its subsidies and raise the proportion of competitive funds instead. In the government budget for fiscal year 2012, total amount of budget for incorporated national university will be 1.1604 trillion. Breakdown of the budget is operating grants, funding for education and research infrastructure development (established in 2011), and funding for advancement of strengthening the reform of National Universities which is a newly established subsidy to promote reinforcement of national university reform.

During the process of forming this budget, the ‘sorting of budgeting policy by recommendation’ put forward by the Government Revitalization Unit was carried out. In this, the ‘University reform’ was the sole subject of interest related to education, with improvement of international standing, assurance of quality of education, drastic review of law schools and the overall situation of the university reform was pointed out.

However, in its framework for reconstruction of public finances during the next three years from fiscal 2011 (Fiscal Management Strategy), the government has demanded rigorous spending cuts, and it remains to be seen how the situation surrounding public spending on universities will develop in years to come.

## **2. Overview of the University of Tokyo**

### **2.1 History and organization**

Founded in 1877, the University of Tokyo is the oldest university in Japan. As one of Japan’s prominent universities, it has continuously contributed to the development of the country and to the promotion of education and research in Japan.

The University of Tokyo is a large, comprehensive research university, with 10 faculties, 15 graduate schools (including the Interfaculty Initiative in Information Studies, Graduate School of Interdisciplinary Information Studies, and Graduate School of Public Policy), 11 institutes, and 15 University-wide centers. The University consists of a large body of active faculty and administrative staff and students. With President Junichi Hamada, (its 29<sup>th</sup> president), at its helm, the University has a ten-member board of executives, (including the President), 7,672 full-time faculty and administrative staff, 2,313 fixed part-time staff, and 28,646 students.

## 2.2 Status of the University of Tokyo

The University of Tokyo has achieved excellent results in pursuit of realizing a world-class level of education and research. In terms of total number of citations, the University is ranked first in Japan and thirteenth globally. By field of study, the University holds second place in physics and ranks high in other areas as well. Among the universities in Japan, the University of Tokyo receives the largest amount of public research funds. By U.S. standards, however, this amount equals that of an American university ranked 50th or lower.

In the area of education, the University plays a central role in producing doctoral-degree holders in Japan. Doctoral-course students at the University account for nearly 10 percent of the total doctorate students in the country.

As with all other universities in Japan, internationalization is an on-going challenge at the University of Tokyo. The University lags far behind other leading universities in the world in terms of the ratio of foreign researchers and international students to the body of total University members. As such, internationalization is one of the University's pressing issues.

## 2.3 The University's basic operation policy

In 2003, the University established the Charter of the University of Tokyo, stating its basic principles regarding its organization and operations. The Charter is available on the University's website: [http://www.u-tokyo.ac.jp/gen02/b04\\_e.html](http://www.u-tokyo.ac.jp/gen02/b04_e.html). As a member of the University, please be sure to read it.

Since becoming a national university corporation, the University has set and implemented medium-term goals and plans for education and research activities, as well as University operations in accordance with relevant laws. It has received a high evaluation for its achievements in the first phase of the post-incorporation process, and since April 2010 has embarked on the goals and plans for the second phase.

Furthermore, in March 2010, the University presented the Action Scenario: FOREST 2015, its own future vision based on the medium-term goals and plans. This document provides an overview of the University's objectives and actions in education, research, and operations during President Junichi Hamada's term of office that ends in March 2015.

The acronym, FOREST, represents six key concepts: —Frontline|| for always being at the frontline of academia; —Openness|| for being wide open to diverse people and the world; —Responsibility for fulfilling our responsibility to the future of Japan and of the world; —Excellence for achieving excellence in education and research; —Sustainability for maintaining a system for sustaining such excellence; and

—Toughness for the mental and intellectual toughness required of internationally competitive University faculty, staff and students.

The Action Scenarios consist of three integral elements:

—Vision for Action explains the basic philosophy underlying the vision for the future of the University,

—Action Scenarios for Priority Areas establishes University-wide themes and goals, and

—Action Scenarios for Academic Organizations outlines initiatives for each academic organization.

In “Action Scenarios for Priority Areas,” there are nine themes: (1) Ensure Academic Diversity and Pursue Excellence, (2) Build a Truly Global Campus, (3) Further Develop Collaboration with Society: From —Contributing Knowledge to Society to joint Creation of Knowledge with Society (4) Develop Todai Students with Intellectual Toughness and Personal Resilience, (5) Enhance Faculty’s Educational Skills and Sustain Academic Vigor, (6) Train Administrative Staff as Professionals, (7) Build a Close-knit Network with Our Alumni, (8) Enhance Agility of Management and Reinforce the University’s Foundations, and (9) Reinforce Governance, Compliance and Environmental Safety.

Additionally, the “Consideration of Enrollment Date”, which has recently attracted considerable attention, is based on Theme 4 “Develop Todai Students with Intellectual Toughness and Personal Resilience” of the “Action Scenarios for Priority Areas”.



## 02. Student Affairs and Student Support

### 1. Number of students

The following tables show the number of students at the University of Tokyo.

- University as a whole As of May 1, 2011

	University of Tokyo	National universities		National, public, and private universities	
		Number of students	Percentage of Todai students	Number of students	Percentage of Todai students
Faculties	14,128	450,834	3.1%	2,569,716	0.5%
Graduate schools	13,894	157,864	8.8%	272,451	5.1%
Total	28,022	608,698	4.6%	2,842,167	1.0%

- Number and percentage of female students

	University of Tokyo	National, municipal, and private universities
Faculties	2,637(18.7%)	1,094,360 (42.6%)
Graduate schools	3,837(27.6%)	82,495 (30.3%)
Total	6,474 (23.1%)	1,176,855 (40.7%)

### 2. Academic calendar (tentative schedule for fiscal 2012)

Beginning of academic year (April 1)

Entrance ceremony (April 12at Nippon Budokan; The University of Tokyo Anniversary)

Summer semester classes (from early April)

May Festival (May 18 and 20)

Examinations (mid to late July, September, etc.)

Summer vacation (from mid-July or early August)

Fall-term diploma presentation and graduation ceremonies (September 27)

Fall-term entrance ceremony (October 4)

Winter semester classes (from early October)

Komaba Festival (three days in late November)

Winter vacation (end of December to early January)

Examinations (from early February)

Entrance examinations

- The National Center Test for University Entrance Examinations (January 19 and 20)
- Secondary examinations (first term: February 25 and 26; second term: March 13)

Diploma presentation and graduation ceremonies (March 25 and 26 in the Yasuda Auditorium)

End of academic year (March 31)

### **3. Entrance examinations**

The University Entrance Examination Group of the Central Administration Office is in charge of administering entrance examinations for the faculties and conducts standardized entrance examinations. As for graduate schools, each graduate school holds entrance examinations independently.

3.1 Types of entrance examinations conducted: The University conducts the following entrance examinations:

■ General entrance examinations

- The National Center Test for University Entrance Examinations (primary examinations)
- Individual scholastic ability tests (secondary examinations)

■ Special screening test for students graduating from overseas high schools

- Through a combination of document screening, scholastic ability tests, short essay examination, and interviews, the University carefully screen students for admission from among Japanese returnee students and international students wishing to study in Japan at their own expense. The University admits only a small number of students for this category.

■ PEAK Undergraduate Admissions

Peak undergraduate admissions system is for students applying for PEAK, which is an undergraduate degree program in English, due to start in October of 2012. PEAK accepts applications from students with international backgrounds who have been educated in languages other than Japanese (at least 5 years out of 6 years of primary education and 5 years out of 6 years of secondary education should have been in non-Japanese languages). The selection process is rigorous and comprehensive, consisting of document screening and interview, and only a small number will be admitted each year.

### 3.2 Faculty-administrative system for conducting entrance examinations

The University has a faculty-administrative system in place for conducting entrance examinations under the Committee on University Entrance Examination Management,

chaired by the President. About 900 faculty members are engaged in administering the entrance examinations for each year.

In addition, administering the whole process of entrance examinations involves a variety of duties: accepting and checking application forms, sorting and packing examination question sheets, supervising the exam-takers and other administrative work on the examination days, etc. A total of over 2,000 faculty and administrative staff engage in these and other jobs for each of the National Center Test for University Entrance Examinations and primary or secondary examinations. Some 5,000 University staff in all is involved in entrance examinations-related duties each year.

To recruit students who can qualify for the high educational standards that the University requires, we mobilize the whole faculty and administrative staff to ensure that entrance examinations are conducted smoothly. We would highly appreciate your understanding and cooperation with this matter.

#### 4. Educational system

The University's education is characterized by:

- Diverse and high-level choices
- High-quality education by many world-class researchers
- Study opportunities with other excellent students in a competitive environment

##### Educational system

—10 faculties and 15 graduate schools—

[Junior division under the College of Arts and Sciences (two years)]

Excellent system unique to the University of Tokyo

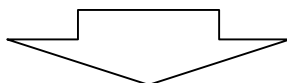
- Allows students to acquire a wide ranging education and develop fundamental academic abilities

\* Liberal arts education

- Allows students to decide the direction of their studies, major, and future career during the one-and-half-year period after matriculation

\* Classifying students into specialization fields in the senior division

\* Late specialization



***Developing intellectually-tough students who will play a leading role in the world***

#### 4.1 Student category and tuition fees

##### ■ Student category

- Undergraduate students (junior division [first two years] and senior division [second two years])
- Graduate students (master's and doctoral courses and professional degree courses)
- Research students (undergraduate and graduate programs, University institutes and the undergraduate research student program of the Interfaculty Initiative in Information Studies)
- Auditors (undergraduate)
- Special auditors
- Specially-registered graduate students taking courses at graduate schools: Outside students who are taking courses at one of the University's graduate schools
- Special research students: Students studying and receiving guidance at one of the University's graduate schools on the basis of agreement with the student's graduate school and the relevant graduate school of the University

##### ■ Tuition fees

- Annual tuition fees for academic year 2012 (applicable to students enrolled in or after AY 1999)

Undergraduate student: ¥535,800

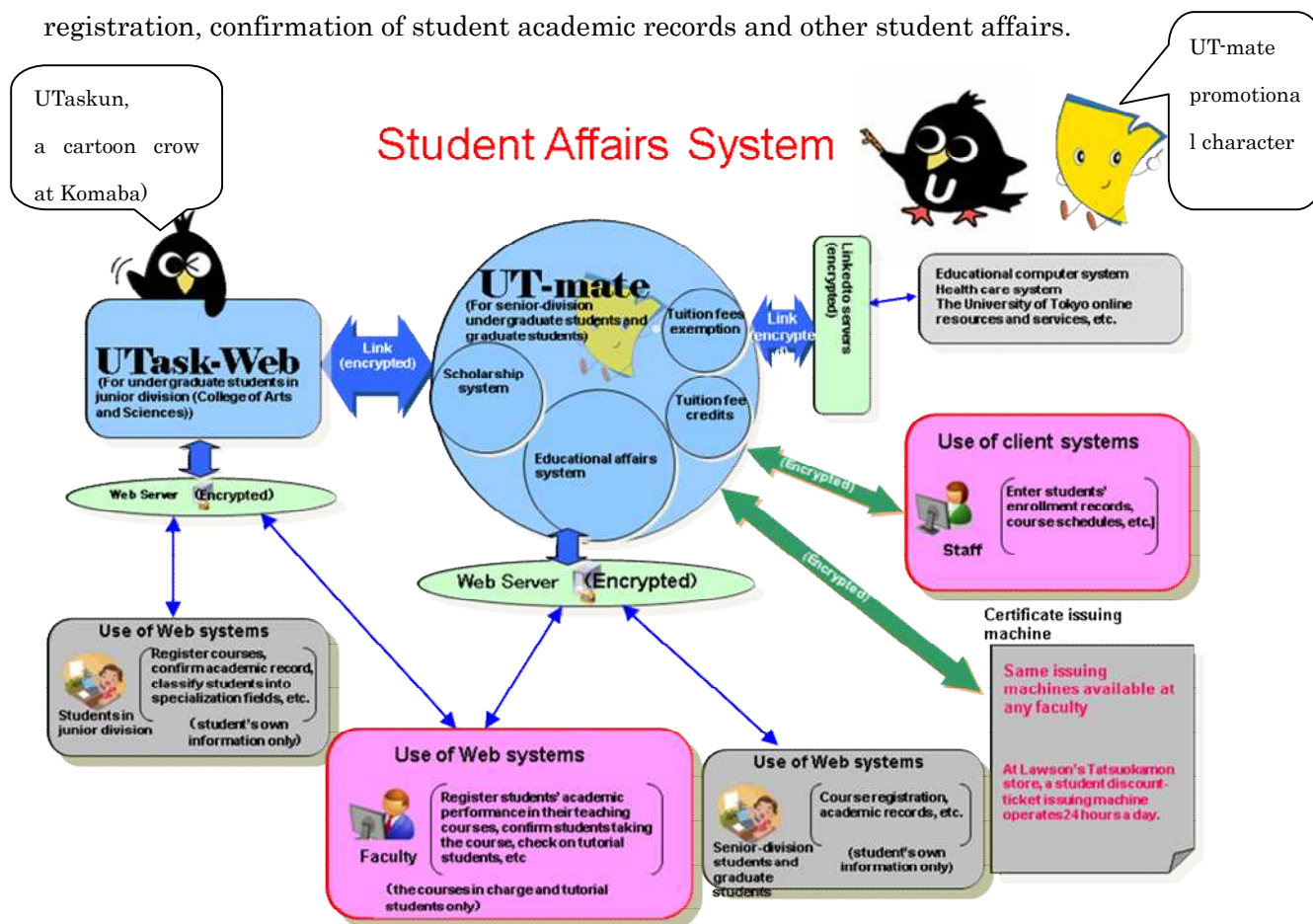
Graduate student: ¥535,800 (master's course and professional degrees course)

¥520,800 (doctoral course)

¥804,000 (School of Law)

### 4.3 Student affairs system

The University employs the Student Affairs System (below) to manage student course registration, confirmation of student academic records and other student affairs.



## 5. Student support

### 5.1 Support for student extracurricular activities

The University has more than 400 student's cultural and sports organizations and 46 University official athletic clubs called Undou-kai, (Sports Clubs), and the students energetically engage in activities other than academic study. If you become the head of an athletic group or an advisor to a student organization, we request that you guide and support students warmly yet strictly in their extracurricular activities, rather than simply lending your name as the head of the organization concerned.

As part of extracurricular activities, two campus festivals are held each year: the May Festival on the Hongo Campus and the Komaba Festival on the Komaba Campus. We hope that you will cooperate in organizing these festivals if elected as a member of the festival committee, and provide necessary guidance to students of your laboratory participating in the events to make the festivals a pleasant experience for all.

#### ■ Encouraging student activities

The University of Tokyo President's Award is given to individual students and student organizations that produce outstanding achievements in such categories as studies, extracurricular or social activities, and international interuniversity exchange. The President presents the awards twice a year since fiscal 2002. In fiscal 2006, in addition to the President's Award, the University established the President's Grand Award in recognition of especially excellent students among award recipients each year.

As the number of applications increases each year, the Award encourages students to become more active in their studies, extracurricular and other activities. We therefore hope that you will pay close attention to various student activities and recommend students who have demonstrated excellence as candidates for the President's Award.

From the viewpoint of student guidance, it is extremely important to remind students to avoid activities such as the following: drinking too much, driving under the influence of alcohol, or abusing marijuana or other drugs; risking contraction of infectious diseases; writing improper comments on Internet bulletin boards or other sites; joining cult organizations, being lured by dubious inducements or brochures, or falling victim to scams. It is also very important to remind students not to perform inappropriate or illegal acts such as cheating in examinations, or anything else that may result in disciplinary action.

It is an important duty of the University's student support services to protect students from the temptations of vices. One error of judgment in succumbing to these temptations can lead to expulsion from the University or cause their lives to veer off course. We hope that as new members of the faculty you will cooperate in these efforts.

#### ■ Subscription to personal accident insurance for student

This national insurance scheme is to insure University students against injuries resulting from accidents in the course of their educational and research activities. It aims to enrich students university lives and educational and research activities—including extracurricular activities— by paying benefits when they suffer injuries due to a disaster or accident.

Since AY 2007, the University has paid all insurance premiums for all students to further improve students' welfare.

## 5.2 Sports facilities

The University has sports facilities both inside and outside its campuses.

#### ■ Main sports facilities

Located on the Hongo campus, the Gotenshita Memorial Arena has a gymnasium for ball games and other sports as well as a training room, a swimming pool, and other facilities. It also offers a variety of athletic programs such as aerobics, yoga, ballet, and hip-hop for students and university staff in the studio.

Outdoor facilities in the Hongo and Yayoi areas include sports grounds and tennis courts. Occasionally, students and staff hold inter-laboratory recreation programs such as soccer or futsal matches on these sports grounds.

In addition, the University has a general sports ground with seminar facilities in Chiba City, Chiba Prefecture. This ground is about 1-hour and a half train ride from the Hongo area, and caters to both one-day use and multiple-day stay for seminars and training programs at its accommodation facility.

The Komaba and Kashiwa Campuses also have various sports facilities.

#### ■ Sportia (university villas)

“Sportia” is a collection of lodging and training facilities for the University’s students, staff, alumni, and their families. Located close to tourist areas in southern and western Izu Peninsula, Lake Yamanaka, and Mt. Norikura, in summer these facilities are run by student volunteers of the University of Tokyo Undou-kai (athletics club), and they organize various enjoyable events for visitors. For further details about these sports facilities and Sportia, please visit the University’s website at

[http://www.u-tokyo.ac.jp/stu01/h08\\_02\\_j.html](http://www.u-tokyo.ac.jp/stu01/h08_02_j.html).

### 5.3 Financial support: scholarship systems

The scholarship systems listed below are available for providing financial support to students. Many students receive financial support through them.

#### ■ National scholarship system

- Japan Student Services Organization scholarship loan programs
- Honors Scholarship for Privately Financed International Students (Japan Student Services Organization): 48,000 yen/month for undergraduate students and 65,000 yen/month for graduate students (in AY 2011)

#### ■ Local public body and public service corporation scholarship systems

#### ■ Exemption from tuition fees

Following screening, the University will waive half or full tuitions for academically excellent

students with financial difficulties. In addition, the University has systems in place for waving students' entrance fees or allowing late tuition payments or installments.

◆ The University's original financial support systems since AY 2008

In AY 2008, the University created three new systems: Exempting undergraduate students from paying full tuitions if their household income is four million yen or less; increasing the number of Ph.D. students eligible for exemption of half of their tuition fees as part of the University's expanded financial support measures; creating the so-called "The University of Tokyo Grants for Ph.D. Research" to academically excellent Ph.D. students.

■ The University of Tokyo's scholarship systems

[For all students] The University's original scholarship systems include:

- International Academic Exchange Grant Program (80,000~145,000 yen per month)

In AY 2010, 29 undergraduate and graduate students received this scholarship for studying at overseas partner and other educational institutions abroad

- Academic Research Grant Program (up to 200,000 yen per award)

In AY 2010, 375 graduate students received this scholarship for presenting their research results at academic conferences or performing fieldwork in Japan or abroad

- Junior Teaching Assistant (TA) Program (1,000 yen per hour)

In AY 2010, 1,841 undergraduate students received this financial support for participating in University official activities

[For international students studying at the University]

- International Students Special Scholarship Program (The University of Tokyo Fellowship) (150,000 yen per month)

In AY 2010, 145 academically excellent, self-financed international graduate and research students received this scholarship for studying at the University

From AY2012 the award amount will be 200,000 yen per month. However, it is possible for the award to be 150,000 yen per month subject to request from departments.

- Scholarship Funds for International Students, The University of Tokyo Foundation (50,000 yen per month)

In AY 2011, 30 academically excellent, self-financed international graduate and research students who were in need of financial support received this scholarship

◆ The University's original financial support systems from AY 2012

- University of Tokyo Scholarship (126,000 yen per month)

The plan is to select up to 10 students per year on the English language undergraduate course [PEAK : Programs in English at Komaba, the University of Tokyo].

As described above, various scholarship systems are available for both domestic and international students in need. If a student requests an advisor's letter of recommendation to apply for one of the scholarships, please write it in earnest.



#### 5.4 Financial support: Student dormitories, housing, and part-time jobs

##### ■ International student lodge

The University provides students with accommodations and supports resident students in their dormitory life for the following educational and financial purposes: encouraging resident students of diverse backgrounds to build character through dormitory life and giving financial support to economically disadvantaged students and international students

Student dormitories have individual private rooms, with a common area on each floor, and the residents are a mixture of male and female, Japanese and overseas students.

Facilities vary by dormitory, with two types available: one equipped with a mini kitchen and shower in each room, and the other with shared kitchens and shower rooms.

◆ The University offers the following three student dormitories:

[Mitaka International Hall of Residence (Shinkawa, Mitaka City)] Mainly for first and second-year undergraduate students, with around 30% of its occupants from overseas.

[Toshima International Hall of Residence (Sugamo, Toshima City)]

[Oiwake International Hall of Residence (Mukogaoka, Bunkyo City)] Chiefly for third and fourth-year undergraduate students. Around 40% of the occupants are undergraduate students, 30% graduate students, and 30% from overseas.

##### ■ Help finding housing

The University of Tokyo CO-OP, located in the basement of the Faculty of Law and Letters Building 2 on the Hongo Campus, helps students to find housing. If international students require a guarantor, the University may become a joint-guarantor for the lease agreement under certain conditions. For details, please contact the International Students and Researchers Support Group.

##### ■ Help finding part-time jobs

At the Hongo Campus, the University offers a part-time job search website operated by Arbeit International Network for Students. The listed part-time jobs include instructors at private cram schools, office duties, light manual labor. For details, please visit the website at <https://www.aines.net/>.

#### 5.5 Support for career development

The University's academic organizations play a main role in helping students find employment. Working in tandem with each organization, the Career Support Group also functions as an added safety net for students' job hunting.

#### ■ Career support by the Career Support Group

(1) The Career Support Group provides students with opportunities to exchange information and ideas with graduates through the Knowledge Creation Project and presentations by graduates on various industries.

(2) The Office provides practical support for job hunting activities: collecting and displaying information useful for students in visiting graduates working in various sectors of society, disclosing job offers information, and holding on-campus joint-job fairs in cooperation with companies.

(3) Career advisors provide career counseling to individual students, and are there to listen to their concerns about their future.

#### ■ Career support for international students

In addition to career support by the Career Support Group, the International Center of the Division of International Affairs provides international students with support such as career counseling, including employment information.

#### 5.6 Support for students and staff with disabilities

At the University, academic organizations, the Central Administration Office, and the Disability Services Office work together in supporting students, faculty and staff with disabilities. Each department/division has persons in charge of support implementation who serve as a contact point. Faculty and staff members requesting support must fill out a support application through the person in charge of barrier-free support implementation of the department or division to which they belong.

Please feel free to visit the Disability Services Office on Hongo and Komaba campuses shown below. Send enquiries via the Office's website (<http://ds.adm.u-tokyo.ac.jp/en/>).

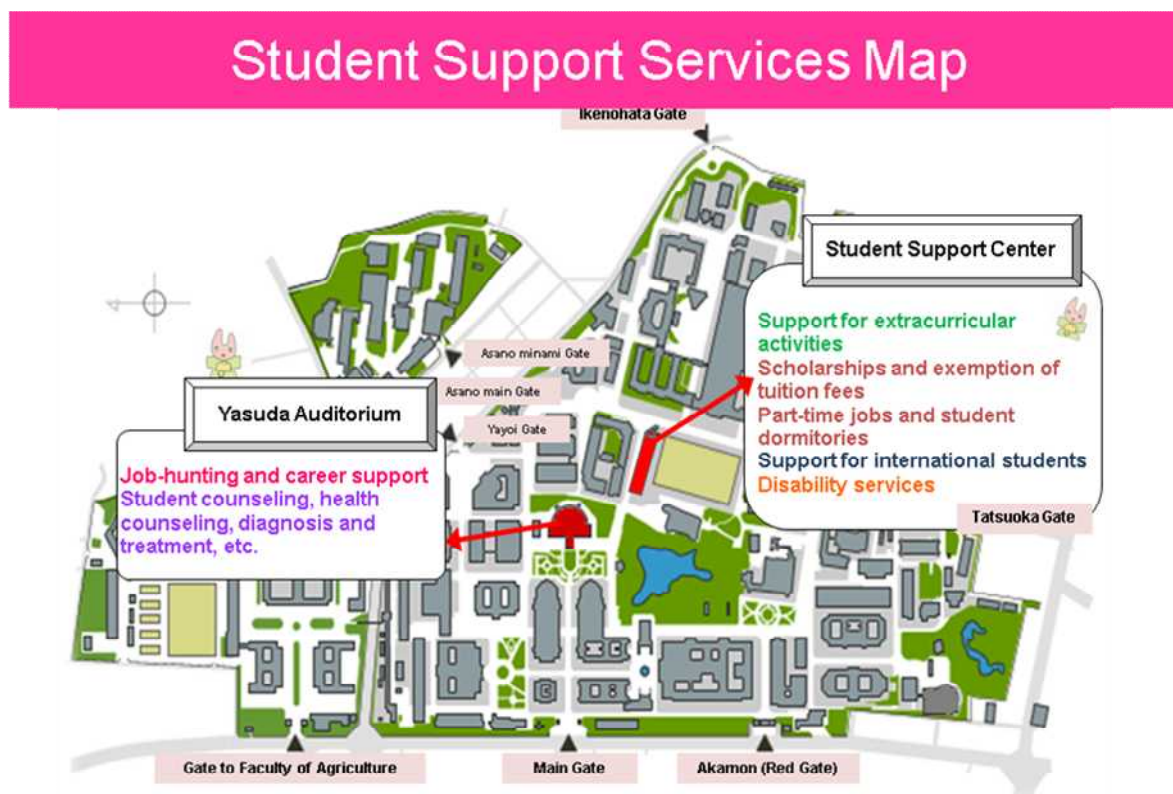
[Disability Services Office]

- ◆ Hongo Branch Office: Basement floor 1, Student Support Center on Hongo Campus

- ◆ Komaba Branch Office: Room 111, College of Arts and Sciences Building No. 8 on Komaba Campus

## 6. Map for student support services, and locations and telephone numbers

The map below shows main student support services in the Hongo Campus.



For contact details of student support services, please see the table below.

### Table of Student Support Services

Services	Department in charge	Location	Extension
Support for extracurricular activities	Student Support Group	Student Support Center, B1	22514・22510
Disability services	Disability Services Office	Student Support Center, B1	21715
Scholarships and exemption of tuition fees	Student Scholarship and Welfare Group	Student Support Center, 1F	22536・22548
Part-time jobs and student dormitories	Student Scholarship and Welfare Group	Student Support Center, 1F	22545
Job-hunting and career support	Career Support Group	Yasuda Auditorium, 1F	22550
Support for international students	International Students and Researchers Support Group	Student Support Center, 2F	22372・22564
Advice on various problems, Health counseling, diagnosis and treatment, etc.	Student Counseling Center, Office for Mental Health Support, Nandemo-Sodan (One-Stop Resources) Office, Communication Support Room, Harassment Counseling Center, Advising Room for Female Researchers, Division for Health Service Promotion (Hongo Health Service Center)	Yasuda Auditorium, 1F & 2F	

For details of student support, please visit the Campus Life:  
Index of the University's website at [http://www.u-tokyo.ac.jp/index/h00\\_j.html](http://www.u-tokyo.ac.jp/index/h00_j.html).

### **03. How to Use the Information Systems at the University of Tokyo**

It is now possible to use information systems like the Internet all over the world, and while the process of globalization has resulted in increasing standardization in terms of use, the cultural practices and applicable laws differ from country to country. In fact, some foreigners in Japan may get into trouble if they are unaware of these differences. Even if a certain use of the systems is legitimate in other countries, the same use may, in some cases, be regarded as unlawful in Japan (or unacceptable by the University of Tokyo). Please exercise particular care when using information systems.

#### **1. Purpose of information systems at the University**

The information systems (network computer services) of the University of Tokyo serve as platforms for conducting education and research and other support activities at the University. Therefore, these systems should only be used for those purposes. In addition, anything that encourages inappropriate use of the system, such as unnecessary software, is restricted.

#### **2. Information system management**

The University's information systems are managed chiefly by the Strategy Conference for Information Systems, which consists of the executive vice president in charge of information (chief information officer, CIO), executive vice president in charge of information security (chief information security officer, CISO), and other members. The head of faculty, graduate school, and institute leads his or her individual academic organization in operating their information systems to suit their situation and needs, so long as they are in keeping with ICT Strategies.

#### **3. Necessity for information security**

The University of Tokyo has established an information security policy to protect the information assets (data, computers, networks, etc.) it owns. It is one of the University's social responsibilities to use and manage these assets appropriately. Should a serious problem occur, the University will be held accountable for any breach to this security. Therefore, it is the duty of all system users at the University to ensure that they follow the necessary security measures.

#### **4. Guidelines for information ethics and computer use**

The University has composed guidelines for the safe and appropriate use of information systems. These guidelines stipulate that the user should: (1) keep to the intended use of information systems, (2) not transmit inappropriate information, (3) not engage in illegal copying or downloading, (4) refrain from excessive access or download large amounts of data, (5) not use others' accounts or lend the use of one's own, (6) not use simple passwords, (7) implement measures to prevent theft or loss of information devices, (8) implement thorough antivirus measures, (9) use the latest versions of software, (10) turn off system terminals during long periods of absence, and (11) learn the appropriate response to warnings. The guidelines give specific examples of violations, so please read them before using the information systems (The guidelines are available in Japanese and English).

#### **5. Use of information networks**

The University's information networks comprise the UTnet, which forms the university-wide backbone networks, and office networks installed in the buildings of individual academic organizations. Before using a network, please check with the network officer of the organization regarding specific terms of use.

#### **6. The Todai Portal**

Information for academic and administrative staff is posted on the Todai Portal: <http://www.ut-portal.u-tokyo.ac.jp/gakunai/>. Currently, the site content is only available in Japanese.

#### **7. How to use the administrative systems**

The Todai Portal provides links to systems used for various administrative operations and procedures. Most of the administrative systems (except the student affairs systems for international students) are currently only available in Japanese. For more details, please check with administrative staffers responsible for the relevant operations and procedures at your academic organization.

#### **8. If you have a problem...**

##### **■ If you encounter or discover a security problem**

- Contact a security officer at your academic organization.

- If you want to use the information system networks
  - Contact a network officer at your academic organization.
- If you want to use the administrative systems
  - Contact the relevant group at your academic organization first.

## **04. Code of Conduct for Scientific Research and Prevention of Inappropriate Use of Research Funds**

### **1. Code of Conduct for Scientific Research**

In its Charter and Code of Conduct for Scientific Research, the University of Tokyo emphasizes the importance of accountability in scientific research, and the prohibition of misconduct.

#### What is misconduct in scientific research?

The main three types of misconduct are:

Fabrication: Forging data, research findings, etc.

Falsification: Altering data, research findings, etc. so that they contain false information.

Plagiarism: Using someone else's ideas, data, thesis, etc. without permission or proper citation.

The acts such as below are also inappropriate and must never be committed.

Citing authors inappropriately: Including authors who do not contribute to the paper or excluding those who do.

Falsifying one's record: Including false achievements in application forms, reports, and other documents.

Submitting to multiple publications: Submitting practically the same paper to several academic journals and other publications, against rules and regulations.

### **2. Preventing inappropriate use of research funds**

The University of Tokyo is working to establish systems for preventing inappropriate use of research funds.

In addition, the University is striving to identify what causes such professional misconduct rather than simply tightening regulations. On top of these efforts, it has taken initiatives aimed at building an effective system for prevention.

#### What is inappropriate use of research funds?

The acts such as below must never be committed.

Surrendering money for kickbacks: Having contractors issue fictitious invoices, allowing them to manage the corresponding money remitted by the University, then requesting them to provide goods and services not listed on invoices or receiving cash or gift vouchers or gifts in return.

Fictitious reward money: Paying fictitious reward money to students or other persons

then having them return the money remitted by the University to the laboratory or another organization for use in research or for private purposes.

Fictitious business trips: Applying for fictitious business trips' expenses and using the money received from the University for research or private purposes.

In addition to inappropriate use of funds listed above, the practices described below are also considered as inappropriate expenditure.

Paying for expenses from the following year's budget: Paying expenses for goods purchased in a given year from research funds of the following year.

Deliberately dividing a single order: Intentionally dividing an order for expensive items that should be used as a single unit or system, so as to avoid the necessary administrative procedures for purchasing such items.

Using goods for other purposes: Using goods purchased by research funds for purposes other than the research objective originally stated.

### 3. What happens if the rules are broken?

Misconduct in scientific research or inappropriate use of funds may lead to measures such as a return of competitive funds or restrictions on future applications. In some cases, misconduct or inappropriate use may constitute a violation of the law, resulting in penalties. Please remember to exercise responsibility appropriate to your position as a researcher.

(Reference: Code of Conduct for Scientific Research leaflet)





## 05. External Funds

### 1. There are several types of external funds, which are listed below

- Research funds received in order to carry out an individual's research activities at the University.
- Research funds received in order to carry out institutionalised educational research activities of the University.
- Funds received from private organizations to carry out joint research activities.
- Research funds received to promote a project with specific target with institutional support
- Contracted research funds received to carry out specific research commissioned by an external organization.

### 2. Can you understand why the acquisition of external funds is necessary?

Without the acquisition of external funding, a researcher is limited to a strict research budget roughly under JPY 5,000,000.

### 3. What is the current situation concerning the securing of funding to carry out educational research at the University?

External funds covered about 36% of the entire income budget for 2011. About 40% of the budget depends on external funds.

### 4. A large part of a Postdocs' hiring cost is actually covered by external funds.

There is about 15,000 Postdocs employed nationally, of which about 46% is hired using external funds.

### 5. Funding required to maintain an environment for research depend on the overheads costs from external funds.

### 6. What do you need to be aware of when handling external funds?

#### 6.1. Difference between contracted research fund and grant-in-aid.

Grant-in-aid is an "aid" and the rules for its use are predominantly based on the rules for use of the institution receiving the aid (University of Tokyo). For contracted research funds, as the work is done on behalf of the consignor, generally the rules for use of the consignor apply.

6.2. Please do not forget items that are obligated to be submitted concerning external funding.

6.3. Difference between “inappropriate use” and “illegal use or use which circumvents the law”

“Inappropriate” . . . gives no consideration for the matter.

“Illegal” . . . incorrect, its conduct, its attitude.

6.4. Effective use of funds: joint purchase/joint use of equipment.

Combined use of multiple research funds to facilitate joint use of equipment is possible.

## **7. Researchers should know the following basic rules.**

### 7.1 Registration as a researcher (e-Rad)

(1) To apply for research funds publicly offered by the government or other agencies, researchers need to become registered and to obtain a researcher number in advance.

(2) Upon request, administrative staff of your faculty/graduate school/institute will handle the registration with e-Rad. Please ask the administrative staff in charge of foreign researchers at your university organization.

\* e-Rad is a cross-ministerial R&D management system, which facilitates R&D management processes online, focusing on the competitive fund system (accept applications → examine → adopt applications → manage projects adopted → report results, etc.).

(The English version of the e-Rad website is available at

<http://www.e-rad.go.jp/en/index.html>.)

### 7.2 Application deadlines and application procedures

(1) Applications deadlines for research funds vary from project to project. For more information, please periodically check the following website:

<http://www.ut-portal.u-tokyo.ac.jp/notice/index.php?category=120>

(Information on external funds application on the University of Tokyo’s portal site. This website is in Japanese only.)

The e-Rad website (<http://www.e-rad.go.jp/en/index.html>) also provides information on applications for research funds. (However, researchers also need to check the University’s portal site as the University sometimes sets its own internal deadlines.)

\* Some research funds invite applications several times a year.

(2) Eligibility for application varies depending on research fund. Researchers must check application procedures to ensure whether they are eligible for the relevant research funds.

(3) Some applications must be submitted using e-Rad or other dedicated electronic application systems. In other cases, applicants should make the application through the University or have their application approved by the University at the final stage through e-Rad. For further details, please check application procedures and the University's website.

### 7.3 When making changes to research plans

(The fiscal year in Japan is from April to March of the following year. Generally, researchers need to organize their research fund planning in line with this fiscal year system.)

If a researcher makes changes to his or her research plan, they have to apply for approval of the change in advance. Minor changes may be approved even if the researchers report the change after the change has been made.

A researcher needs to apply for approval in advance when replacing co-researchers, participants responsible for the project operation, or other project members.

If a researcher cannot continue research due to childcare leave or other reasons, some research funds (such as Grants-in-Aid for Scientific Research) will allow the researcher to temporarily suspend the research and resume it later when they return to work.

If a researcher fails to follow the prescribed procedures, he or she may have to discontinue the project. Therefore, before starting the application procedures, researchers need to keep in close contact with the administrative staff of the University organization to which they belong.

### 7.4 Procedures for purchasing goods and business trips

(1) When purchasing goods or services (including equipment repair and other minor repair work)

- If the amount for a single transaction is less than one million yen, the researcher may purchase goods or services at his or her own discretion.

If the amount exceeds one million yen, a contract officer at the researcher's organization must process the purchase order on the researcher's behalf.

(2) When going on a business trip

- The researcher must complete the necessary procedures for a business trip in advance.
- After the business trip, the researcher must promptly submit a business trip report (and may also be required to submit evidence of the trip when necessary).
- If a researcher uses an airplane, he or she is required to submit documentary evidence, such as a boarding pass.

### 7.5 Inappropriate use of research funds

Failure to use research funds in accordance with the prescribed rules is considered inappropriate.

Typical cases of inappropriate use include:

Falsifying a delivery date and making payments using the next fiscal year's budget due to insufficient research funds.

Receiving double payment of travel expenses by charging a business trip to the University even though it is paid for by another institution.

Requesting travel expenses from the University based on the normal airfare, despite the purchase of a discount airline ticket or tour package.

Receiving payment of travel expenses based on a two-day itinerary, even though the researcher changed his or her plans and returned on the same day.

Ordering goods or making a business trip in violation of internal regulations, etc.

The above examples constitute inappropriate use of research funds even if no misappropriation is involved.

If research funds are used inappropriately, the fund provider may take disciplinary action against not only the individual perpetrators but also the research institute (university) involved.

If research funds are used inappropriately, the researchers responsible will be prohibited from applying for research funds for a certain period of time (two to five years). (This may also apply, through the guilt-by-association system, to other individuals involved in the project.)

For more information, please visit the University's website (in Japanese only) aimed at preventing inappropriate use of competitive funds:

<http://gaibushikin.adm.u-tokyo.ac.jp/huseitaisaku/>.

## 7.6 Expenditure rules vary depending on research funds

(1) Different expenditure rules apply, depending on research funds and the fund-providing entities.

(Examples) ① Whether or not a researcher can pay for use of university facilities.

② Whether it is necessary to employ a graduate student when the student makes a business trip as a research assistant.

③ Differences in the amount of money available for equipment and the methods for managing them (managed by the University as part of its assets or by individual researchers).

④ Whether different kinds of expenses can be combined together for payment.

(2) If a researcher violates any of the expenditure rules, he or she has to return the research funds.

## 7.7 When accepting donations or subsidies

The University treats all donations (research grants from foundations and other entities) for academic staff as donations to the University—whether such applications are made through the University or directly by a researcher. Such donations have to be managed by the

University, and should not be managed privately by individuals.

#### 7.8 What are research support expenses?

(1) In conducting commissioned research, joint research, and donation-funded research, the University requires administrative expenses to ensure that such research is carried out effectively and efficiently.

(2) For this reason, the University requests that research project commissioners and donors pay for research support expenses when it accepts funds for these types of research.

[Percentages for research support expenses]

○ Joint research: 10% of direct expenses

\* The percentage can increase to 30% if funds are offered by private businesses.

○ Commissioned research

Private businesses: 30% of direct expenses

National government (including municipal governments and independent administrative institutions) or re-commissioning by the national government

No provision for indirect expenses, etc.: 30% of direct expenses

Provision for indirect expenses, etc.: Indirect expenses multiplied by the prescribed rate

○ Joint research with and research commissioned by overseas businesses: 30% of direct expenses

○ Donations: 10%–30% of the amount donated

(These four types of research support expenses are excerpted from “Procedures for the Handling of Research Support Funds”)

#### 7.9 What is the Research Fund Hot Line?

(1) The University has established a contact number, called “Research Fund Hot Line”, to accept calls from both within and outside the University regarding inappropriate use of research funds. The hotline aims at giving advice and receiving reports of possible misappropriation in achieving our goals and cherishing our core values.

(2) In general, Hotline users have to disclose their real names to report misappropriations or request advice.

Anonymous reports or requests for advice may not be accepted.

(3) Users of the Hotline service will not face reproach.

For more information on the Research Fund Hot Line (or whistle blowing), please visit the following website (in Japanese only):

[http://gaibushikin.adm.u-tokyo.ac.jp/huseitaisaku/modules/pico/index.php?cat\\_id=3](http://gaibushikin.adm.u-tokyo.ac.jp/huseitaisaku/modules/pico/index.php?cat_id=3).

For more information on Grants-in-Aid for Scientific Research (handbook, etc.), please visit the following website: <http://www.jsps.go.jp/english/e-grants/grants.html>.

## 06. How to Prevent Sexual Harassment

### 1. The University of Tokyo's system for preventing sexual harassment

Since 1999, the University of Tokyo has established systems to prevent sexual harassment and provide counseling services. In its *Declaration of Sexual Harassment Prevention* ([http://www.u-tokyo.ac.jp/per01/d06\\_02\\_02\\_02\\_e.html](http://www.u-tokyo.ac.jp/per01/d06_02_02_02_e.html)) and *Policy for Sexual Harassment* ([http://www.u-tokyo.ac.jp/per01/d06\\_02\\_02\\_01\\_e.html](http://www.u-tokyo.ac.jp/per01/d06_02_02_01_e.html)), the University has declared zero tolerance for harassment in its educational and research environment.

The University of Tokyo defines sexual harassment as “actions and words of a sexual nature which cause discomfort in others.” Basically, if someone is subjected to “actions and words of sexual nature” and experiences “discomfort” (i.e. feel unpleasant or embarrassed), this is considered to be sexual harassment. All members of the University have the right to be respected as individuals and to act autonomously. The University regards sexual harassment as a violation of human rights because it deeply damages an individual's rights and dignity.

### 2. Actions and statements that can be perceived as sexual harassment

The University has *Guidelines for Prevention of Sexual Harassment* ([http://www.u-tokyo.ac.jp/per01/d06\\_02\\_02\\_03\\_e.html](http://www.u-tokyo.ac.jp/per01/d06_02_02_03_e.html)), which define in detail actions and statements that can constitute sexual harassment. Sexual harassment is divided into three major categories: (a) Power abusing-type (seeking quid pro quo), (b) environment-type, and (c) gender harassment.

#### (a) Quid pro quo sexual harassment

This type of sexual harassment involves making private advances towards a student or employee by taking advantage of hierarchical relationships that benefit or cause disadvantage to the student or employee in their study or employment. Examples include statements such as “I'll help you with your thesis, so let's have dinner together,” or “If you refuse to go out with me, I can't guarantee that your employment contract will be renewed the next time.”

Attempting to seduce a student or employee against their will or demanding suggestive behavior from him or her in a superior-inferior, power-based relationship

Trying to retaliate against a student or employee—such as obstructing promotion or admission to a higher-level school, or mistreating the person in study or employment—because he or she refuses private advances or sexual demands, or because he or she seeks a third-party's advice.

(b) Hostile environment sexual harassment

Verbal harassment: Sexual jokes or comments that offend others, or slanders or mocks their appearance or sexuality

Harassment by displaying items of sexual nature: Posting in public areas sexual posters or photographs that offend viewers or using such images as PC screen savers that are clearly visible to others.

Spreading rumors: Spreading sexual rumors verbally or by such means as e-mail

(c) Gender harassment

Gender harassment involves making gender or age-based discriminatory remarks, or acting and speaking in such a way that supports stereotyped images of traditional gender roles. For example, an employer makes it a condition, when hiring a woman, that she does not become pregnant. Another example would be making an accusatory comment like —“As a businessman, you won’t be promoted unless you put work before family,” to a male employee applying for paid vacation for family reasons.

### **3. Prevention of sexual harassment**

Place more importance on communication

Sometimes actions and words hurt other people’s feelings unintentionally. If there is a misunderstanding, it is important to explain one’s intentions politely in the presence of a third party and apologize sincerely if necessary.

Put yourself in the other person’s position.

People have different cultural, religious, and ethnic backgrounds and follow different customs. Practices regarding physical contact and acts of greeting that are quite normal in one culture may seem offensive or rude in another. It is important to understand each other’s cultures rather than force the “common sense” of one’s own culture on the other person, and to respect others’ feelings when they feel offended.

Be good at accepting refusal.

Do you invite someone to a social gathering in such a manner that the other person can decline easily? Do you let the other person have a choice to decline your invitation and let them know it is okay to do so? Try to respect other people’s circumstances and convenience in day-to-day communication.

Value your own feelings regarding what is pleasant or unpleasant.

Do not hold back your own feelings. You may feel “perhaps I’m overreacting” or “I may as well put up with it because other people also say I should.” If an act by your superior or colleague feels unpleasant to you, your “safety sensor” is alerting you. You should value the way you feel and consult with others if you think that something is not right.

Visit the Center before it is too late

When you are sexually harassed, you may initially think “this is perhaps a one-off event” or “I can tolerate misbehavior of this level.” However, acts of harassment will escalate gradually, and you may find yourself in an already difficult situation to say no to such acts by the time you clearly feel them to be a threat. Please seek advice at the Center before it is too late.

#### **4. Use of the Harassment Counseling Center**

The University of Tokyo has established the Sexual Harassment Prevention Committee as a university-wide organization responsible for preventing sexual harassment and helping victims, and opened the Harassment Counseling Center that is dedicated to coping with sexual harassment.

In the Harassment Counseling Center, its staff tries to see things from the victim’s perspective when talking with him or her in counseling sessions. Professionally-trained counselors give advice to victims, and their information is kept strictly confidential. The service is available in Japanese or simple English. Those who wish to request this counseling service in languages other than English will need to be accompanied by an interpreter.

The Harassment Counseling Center offers services not only to students but also to academic and administrative staff. Please do not hesitate to seek advice at the Center if you are suffering sexual harassment or related disadvantages in learning or employment, or if you have seen or heard about incidents of this nature. The Harassment Counseling Center also addresses academic harassment and serves as an intermediary to forward harassment-related complaints to the responsible organization.

The Harassment Counseling Center also organizes and runs harassment prevention as well as self-defense training programs for students and all staff. If you are interested in taking these courses please use the training request form which can be found on the Counseling Center’s webpage.

The Harassment Counseling Centers are currently located on the 3 main campuses, Hongo, Komaba and Kashiwa Campuses and any of the centers may be used. Please make an appointment by telephone (03-5841-2233) or by e-mail (soudan@har.u-tokyo.ac.jp) if you wish to make use of the center. Please see the Counseling Center webpage ([http://www.u-tokyo.ac.jp/per01/d06\\_02\\_j.html](http://www.u-tokyo.ac.jp/per01/d06_02_j.html)) for more details..



## **07. Types of Academic Harassment and Response**

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

Academic harassment generally refers to a form of power harassment taking place in an academic setting. The University of Tokyo Declaration of Academic Harassment Prevention defines academic harassment as follows. “Academic harassment is a violation of personal rights by a University member abusing his or her authority in an education and research setting and speaking or acting improperly and unfairly to another member of the University. Consequently, this disadvantages that person in studying, receiving education, conducting research, or performing their duties, or it causes him or her mental and physical suffering.”

The following examples of acts may, in some cases, be deemed as academic harassment. In each of these cases, the Academic Harassment Prevention Committee and the faculty or graduate school shall judge whether such an act constitutes academic harassment.

Insulting remarks: shouting at a student, “Idiot! I can’t believe you were admitted to this university! Pack up and leave now!”

Blackmail: “You will not get your degree if you don’t help with my experiment. And I will make sure that you don’t get a job.”

Forced overwork: making students work from morning till late at night over a long period of time.

Obstructing research: prohibiting the use of experimental equipment unexpectedly for no rational reason.

Neglecting responsibility as an academic supervisor: refusing a student’s request for an appointment for a long period of time.

Exploiting a student’s research: removing the name of a student from a research paper that is primarily based on his or her research.

### **2. Reactions often observed in victims of academic harassment**

Such acts of academic harassment may cause some students to develop strong fear or anger, feel depressed or helpless, show physical symptoms, or lose motivation to do research altogether.

### **3. What the victim wants**

A victim of academic harassment often hopes that:

- The university or faculty acknowledge that he or she has been subjected to academic harassment.
- He or she is allowed to switch to another laboratory or change his or her academic advisor.

### **4. Measures against academic harassment**

To prevent academic harassment, many universities establish internal units that function as counseling, coordinating, and judgment-making bodies. The University of Tokyo has counseling facilities for academic harassment for students and university staff: the Student Counseling Center deals with students while the Harassment Counseling Center responds to University staff members. Foreign students and university staff can also consult the International Center Advising Room. These centers offer counseling services, and our trained staff listen to the psychological pains victims had to suffer and talk about what action they can take. If they wish, the centers will refer their cases to faculties, graduate schools, etc or appeal to the Academic Harassment Prevention Committee.

Faculties and graduate schools may coordinate victims' transfer to another laboratory, change of their academic advisor, if it is considered reasonable, and take measures to ensure that the victim does not suffer any retaliation stemming from their complaint.

If a complaint is lodged with the Academic Harassment Prevention Committee, the Committee takes various steps to resolve the situation, such as notification (notifying the alleged harasser and the head of his or her faculty or graduate school about the lodged complaint), mediation (between parties concerned), and investigation (investigating the facts for the sake of conflict resolution). Depending on the results of investigations, the Committee may make a recommendation to the President, who in some cases imposes disciplinary action on the offender.

### **5. How to prevent academic harassment**

To prevent academic harassment, University academic staff should keep in mind the following points:

- They should be aware that words of encouragement, though well-intentioned, sometimes hurt students' feelings.
- They should give a certain degree of freedom to students in deciding on a research subject

or method.

- If students fail to produce the expected research results, the advisor should acknowledge what they have accomplished so far, and if there are any problems, the advisor needs to make specific suggestions such as, “Why don’t you do this here?” instead of simply saying, “This is no good.”
- Even if students fail to achieve a short-term goal that has been set, the advisor should refrain from simply reprimanding them, but rather try to work with them to set a new short-term, attainable goal and offer assistance.
- If a student claims to have been subjected to academic harassment, the advisor should refrain from dismissing the student by saying “That happens everywhere. It’s not academic harassment.”
- Academic advisors should not make accusatory remarks such as “Don’t be so weak. Be tough. Don’t worry about it.”
- University staff should not tell the alleged offender, without the student victim’s knowledge, his or her complaint of academic harassment, for this may result in further harassment of the student.

The University of Tokyo encourages all academic staff to prevent academic harassment and respond appropriately in view of the information in the sections above

## 08. Mental Care for Students

### 1. Students requiring mental care

In daily life, students face a variety of problems. These can range from career choice, the progress of their research and studies, relationships with family, academic advisor and other students in the same laboratory or issues with mental or physical health. Some students seem to be suffering from extreme stress, may be absent from the university for a long time, or exhibit problematic behavior. How can University staff assist these students?

The following are fictitious examples of students who have suffered or are suffering from these types of problems.

<Case A, for academic staff>

A first-year, male graduate student has not appeared in the laboratory for the past two months. The advisor has become worried about him, and asks other students about his condition, but none of them seems to be close to him. The advisor has sent him an email but has so far received no reply. When the advisor telephones the student, he or she only gets the answering machine. The advisor wants to talk with the student about his future research plans, but is worried that he might be shutting himself out socially or may be contemplating suicide.

<Case B, for administrative staff>

When a male first year student asks about the scholarships criteria, one of the staff brings up the income of the student's family as one criterion. The student appears to be growing frustrated and bursts out, "My parents do not send me money. My parents' income has nothing to do with the funds necessary for my studies. Without a scholarship, I would have to take a part-time job four days a week. That would not leave me much time for study. The university admitted me, so it should do something to help me. Talking to you is a waste of time. Call the President!"

<Case C, for academic staff >

A new, female graduate student comes to a professor's office without an appointment and says there is something she wants to talk about. When asked, she says that a second-year male Ph.D. student has recently started hanging around her, sitting right behind her, and talking to her about various things. Even in class, he tries to sit close to her, making her very uncomfortable. He also sends her frequent emails, saying odd things such as, "Let's go to the park next Saturday. I am confident that I can make you happy. In tears, she begs the professor to say something to him.

<Case D, for administrative staff>

On one November day, shortly before 5:00 p.m., a female student comes to the administration office counter and asks one of the staff what she needs to do to drop out of the university. Although she is in her fourth and final year, she doubts she can write a graduation thesis. She has also earned no credits in most of her required courses.

When the staff asks her whether she has consulted with her academic advisor, she replies, “I’m afraid to do so...,” dropping her head and falling silent. The staff notices that there are a lot of scars from knife cuts on her wrist. When the staff asks her, “What do your parents say?” she tries to leave, saying, “This has nothing to do with my family. If you’re not going to process my request to drop out, I’m going.” Her parents live far away from Tokyo.

## **2. There is no standardized manual that best suits everyone**

Showing people the best way to deal with these cases is all but impossible. In reality, we need to respond flexibly and consider the variety of factors involved: the situation that the student is facing, the relationship between the student and his or her advisor, judgments on the urgency of the student’s case, and any other factors particular to the student. However, the following responses might be useful suggestions for consideration (albeit difficult to apply in actual situations):

Case A: Try to find a way to contact the student, as well as his family.

Case B: Seek help from security guards and others if the student gets extremely agitated and becomes violent.

Case C: Consider providing mental care to the female student as well as mental and medical support to the male student, or taking appropriate measures against him when necessary.

Case D: Try to spend more time listening to what the student has to say.

Often, deep trauma or negative self-image and way of thinking underlie such problematic behavior among students. It is necessary to have a hard look at both students’ external and internal conditions and to suggest what they can do for the time being. At the same time, it may be beneficial to contact their guardians or the head of their University organization, or make arrangements for them to receive professional help from experts such as doctors and counselors.

## **3. Use the Division for Counseling and Support and other counseling organizations**

The University of Tokyo has a number of counseling facilities. In particular, the Division for Counseling and Support operates Student Counseling Centers, the Office for Mental Health Support (Mental Health Service Department at the Health Service Center), the

Communication Support Room, the Nandemo-Sodan (One-Stop Resources) Office, and the Shirokane Campus Nandemo-Sodan Office, in order to offer professional advice not only to students but also to university staff and the parents of the students. The Student Counseling Centers have clinical psychologists. Psychiatrists and psychotherapists are available at the Health Service Center. The Communication Support Room can provide help to students with developmental disorders. The Nandemo-Sodan Office requires no prior appointment, being a One-Stop Resource, and can refer clients to the proper facilities to meet their needs. At the Shirokane campus Nandemo-Sodan Office, staff from the Student Counseling Centers, the Office for Mental Health Support and the Nandemo-Sodan Office rotate.

The telephone numbers for these offices are as follows:

- Student Counseling Center (Hongo: 03-5841-2516; Kashiwa: 04-7136-3714; Komaba Student Counseling Center: 03-5454-6186)
- Mental Health Service Department at the Health Service Center (Hongo: 03-5841-2578; Kashiwa: 04-7136-3040; Komaba: 03-5454-6167)
- Communication Support Room: 03-5841-0839
- Nandemo-Sodan Office (Hongo: 03-5841-7867; Kashiwa: 04-7136-4129)
- Shirokane Campus Nandemo-Sodan Office(03-6409-2024)

## **09. Prevention of Mental Disorder and Mental Health Support at the University of Tokyo**

The Office for Mental Health Support consists of psychiatrists specializing in university mental health and provides the University of Tokyo's students, academic and administrative staff with various mental health services such as giving advice, treatment and lectures. We also offer counseling service for academic and administrative staff regarding students' mental health.

### **1. Mental disorders and Treatment Service in the University**

At the University's main three campuses in Komaba, Hongo and Kashiwa, the psychiatrists and co-medical staff including psychologists and nurses are available to offer advice on mental health improvement as well as medical and psychological treatment. Services include pharmacotherapy, advice on creating a better study-life balance, etc. Clinical psychologists can give visitors cognitive-behavioral therapy and other types of psychotherapy when requested. At the moment, however, this is conducted only in Japanese. At Shirokane campus, counseling service by psychiatrists is also available. Counseling and other treatment services are free of charge, except for prescribed drugs and blood examination, which are not covered by public or private health insurance or the University's medical insurance plan.

Mental disorder, mood disorder and other types of psychoses are not uncommon. More than 10 percent of people in their 20s and 30s are estimated to have experienced one or more forms of mental disorders. Similar to such physical illnesses as hypertension and diabetes, most mental disorders are recurrent and chronic. It is deeply unfortunate and regrettable that not a few of our students take their own lives every year.

### **2. Lifestyle and Prevention of Mental Disturbances**

Early intervention is the key to better prognosis, but more important is prevention. To prevent the onset of mental disorder, maintaining a good healthy lifestyle is essential. An appropriate amount of good sleep, adequate rest and daily physical exercise are an integral part of keeping such lifestyle.

What constitutes a necessary amount of sleep varies from person to person, and each individual has his or her own sleep pattern. This may not be altered easily. As a first step, knowing how many hours of sleep you need and having adequate sleep are essential to preserve good mental health. It is not rare to see an improvement in mental condition as a result of taking an extra hour of sleep at night. A symptom similar to jet-lag is seen among

many researchers and students who have irregular sleep-wake patterns. Sleep is controlled by circadian biorhythm that is genetically installed in the brain. Therefore, keeping to a regular sleep-wake pattern is crucial for having good mental health.

In addition, daily physical exercise is another key element in maintaining good mental health. Exercise such as swimming or jogging several days a week is recommended. Plus, light, early evening exercise is good for your sleep. But just like anything else, moderation is important. The amount of exercise you engage in should not be too much or too little. 20 to 30 minutes of such exercise should be good enough. At Hongo Campus, there is a sports facility called Gotenshita Memorial Arena where the training staff can offer some advice and assistance in improving your physical health.

Some people have a drink of alcohol before going to sleep, as it helps them fall asleep. But this is not recommended because sleep interruption increases over time. What's more, tolerance to alcohol will also build up, resulting in a greater amount of alcohol remaining in your body. In general, drinking alcohol has a negative impact on the quality of sleep, leading to poor mental health. So, please avoid taking alcohol in place of sleeping pills.

### **3. Illicit drugs strictly forbidden**

We have seen several cases of marijuana use among university students in recent years. Possession or use of any illicit drugs, including marijuana, is strictly prohibited in Japan. In fact, there was a case in which a member of the University was found to possess marijuana a few years ago. With no exception, such case would result in an arrest or dismissal from the University of Tokyo. So, please keep in mind that possession or use of any illegal drugs is strictly forbidden.

### **4. Role of University Teachers and Staff in Students' Mental Health**

Faculty members and staff of the university are also asked to pay attention to student's mental health. Please encourage your students to keep a good study-life balance and stick to a regular sleep pattern. If you have any questions or concerns about your students, please feel free to visit us for consultation.

For further information, please contact us at the following extension numbers:

22578 for Hongo;

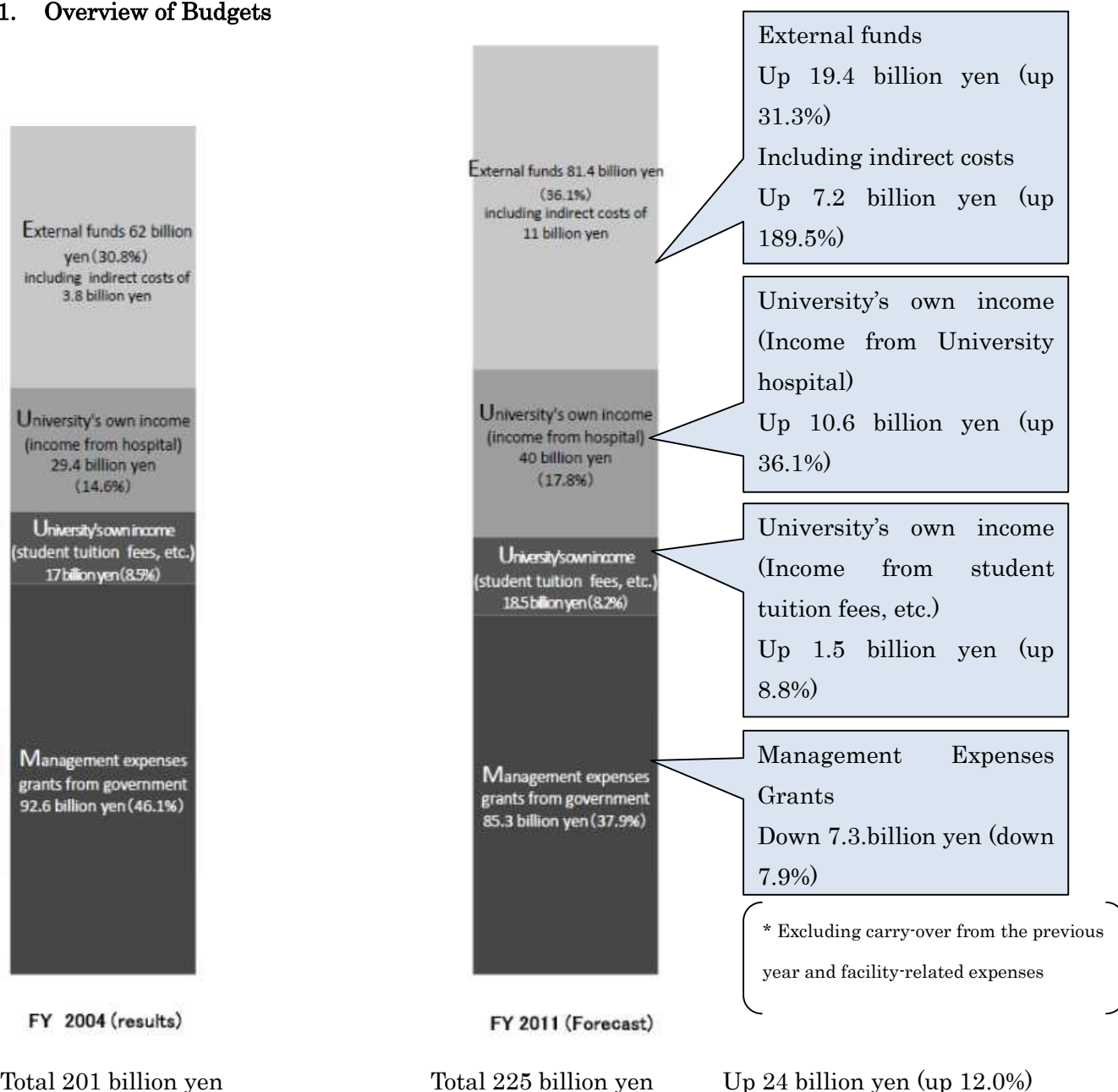
46167 for Komaba;

63040 for Kashiwa.



## 10. Finance of the University of Tokyo

### 1. Overview of Budgets



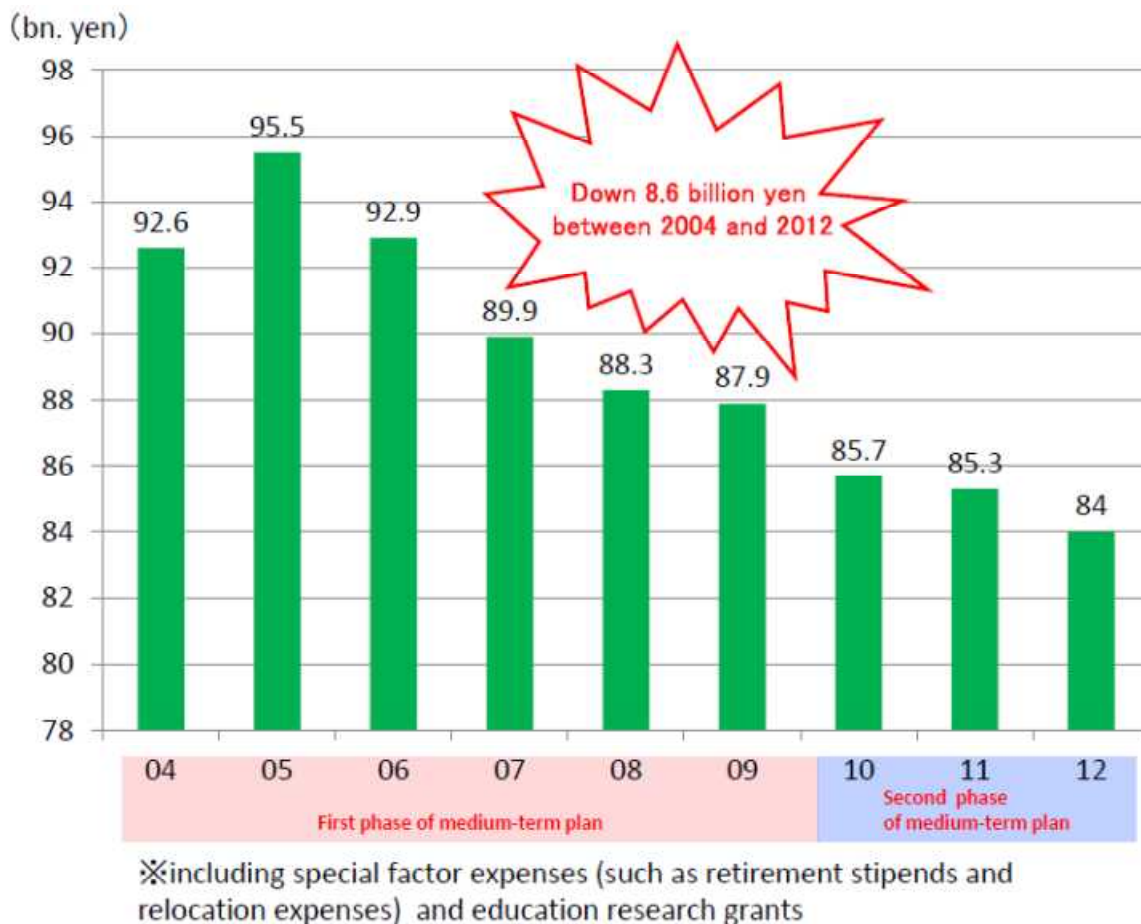
• Management expenses grants from government have decreased substantially, but the overall scale of the University's operation has expanded due to increases in external funds—competitive funds and funds for commissioned research—and in the University's own income. This has stimulated activities in the University.

• Despite cuts in management expenses grants from government, the increase in external funds, in particular, shows great social needs for education and research in the University of Tokyo.

• However, the stable procurement of external funds cannot be guaranteed. Thus, securing

fundamental financial resources is a pressing issue in order to ensure long-term stable educational and research activities.

## 2. Gradual declines in management expenses grants (The University of Tokyo)



- Government subsidies for management expenses for fiscal year 2012 fell by 8.6 billion yen compared to FY2004.

- The University is striving to obtain more external funds, raise the portion of its own income, and reduce overall costs to compensate for the cuts in grants. If government subsidies continue to decline, there are growing concerns that maintaining the University facilities, improving educational equipment, and giving sufficient student support, including tuition exemption and scholarships, will be difficult and all these will negatively affect student life.

- It has also been pointed out that faculties are spending fewer hours on education and research in order to file more and more applications to achieve external funds. (Data source: Urgent Questionnaire for Faculties regarding University Budgets)

## 11. Purchasing of Goods and Services

This document outlines the basic rules for purchasing goods or receiving services necessary for education, research, and medical care.

### 1. Procurement rules

#### 1.1 Basic Procurement Policy of The University of Tokyo

This policy defines the University's basic approach to establishing sound procurement procedures as an initiative to prevent inappropriate accounting practices. It is in line with the Ministry of Education, Culture, Sports, Science, and Technology (MEXT)'s "Guidelines for Managing and Auditing Public Research Funds at Research Institutes."

##### (1) Compliance

The University will reject inappropriate transactions, and purchase goods and services in compliance with social norms, laws and regulations, University internal regulations, etc.

##### (2) Fair supplier selection

In principle, the University selects suppliers through a competitive bidding process that ensures transparency and fairness. When the supplier cannot be selected through this process, the University will choose suppliers strictly according to its internal regulations.

##### (3) Accountability

The University will publicly disclose procurement information and fulfill its accountability.

##### (4) Partnership

The University will engage in business on an equal footing with suppliers and strive to establish relationships of mutual understanding and trust with them.

##### (5) Environmental-friendliness

The University will take environmental concerns into account when purchasing goods and services.

##### (6) Cost reductions

The University will strive to reduce costs by taking such measures as more efficient purchasing practice.

#### 1.2 Rules and regulations concerning procurement

This section explains main rules and regulations concerning procurement.

(1) The fiscal year begins on April 1 and ends on March 31 of the following year.

(2) The University's budget is decided by the President and then will be allocated to the Deans and Directors of academic organizations—Graduate Schools, Faculties, Institutes, Centers, etc. As "Budget Managing Officers," these deans and directors are responsible for managing and executing their organizations' budgets appropriately.

(3) The Budget Managing Officer and the staff appointed to manage budgets by the officer are

called “Budget Management Officer and staff,” and they take responsibility for executing the allocated budgets.

(4) In the case of purchasing the goods or services costing less than one million yen, the Budget Managing Officer and staff of each organization is authorized to handle the procurement.

(5) In the case of purchasing the goods or services costing one million yen or more, the administrative office of each organization will handle the procurement.

(6) When the actual goods or the services are delivered, it is necessary to carry out inspection and verification immediately.

(7) After the inspection, it is necessary to pay for the ordered goods or services promptly.

### 1.3 Procurement methods

This section explains basic procurement methods.

(1) In principle, the University decides on suppliers by publicly announcing its open tendering procedures for goods or services it intends to purchase.

(2) In the case of purchasing goods or services costing five million yen or more but less than ten million yen, the University holds open competitive quotation.

(3) In the case of purchasing goods or services costing less than five million yen, the University collects quotations from several prospective suppliers for price competition purposes.

## 2. Placing orders via Web systems

The University has established the UT Cobuy Site and the UT Siyaku Site to reduce purchasing prices, ensure the transparency of purchasing information, and increase the efficiency of the purchasing process.

### 2.1 Outline of the UT Cobuy Site

(1) The site has been in operation since June 2006.

(2) The site is a Web-based, closed market dedicated to the University of Tokyo.

(3) All prices are set exclusively for the University of Tokyo.

(4) The site is linked to the University’s financial accounting system.

(5) The site enables users to purchase products at the lowest price through price competition among several suppliers.

(6) The site covers such products as stationery, OA equipment, and PC supplies.

(7) The site catalogues some 140,000 items.

(8) In FY 2009, about 99 million yen worth of products were purchased through the site, helping cut purchasing costs by about 23 million yen.

## 2.2 Outline of the UT Siyaku Site

- (1) The UT Siyaku site has been in operation since February 2007.
- (2) The site is a Web-based, closed market dedicated to the University of Tokyo.
- (3) All prices are set exclusively for the University of Tokyo.
- (4) The site is linked to the University financial accounting system.
- (5) The University has set up a reagent distribution center on the Hongo campus for suppliers to deliver ordered products quickly.
- (6) The site is linked to the University of Tokyo Chemical Registration Information System (UTCRIIS).
- (7) This site covers reagents and physical/chemical equipment.
- (8) Some 1.7 million items are available on the site.
- (9) In FY 2009, about 707 million yen worth of products were purchased through the site, helping cut purchasing costs by about 80 million yen.

## 2.3 Other (reverse auction)

As part of cost-cutting efforts, the University hosts reverse auctions on a trial basis as a new procurement method.

- (1) The University has begun hosting reverse auctions on a trial basis since June 2010.
- (2) This system allows several suppliers to compete with one another over selling prices on the Web within a limited time.
- (3) The reverse auctions currently cover such general products as stationery, office furniture, and home electric appliances, but the University will consider applying this system to a wider range of products in the future.
- (4) Currently, the Contract Group of the Central Administration Office is hosting reverse auctions on a trial basis based on the requests of academic organizations.

For details, please contact and confirm with administrative staff at your academic organization.

## **12. Travel Expense System**

### **1. What counts as a business trip?**

Trips during which you perform your duties away from your normal place of work are defined as business trips. Expenses required for business trips can be counted as travel expenses, and the University's basic policy is to pay the actual expenses incurred during the trip.

The University classifies business trips into three categories: overseas business trips, domestic business trips, and domestic business trips to a destination located within 50 km of your place of work (called "short-distance business trips").

### **2. Rules for business trips**

To make a business trip, you need to obtain the approval from the person in charge of authorizing business trips in advance (the dean or director of your academic organization. You also need to submit a business trip report within two weeks after the trip is completed.

In principle, travel expenses shall be reimbursed after the business trip, but estimated amounts can be provided before the trip if there is a particular reason why advance payments are necessary.

### **3. Calculation of travel expenses**

Travel expenses shall be calculated based on the most reasonable routes and methods of transport from your place of work to your destination.

Travel expenses include transportation fees, daily allowances, accommodation charges, meal expenses, and miscellaneous sundries, but the upper limits on these expenses vary depending on types of travel expense and your job title.

### **4. Daily allowances and accommodation expenses shall include:**

Daily allowance: Transportation fees within the cities of departure and destination and lunch expenses

Accommodation expenses: Room, dinner and breakfast, communications, and other miscellaneous expenses

### **5. Expenses for short-distance business trips**

One-day business trips to a destination located within 50 km of your place of work fall into this category.

You may request reimbursement of all travel expenses incurred on short-distance business trips each month.

## **6. Domestic business trips (excluding short-distance business trips)**

For domestic business trips, you will be provided with the fixed amounts listed below to cover daily allowances and accommodation charges according to the job titles of business travelers.

Classification	Associate professors and general managers or senior	Other staff members
Daily allowance	2,600 yen	2,300 yen
Accommodation charges	13,100 yen	10,500 yen

## **7. Overseas business trips**

For overseas business trips, you will be provided with the fixed amounts listed below to cover daily allowances and accommodation charges depending on the destinations.

The airfare classes vary according to the job titles of business travelers.

Classification	Europe, North America, and the Middle/Near East	Other regions
Daily allowance	6,000 yen	4,500 yen
Accommodation charges	23,000 yen	13,000 yen

Air travel: Business class for associate professors and general managers or senior  
Economy class for other staff members

Miscellaneous travel expenses: Vaccination fees, fees for passport issuance, visa fees, entry and departure taxes, etc.

## **8. Special cases**

(1) If overseas experts are invited to attend international conferences or other meetings, the rate for daily allowances and accommodation charges for Europe and North America can be applied instead of the domestic trips rate.

(2) If you obtain approval from the person in charge of authorizing business trips for a business trip involving some private matter, the University will not pay for expenses related to the private business, but may reimburse round-trip transportation fees to/from the destination where official duties are performed.

Other special rules may apply. For details, please contact an administrative staff member at your academic organization.

## **9. Business trip report**

Please submit a business trip report within two weeks after the completion of your trip. Please describe in your report the departments you visited, persons you met, and other necessary details.

## **10. Reimbursement of travel expenses**

To obtain reimbursement of the actual travel expenses, please attach the following documents:

Air travel: Receipts and boarding pass stubs

Railway, bus, and taxi used overseas: Receipts or other documents that show the fare paid

## **11. Travel expenses that cannot be reimbursed**

Expenses included in daily allowances and accommodation charges:

- Meals, transportation fees within the same city, and communications

Expenses defrayed based on personal preference

- Beverages, airport limousine services, laundry, etc.

## **12. Travel Expense Site**

For better understanding of the University's travel expense system, the University has launched the Travel Expense Site on its portal site.

This site provides detailed information on regulations for travel expenses, procedures for travel expenses reimbursement, and other matters related to business trips.

For more information, please visit the website at:

<http://www.ut-portal.u-tokyo.ac.jp/gakunai/fin/ryohi/index.html>. (in Japanese only)

## **13. Outsourcing of travel services**

Since October 2010, the University has outsourced services related to business trips (including the calculation and reimbursement of travel expenses, as well as the provision and operation of a travel expense system) to Nippon Travel Agency Co., Ltd.

Applications for business trips, reports, etc. shall be submitted through this travel expense system.

For details, please check the Travel Expense Site noted above.



## **13. Accounting Systems**

### **1. University's accounting systems**

As a researcher, you will engage in conducting research and educating students at the University of Tokyo (UT). Your daily activities at the University will involve financial transactions in one way or another and the University keeps track of such transactions and accumulates it in the form of numerical data for accounting purposes. It then compiles all the accounting data for a full year and releases its annual financial statements to the general public. For the University to have an accurate understanding of its operations and financial situation, your cooperation and understanding of the University's accounting system would be greatly appreciated.

The University has two accounting systems in place. One is the financial accounting system intended mainly for University accounting staff, and the other is the budget execution and management system for researchers' use. You must properly manage, under separate categories, various funds: budgets allocated by the University, endowments from private companies and foundations, Grants-in-Aid for Scientific Research, and funds for commissioned research. This budget execution and management system is a tool to facilitate your fund management.

### **2. Types of funds**

The following section describes types of funds you will be dealing with. Funds allocated by the University come from sources of income, which include management expenses grants from government and payments from students such as tuition fees. These are generally called "funds for university management expenses." Other financial resources of the University include the following: 1) funds for commissioned research and projects (the University is required to undertake contract research or other tasks designated by the fund provider and then to report the results to the provider; 2) subsidies granted to universities and research organizations; 3) endowments offered by donors; and 4) Grants-in-Aid for Scientific Research from the Minister of Education, Culture, Sports, Science, and Technology (MEXT). These types of funds are generally referred to as "external funds." The use of external funds, in particular, requires extra caution. Funds providers place restrictions on how their funds are used, and require the submission of reports such as statements of income and expenditure. Therefore, the University should keep an accurate record of how much funds it received and how much it spent for what purpose.

The financial accounting system constitutes the core system for accounting operations, and is

intended chiefly for University administrators' use both at the central administration office and academic organizations. The central administration office allocates funds for university management expenses to each academic organization unit, and academic organizations obtain external funds from businesses or MEXT etc. All these funds are entered into the financial accounting system, and are then allocated to laboratories and other research units.

## **2.1 Information disclosure and accounting method**

In addition, national university corporations, including the University of Tokyo, are required to compile and disclose financial statements to the public. As in the case of private companies, the university corporations employ the same accounting method, known as “double entry bookkeeping.” The University's financial accounting system is also compatible with this accounting method and records various accounting transactions on a daily basis. For example, the University does appropriate inspection and verification of experimental apparatuses, materials for research experiments, consumables required for research, utility bills, and remunerations for research assistance, and then it enters all the transaction data in the system to pay for their expense.

Similarly, the University registers information on payments from students, income from university hospital, and external funds. All these kinds of transaction data are accumulated as accounting data to compile financial statements.

## **3. Budget execution and management system**

The following section explains the budget execution and management system, which the University hopes you will use efficiently and effectively.

Since the budget execution and management system is designed for use mainly by laboratories, researchers can use it easily even without understanding difficult accounting terms. For example, entering accounting data requires a piece of accounting information called “account title” that represents transaction details. This system allows its users to set appropriate account titles automatically by selecting a few simple keywords.

### **3.1 How to place an order**

How to use the budget execution and management system is described below.

First, before using the system, you need to obtain a user ID and password from an accounting staff member in the administration office of the organization to which you belong.

The University allows faculties to place orders for items costing less than one million yen.

This means that you have to request the administrative office to order any item costing one million yen or more on your behalf. However, you should refrain from dividing one order into two or more transactions to make each separate order cost less than one million yen.

Next, to purchase research supplies costing less than one million yen, you register the order information in the budget execution and management system. When the supplies are delivered, you register the information on supplies inspection in the system and send the data to the administration office of your organization, which in turn registers the relevant information in its financial accounting system for payment.

The administrative office is responsible for handling transactions costing one million yen or more. As the budget execution and management system is linked to the financial accounting system, the data entered by you and by the administration office is both reflected in the budget execution and management system in real time, ensuring swift and accurate budget management.

Furthermore, the budget execution and management system is automatically linked to the data in peripheral systems such as the UT Purchasing Site, UT Reagent Site, and Travel Expense System. Therefore, data entered in these systems is also incorporated into the budget execution and management system so that each laboratory can check on the balance of its budget in real time, at any time.

#### **4. For further inquiries**

The explanation above has described how to use the budget execution and management system. The University asks for your cooperation in ensuring swift and accurate budget execution through this system. For more information regarding the system, please ask administrative staff in charge of accounting at the administration office of your organization. If you have further questions, please contact the Financial Accounting System Team, Account Settlement Group of Finance Department at [zaikai@ml.adm.u-tokyo.ac.jp](mailto:zaikai@ml.adm.u-tokyo.ac.jp).

#### **5. [Reference]**

Both the financial accounting system and the budget execution and management system are Web-based. The recommended user environments are as listed below.

Operating system	Browsers
Windows7	MS Internet Explorer 8, Firefox 3.6
Windows Vista	MS Internet Explorer 8, MS Internet Explorer 7

Windows XP	MS Internet Explorer 8, MS Internet Explorer 7
Windows Server 2008	MS Internet Explorer 7
Windows Server 2003	MS Internet Explorer 8, MS Internet Explorer 7
Mac OS X Snow Leopard (Intel) 10.6	Safari 4
Mac OS X Leopard (Intel) 10.5	Safari 4

## **14. Asset Management**

### **1. What are the University's assets?**

When purchasing valuable items for ourselves like PCs, cars or houses, we automatically handle them with care so that they remain undamaged, remain usable for a long period of time, and retain their value as assets. We also keep some of our assets in a locked place so that they don't get stolen, and make sure that they are not left unattended or lost outside. If they become broken, we try to have them repaired for reuse instead of buying new ones. When others don't return them, or if they are returned broken, we press the borrower to return them or request him or her to compensate for damages. We would not buy the same item time and again as our financial resources are limited.

The same applies to goods purchased by the University. All goods the University purchases, be it consumables such as pencils or expensive precision machinery such as MRIs used at the University Hospital, become the property of the University. Whether they are pieces of equipment donated to laboratories, PCs bought using research funds, or stationery purchased with administrative funds, they are not the property of researchers or administrative staff members, but of the University, and are handled under its management. In other words, University staff members are permitted to use such University property, but are required to handle it appropriately and according to its proper usage.

### **1. University assets management**

The University manages its purchased goods after inspecting them first. These goods deteriorate over time, and will become unusable at some point in the future. Some equipment may still be functional, but cease to be in need when the relevant research project ends.

Goods considered unnecessary may be discarded as waste. If some of their parts are recyclable, as with cars or PCs, they may also be sold or traded in. If they are still usable, they may be transferred to another laboratory or faculty for reuse. These procedures are called "disposal." Hence, the University manages all its goods in all stages starting from purchase to disposal.

The University owns and manages assets both purchased using University funds and donated by private companies and other corporations. If you use these assets in non-designated places, you need to follow the prescribed procedure. Please contact the administrative staff of your academic organization.

## **2. Types of the University' s assets**

The University manages its assets differently according to their prices and the types of fund used to purchase them.

Asset items priced 200,000 yen or less with a useful life of 1 year are treated and managed as consumables. There is no need to enter consumables in accounting ledgers.

Asset items priced 200,000 yen or more but less than 500,000 yen with a useful life of more than 1 year are called “small-amount items” and should be entered into the ledgers.

Asset items priced 500,000 yen or more with a useful life of more than 1 year are referred to as “fixed assets” and should be entered into the ledgers. The University classifies fixed assets as particularly important property of the University, and stipulates in its regulations that they should be checked against the accounting ledgers annually.

For fixed assets priced 500,000 yen or more, the laboratory staff responsible for using them have to check each fixed asset item against the accounting ledger once a year, a procedure called “on-the-spot inspection.” The staff makes sure that all the assets are not lost or damaged, but he or she will contact the relevant officer for instructions if they find that any loss, damage or an accident occurs during the “on-the-spot inspection” process. If you wish to move assets to another University organization unit or discard assets due to the end of use, please contact the relevant staff at your University organization.

For asset items purchased with external funds, the management method may vary according to the type of external funds used. If you purchase goods using external funds, you should confirm how the purchased goods should be managed and then manage them appropriately.

## **3. How to treat the University' s assets**

There have been some cases in the past in which University assets were stolen. In some cases, if an asset is stolen, you may be held liable for compensation. To avoid this, please be sure to lock your office or laboratory and make sure that you manage University assets to prevent any damage or theft. Please exercise extra caution regarding the security of your PCs. The loss of a PC or any other device containing personal information could result in an information leak, in addition to the asset loss itself.

Moreover, you need to submit a letter of notification to the University to bring University

assets outside the university parameters.

#### **4. Recycle policy on the University' s assets**

As part of the University's efforts to support student's education and research and create eco-friendlier campuses, the Asset Management Group of the Asset and Property Management Department has launched a "notebook PC reuse" project. .

The project aims to collect unneeded notebook PCs, which were purchased using the University's past research funds, rather than discard them immediately. University students can rent these re-usable PCs free of charge. When these PCs become no longer re-usable, the University tries to recycle their parts. This PC reuse project targets all notebook PCs of the University regardless of their prices. Your understanding and cooperation in this effort is greatly appreciated.

## **15. Compliance with Laws and Regulations**

### **1. Objectives (Article 1)**

The University of Tokyo Basic Regulations for Compliance came into force in April 2011. They stipulate basic matters related to compliance at the University, and aim to ensure sound and appropriate University operations and contribute to maintaining society's trust in the University.

### **1. Definitions (Article 2)**

Compliance refers to observing laws and regulations, the University's rules and regulations, ethical codes involving education and research, and other norms.

University personnel refer to the executive, academic, and administrative staff of the University (including fixed-term project staff, fixed-term part-time project staff, and fixed-term part-time staff).

Students refer to undergraduate and graduate students enrolled in the University.

Compliance matters refer to cases in which a member of the University violates or may violate any of the laws or the University's rules and regulations.

### **2. Responsibilities of University staff and students (Article 3)**

To achieve the ideals and goals of the Charter of the University of Tokyo, University academic and administrative staff and students shall be aware of their responsibilities, recognize the importance of compliance, respect human rights, and maintain high ethical standards in their actions.

### **3. System for promoting compliance (Articles 4 to 7)**

Chief Compliance Officer: President

Compliance Supervisor: Executive Vice President appointed by the President

Compliance Promotion Managers: Heads of academic organizations, etc.

Compliance Supervising Board: Members appointed by the compliance supervisor and Executive Vice President

### **4. How to deal with compliance matters (Articles 10 to 18)**

If University staff identify a compliance matter, they must swiftly report it in detail to their superior or a compliance promotion manager.

If they have any reasonable grounds for not reporting in this way, they may report it to one of



the following sections:

- Contact desk for compliance matters
- Research funds hotline
- Contact desk for compliance matters within the Committee on Standards of Conduct in Scientific Research
- Contact desk for compliance matters within the Committee for Information Ethics
- Sexual Harassment Prevention Committee
- Academic Harassment Prevention Committee
- Contact desk for compliance matters within the Grievance Committee

University staff must cooperate in investigations of compliance matters if requested. Please note that non-compliance cases should not be reported for slander or any other inappropriate purposes.

## **5. Protection of reporters**

The University shall not subject reporters to such disadvantages as dismissal because they report a compliance matter to the relevant committee or person. Nor must any member of the University harass or subject reporters or those who assist them to any disadvantage, or otherwise treat them unfairly because they report a compliance matter, investigate the reported case of noncompliance, or take other actions. If reporters or those who assist them are harassed, suffer a disadvantage, or otherwise treated unfairly, they can file a complaint with the compliance supervisor.

## **6. How to search information on internal regulations**

You can find the information on University rules and regulations at the University's website as follows:

Opening page of the University of Tokyo's website



About Todai



Organization

Rules and Regulations

To provide a look at the President's decisions, the University of Tokyo's portal has a link on its Rules and Regulations page. Please view them at the "List of the President's Decisions (for internal use only)."

You can also look at the English version of the University Rules and Regulations by clicking the link to *Translated documents* (for reference only) on the opening page of the University's

website, as shown in the order displayed below:

Opening page of the University of Tokyo's website



Division of International Affairs



Foreign Language Documents

List of Translated Documents (University of Tokyo Only)



University of Tokyo Regulations

\* For other rules and regulations, visit the Rules and Regulations page.



You can look at other rules and regulations by clicking *the Rules and Regulations* link listed above.

## 16. Export Control Management by The University of Tokyo

The Government of Japan controls military sensitive goods and technologies, including relevant dual-use goods and technologies in order to maintain both national and international peace and security. Based on the Foreign Exchange and Foreign Trade Act (1949) and its relevant legislations, it is obligatory for universities in Japan to apply for export licenses in the following cases:

- Items or technologies are listed on the control list; or
- The export is under the provision of end-use control such as ‘catch-all control.’

Such export of goods and technology without permission from METI (Ministry of Economy, Trade and Industry) is subject to criminal and legal penalties.

In order to apply these regulations, the University of Tokyo has established an export control policy in 2011. All faculty and staffs are required to conform to the policy in daily activities of education, research and cooperation with outside organizations. First, it is important for faculty members within the University of Tokyo to learn how to recognize export control issues when they occur in their daily work such as below. :

When you accept foreign students, or foreign researchers to your laboratory.

When you need to ship items internationally.

When you travel outside of Japan and provide technical information about your research..

When you want or plan to have a foreign national(s) participate in the research.

When you want to collaborate with a researcher or institution outside of Japan.

Second, it is important to understand the resources available within the University of Tokyo to deal with issues. In order to support the export control management of faculties, the Export Control Office of the University of Tokyo was established in 2011. You are required to contact the Export Control Office before you start any of the above export control issues.

If you have any questions, please contact the Export Control Office by e-mail at [anzen@ducr.u-tokyo.ac.jp](mailto:anzen@ducr.u-tokyo.ac.jp).

## 17. Rules on Conditions of Employment and Employee Conduct

Please click on the following link for the entire The University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff.

This section presents an overview of regulations concerning working hours of full-time employees, employee conduct, etc.

URL: [http://www.u-tokyo.ac.jp/res02/b02\\_09\\_01\\_e.html](http://www.u-tokyo.ac.jp/res02/b02_09_01_e.html)

### 1. Rules on work conditions

#### 1.1 Confirm terms of employment

Upon employment, you will receive a letter of notification or employment conditions notice that defines terms of employment. However, terms of employment differ greatly between regular, full-time employees and part-time staff. Please thoroughly check the terms of your own employment and contact the administration office of your department if you have any questions.

#### 1.2 Working hours

Working style varies depending on what line of work you engage in at the University. This is particularly the case when the discretionary labor system for professional work applies.

##### (1) When the discretionary labor system for professional work applies

The discretionary labor system for professional work is an employment system that allows workers to proceed with their work at their own discretion and without any instructions from the employer, particularly regarding methods and time allocation of professional work such as research and development. The system applies to such positions as professor, associate professor, lecturer, and research associate at the University. (There are some cases where this does not apply.)

In view of preventing overwork and achieving better health and welfare, those employees working under this system are required to submit “In-office time report” once a month and “Report card” every six months to the University organization he or she belongs to.

##### (2) When the discretionary labor system for professional work does not apply

Working hours are basically as follows, unless otherwise specifically mentioned in the employment conditions notice. In 2011, the University has introduced a computer system called the “Work Management System” that supervises employees’ working hours.

- Working hours: 7 hours 45 minutes a day / 38 hours 45 minutes a week
- Start at 8:30 and finish at 17:00 (or 17:15 with a one-hour break)
- Break: 12:00 through 12:45 (45 minutes) / 12:00 through 13:00 (one hour) when academic

and administrative staff request to do so. (A one-hour break required by law when working eight hours or more)

### 1.3 Days off

Days off are Saturdays, Sundays, national holidays, and New Year holidays from December 29 through January 3 of the following year.

The following rules apply when working on days off.

- (1) Rescheduled day off: allows an employee to reschedule holiday(s) by replacing a day(s) off in advance with a working day of the same week
- (2) Compensatory day off (days off in-lieu): allows an employee to take a compensatory day off within 8 weeks following the actual day off worked when he/she cannot reschedule a holiday(s)
- (3) One-month-based variable working hours system: allows an employee to separately determine days off and working hours as long as the average number of hours worked per week do not exceed 38 hours and 45 minutes in a given period of one month or less.

### 1.4 Leaves

The University of Tokyo offers academic and administrative staff the following types of leaves as detailed below.

#### (1) Annual paid leaves

The University grants 20 days of annual paid leave a year (from January through December). The number of annual paid leave days will vary depending on what time of the year an employee is employed.

University staff can use annual paid leave by the day, half day, or by the hour. They can carry over a maximum of 20 unused annual leave days to the following year.

#### (2) Sick leave

The University grants sick leave when an employee has to stay absent from work to receive medical treatment due to an injury or illness.

An employee needs to obtain a medical certificate from an industrial physician when he/she has to be on sick leave for 8 or more days, or has used 5 days of sick leave during the past 1 month. Also, the employee needs to receive permission based on the occupational physician's examination when he/she returns to work after taking an extended leave of about one month or longer.

#### (3) Special leave

The University grants special leave for the following reasons: summer holidays, marriage, bereavement, a period before and after child birth, child birth by one's spouse, care for a sick or injured child or family members, etc.

#### (4) Child-care leave

An employee may, in principle, apply for child-care leave until his/her child becomes three years of age.

Monthly salary, year-end and diligence bonuses are withheld during child-care leave.

In the case of raising a child less than one year of age, however, an employee may receive payment from an employment insurance scheme if he/she meets the requirements.

#### (5) Reduced working hours for child-rearing

The University permits an employee to reduce a day's working hours by up to 3 hours and 45 minutes while the employee is raising a child aged 9 (elementary school 3rd grader-age) or younger.

#### (6) Family-care leave

The University, in principle, grants an employee leave of up to six months for a care-needing family member.

Monthly salary is withheld, but the employee receives payment from an employment insurance scheme.

The university pays bonuses, but the diligence bonus may be partly cut depending on the length of the employee's family-care leave.

#### (7) Reduced working hours for caring for family member

The University permits an employee to reduce a day's working hours by up to 3 hours and 45 minutes.

### 1.5 Labor-management agreement

When employees have to work overtime or on days off or work under the discretionary labor system for professional work, the employer and the staff who represent the majority of the employees need to sign an agreement every year.

Article 36 of the Labor Standards Act stipulates overtime work and work on days off.

- Limit on overtime work: up to 5 hours a day, 45 hours a month, 360 hours a year.
- Limit on work on statutory days off: up to 4 days a month, 30 days a year.
- Limit on extended working hours for special reasons (advanced notice to the head of academic organization required): 80 hours a month (up to six times a year), 700 hours a year.

Note: The University of Tokyo calls for a reduction in overtime work and work on days off to enhance the quality of working environment, health, creativity, and work-family life balance.

## 2. Code of service discipline

### 2.1 Code of service discipline

The University requires academic and administrative staff to observe the following code of service discipline in maintaining organizational order and preserving trust from society. The University will resort to disciplinary measures (official warning, salary reduction, short or long-term suspension, dismissal under instruction, and disciplinary dismissal) if and when an employee is found to engage in an act that violates service discipline or hurts the reputation and credibility of the University.

(1) Code of service discipline defined in the University's Rules on Conditions of Employment.

- Obligation of devotion to work duties and faithfulness (Article 27)
- Obligation to observe laws and regulations and obedience to superiors' orders (Article 28)
- Prohibition of acts detrimental to the University's reputation (Article 29)
- Observance of confidentiality (Article 30)
- Distribution of documents and conducting of assemblies (Article 31)
- Prevention of harassment (Article 32)
- Concurrent employment and/or employee ethics (refer to the (1) and (2) below)

(2) Code of service discipline for academic and administrative staff of national university organizations

• The University academic and administrative staff is treated as semi-public officers pursuant to Article 19 of the National University Corporation Act. As in the case of national public officers, they are also subject to penal provisions of the Penal Code when involved in crimes of accepting bribes or counterfeiting official documents.

• To maintain neutrality in education, the University academic and administrative staff is subject to Article 137<sup>1</sup> of the Public Offices Election Act as well as Article 14<sup>2</sup> of the Fundamental Law of Education.

## 2.2 Concurrent employment (Article 33 of Rules on Conditions of Employment)

Full-time academic and administrative staff needs to follow the prescribed procedures and receive approval in advance when working concurrently for another employer. Concurrent employment includes serving as an advisor at a company or working as a part-time lecturer at another university or as a part-time doctor at a medical institution.

## 2.3 Employee ethics (Article 34 of Rules on Conditions of Employment, and the University of Tokyo Regulations on Ethics for Academic and Administrative Staff)

The University of Tokyo holds its academic and administrative staff to high ethical standards. They need to observe the following provisions defined in the University of Tokyo Regulations on Ethics for Academic and Administrative Staff.

- Standards for ethical conduct (Article 3)
- Prohibited acts (Article 4: accepting gifts of money or goods from an interested party)
- Gift reports (Article 12: academic and administrative staff in managerial or supervisory positions shall submit a report when he/she receives a gift or remuneration worth 5,000 yen or more)

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<sup>1</sup> Ban educators from using their status for election campaigns

<sup>2</sup> Prohibit conducting political education to endorse or oppose any particular political party

### **3. Others**

#### **3.1 Evaluation of administrative staff**

The University has implemented a system to evaluate administrative staff's performance since academic year 2008. All full-time administrative staff is subject to this evaluation system, which is designed to enhance the overall University's performance as a whole and to encourage individual staff to develop their capabilities and improve their performance.

Under the system some academic staff members are called upon to serve as evaluators, and thus the University holds training sessions on occasion for those academic staff who conduct the staff evaluation for the first time.

#### **3.2 Promote greater gender equality in the University working environment**

The University of Tokyo is committed to playing an active role in building a gender-equal society, implementing measures to improve work conditions and environment and increase the number of female students and researchers. As part of this initiative, the University has created seven nurseries on four campuses in an attempt to facilitate the juggling of work and parenting.



## 18. Environmental Safety and Disaster Preparedness

### 1. Health and safety management at the University of Tokyo

#### 1.1 Characteristics of environmental and safety issues at the University

With the following characteristics in mind, the University must carry out its operations while ensuring the health and safety of its academic and administrative staff and students as its No.1 priority.

- Recognizing differences in safety awareness amongst the large number of University members with different backgrounds and those with a lot of movement involved in their work.
- In places of education: Recognizing varying levels of environmental and safety knowledge among members
- In places of research: Encouraging independence, originality, and pursuit of knowledge in unexplored areas
- Maintaining balance between academic freedom and university management, continuity of management
- Ensuring chemicals and equipment are properly disposed of when research is completed or at time of graduation
- Considering role of parks and large evacuation sites in local communities

#### 1.2 Environmental safety management at the University of Tokyo

- The Industrial Safety and Health Act became applicable to the University in 2004, when it became a national university corporation. As a result, stricter environment and safety management is required.
- Establish safety management organizations (see Figure 1 “Organizational Chart”)

The Division for Environment, Health and Safety supervises the environmental safety management of the entire University.

Each academic organization has an environmental safety management office, which supervises environmental safety management on academic organization levels.

#### 1.3 Responsibilities of the Division for Environment, Health and Safety

The Division for Environment, Health, and Safety supervises university-wide environment and safety management. Its duties are as follows:

- Serving as the University’s contact point for external organizations regarding environmental, health, and safety issues
- Planning health and safety management activities
- Keeping track of health and safety activities at the University and giving necessary guidance on such things as the following:

Accidents and disasters; inspection tours; chemicals, high-pressure gas, and radioactive substances; dangerous work; work environments; fire fighting and disaster preparedness; health check-up support; fieldwork; management systems; etc.

- Organizing educational and public relations activities (such as preparing manuals and materials, organizing educational lectures, etc.)

For more information, please visit the Division's website at

<http://www.adm.u-tokyo.ac.jp/gakunai/office/anzeneisei/index.html>

(There is a link on the University's portal site).

#### 1.4 Emergency response

- How to respond when an accident or disaster occurs: See the accompanying sheet (please contact according to "Emergency Contact Network" shown in Figure 2).
- First aid and lifesaving activities (workshops), locations of automated external defibrillators (AED) installed (see Figure 3 "Locations of AEDs" in the accompanying sheet).

### 2. Fire-fighting and disaster-preparedness activities

- How to respond when a large earthquake or disaster occurs (prescribed by "The University of Tokyo's Disaster Preparedness Measures," March 31, 2008)
- Countermeasure Headquarters shall be established in case of a large earthquake or disaster (academic and administrative staffs concerned have to be gathered).
- University's high priority responses to a large earthquake or disaster

Ensuring that the University Hospitals and Earthquake Research Institute continue to function

Restricting entry into buildings with dangerous materials inside

Serving as a wide-area evacuation site

Preparing safety maps (safe evacuation sites in times of disaster listed in Figure 4 in the accompanying sheet)

### 3. Radioactive substances management, and crisis management

- Radiation safety

Ensuring that radioactive materials are managed in line with the following regulations (different laws and ordinances apply depending on the items concerned):

Act concerning Prevention of Radiation Hazards Due to Radioisotopes, etc: Radioactive isotopes (RI) and radiation generators (accelerators)

Act on Control of Nuclear Raw Material, Nuclear Fuel, and Nuclear Reactor: Nuclear fuel and materials, and "Yayoi" research reactor

Ordinance on Prevention of Ionizing Radiation Hazards of the Industrial Safety and Health

Act: X-ray generators

Medical Care Act and Pharmaceutical Affairs Act: Radioactive medical and pharmaceutical products and accelerators for diagnosis and treatment

Strict management of people, equipment, and sites is required.

- Crisis management

If serious damage or problems occur (or are likely to occur); please report such incidence immediately and take necessary action.

(Please see the Emergency Contact Network in Figure 2 on the accompanying sheet.)

#### **4. Health and safety management: faculty authority and responsibilities**

Faculty's responsibilities and authority over health and safety management are clearly defined. (See Figure 1)

- The President, responsible Executive Vice President and Vice President, workplace supervisors, and heads of academic organizations shall perform the following duties: ensuring the health and safety of their organization members, investigating violations of rules and regulations, and issuing orders to suspend operations or discontinue the equipment use.

- The Division for Environment, Health and Safety (university-wide supervision) and the environment safety management office of each academic organization shall perform the following duties at their respective levels: supporting environmental safety and health management and conducting on-site inspections.

#### **5. Health care, health examinations, and anti-smoking measures**

The health and medical facilities below are available at the University of Tokyo.

##### **5.1 On-campus health care facilities**

- Faculty and administrative staff

Health Service Center (Division for Health Service Promotion): Health examinations, general health-related counseling, and diagnosis and treatment

Occupational Physician Counseling Office: Health problems resulting from research or environmental factors etc.; mental health problems

- Students

Health Service Center: Health examinations, general health-related counseling, diagnosis and treatment, and mental health care

Division for Counseling and Support (Nandemo-Sodan "One-Stop Resources" Office and Student Counseling Center): Mental health and other problems

Occupational Physician Counseling Office: Health problems resulting from research or environmental factors, etc.

## 5.2 Health examinations (faculty and administrative staff)

- Annual health examinations: Complete physical checkups at medical institutions are acceptable as an alternative; the University requires some staff members and students to undergo health examinations twice a year.
- Health examinations for hazardous work: Staff and students handling hazardous substances have to undergo health examinations twice a year.
- Health examinations before and after overseas stay: In case of staying overseas for six months or more, University staff has to take health examinations before and after their stay.

## 5.3 Duty to take health examinations, etc.

- University staff have a duty to take the health examinations conducted by the University and to cooperate with the University in conducting health-maintenance measures.

## 5.4 Anti-smoking measures

- The University of Tokyo's Declaration on Anti-Smoking (revised on December 1, 2011)  
The University has declared its intention to take appropriate anti-smoking measures and to continue programs aimed at creating a healthy and safe university.
- The University of Tokyo's Basic Policy on Anti-Smoking Measures
  - (1) Prohibits smoking on the University campuses except in designated smoking areas.
  - (2) Established the guideline for the designated smoking area to prevent passive smoking and fire.
  - (3) Permission to set up the designated smoking area by Division for Environment, Health and Safety.
  - (4) Gradually reduce the number of smoking areas over time by monitoring and considering how the areas are used and managed.
  - (5) Monitoring and management of designated smoking areas by both faculties and Division for Environment, Health and Safety.
  - (6) Bans the sale of cigarettes in the precincts of the University.
  - (7) Offers assistance to smokers in their attempt to quit smoking, such as guidance or counseling on non-smoking.
  - (8) Revise The University of Tokyo's Basic Policy on Anti-Smoking Measures according to the consensus and social needs.

## 6. Examples of accidents at the University and accident-preventative measures

- Accidents: Work-related accidents, accidents while commuting, accidents during educational and research activities, fires, leaks, etc.
- Report accidents and minor incidents → Compile such data into database to prevent

recurrence

- Characteristics of accidents at the University

Serious accidents are relatively few. But accidents of various types do occur. In most cases, accidents occur when work is performed on a temporary basis, for the first time, or when its details have been changed. Accidents are often caused when less experienced staff or students are involved or when people become too complacent and thus careless in their handling of equipment. At other times, accidents happen when there is insufficient management or supervision.

- Accident-preventative measures: strive to prevent accidents based on the following actions

In order to prevent accidents from recurring, it is necessary to recognize risks, acquire safety-related knowledge and skills, eliminate unsafe behavior and equipment, and utilize safety management systems.

## **7. Activities of occupational physicians and their visits to the workplace**

### **7.1 Activities of occupational physicians**

Occupational physicians provide guidance for achieving a healthy and safe research environment and for ensuring safety in research; understand the situation surrounding the work environment and make further improvements; help university staff maintain and promote their physical and mental health.

- Health care activities based on medical expertise
- Health and safety inspection (workplace-focused activities )

### **7.2 Health and safety inspection**

- Occupational physician visits to the workplace to regularly inspect health and safety of all workplaces at the University

Important issues: taking measures to prevent people from falling over, keeping things tidy and in order, and managing chemicals, electricity, and gas properly.

- The President and heads of academic organizations perform an annual safety patrol.

## **8. Laws, ordinances, and regulations governing health, safety, and environment of the University**

The University staff must conform to the following laws and regulations that concern the University's health, safety, and environment-related practices.

- Safety

School Health and Safety Act, Civil Code (duty to pay attention to safety), Penal Code (professional negligence resulting in death or injury), Labor Standards Act, Industrial Health and Safety Act, Fire Service Act, etc.

- Management of chemical substances

High Pressure Gas Safety Act, Pharmaceutical Affairs Act, Poisonous and Deleterious Substances Control Act, Stimulants Control Act, Narcotics and Psychotropic Control Act, Agricultural Chemicals Control Act, etc.

- Experiments using animals and other living things

Act on Welfare and Management of Animals, Act on the Conservation and Sustainable Use of Biological Diversity through Regulations on the Use of Living Modified Organisms, Act on Regulation of Human Cloning Techniques, Act on Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases, etc.

- Waste material-related regulations

Environment Basic Act, Waste Management and Public Cleansing Act, Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof (PRTR Law), Water Pollution Control Act, Sewerage Act, Act on Promotion of Global Warming Countermeasures, Basic Act on Establishing a Sound Material-Cycle Society, Act on Securing, etc. the Implementation of Recovery and Destruction of Fluorocarbons Contained in Specified Products, Act on Recycling of Specified Kinds of Home Appliances, etc.

- The University of Tokyo regulations

The University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff, the University of Tokyo Regulations on Safety and Health Management for Academic and Administrative Staff, the University of Tokyo Environmental Safety Management Regulations, Basic Disaster Preparedness Regulations, Chemical Substance Management Regulations, Health and Safety Regulations for Outdoor Educational and Research Activities, etc.

## **9. Chemical substances management and handling of waste materials**

### **9.1 Chemical substances management**

- As a general rule, all chemical substances must be registered with the University of Tokyo Chemical Registration Information System (UTCRIS).
- Poisonous and deleterious substances: These substances must be stored in locked storerooms, and recorded in logbooks.
- Narcotics and psychotropic substances: These substances must be stored in storerooms with two locks, and recorded in logbooks.

### **9.2 Handling of waste materials**

- Both ordinary and experiment-related waste materials must be disposed of according to the sorting rules stipulated by the University's Environmental Science Center.
- Points to note

Ordinary waste: Equipment containing CFCs, devices containing mercury (including fluorescent lamps and batteries), and PCs must be disposed of separately.

Experiment-related waste: Hazardous waste must never be discharged into sewerage.

Unused reagents must be disposed of quickly.

- No unidentified waste materials should be left behind.

In times of departure from the University or transfer to another organization, make sure that a successor will take over the waste-handling responsibility properly (check sheet must be completed).

## **10. Health and safety management during outdoor activities**

The University has established regulations about how to ensure safety of outdoor activities as well as making the guidelines (booklet) available.

10.1 The University of Tokyo Health and Safety Regulations for Outdoor Educational and Research Activities (April 1, 2006) stipulates that organizers must:

- Define the responsibility system for outdoor educational and research activities
- Assess risks by drawing up health and safety management plans in advance
- Increase the awareness of the importance of ensuring participants' health and safety in outdoor educational and research activities
- Establish a network of emergency contacts
- Create and submit health and safety management plans for outdoor educational and research activities in advance (make sure that University staff submit the plans.)

10.2 Guidelines for ensuring health and safety management and preventing accidents during outdoor activities (booklet)

Provides guidelines and information for health and safety management and accident prevention during outdoor activities

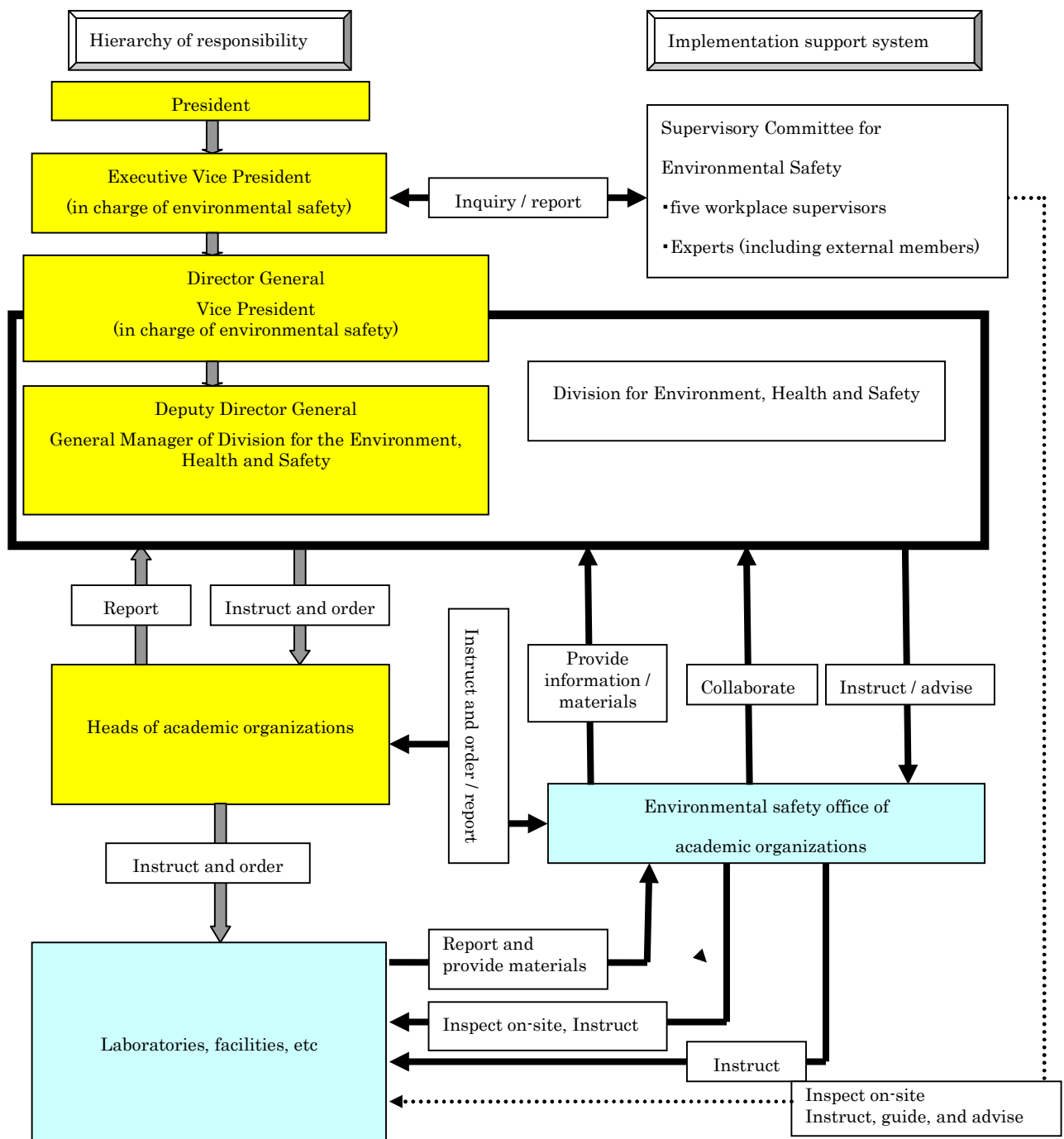


Figure 1: The University of Tokyo's Environmental Safety Organization (Established on October 1, 2009)



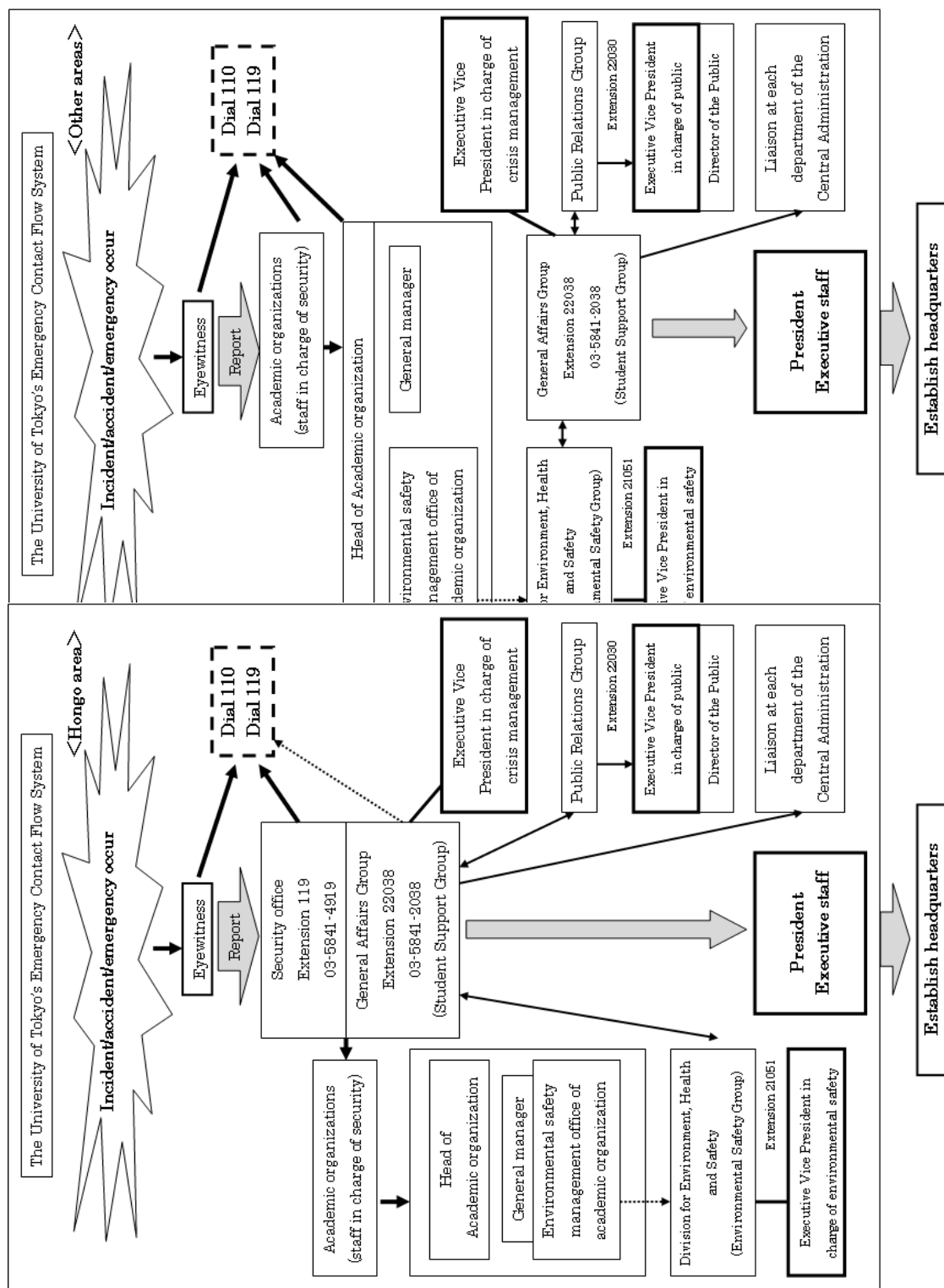


Figure 2: The University of Tokyo's Emergency Contact Flow System

## (Hongo Campus)

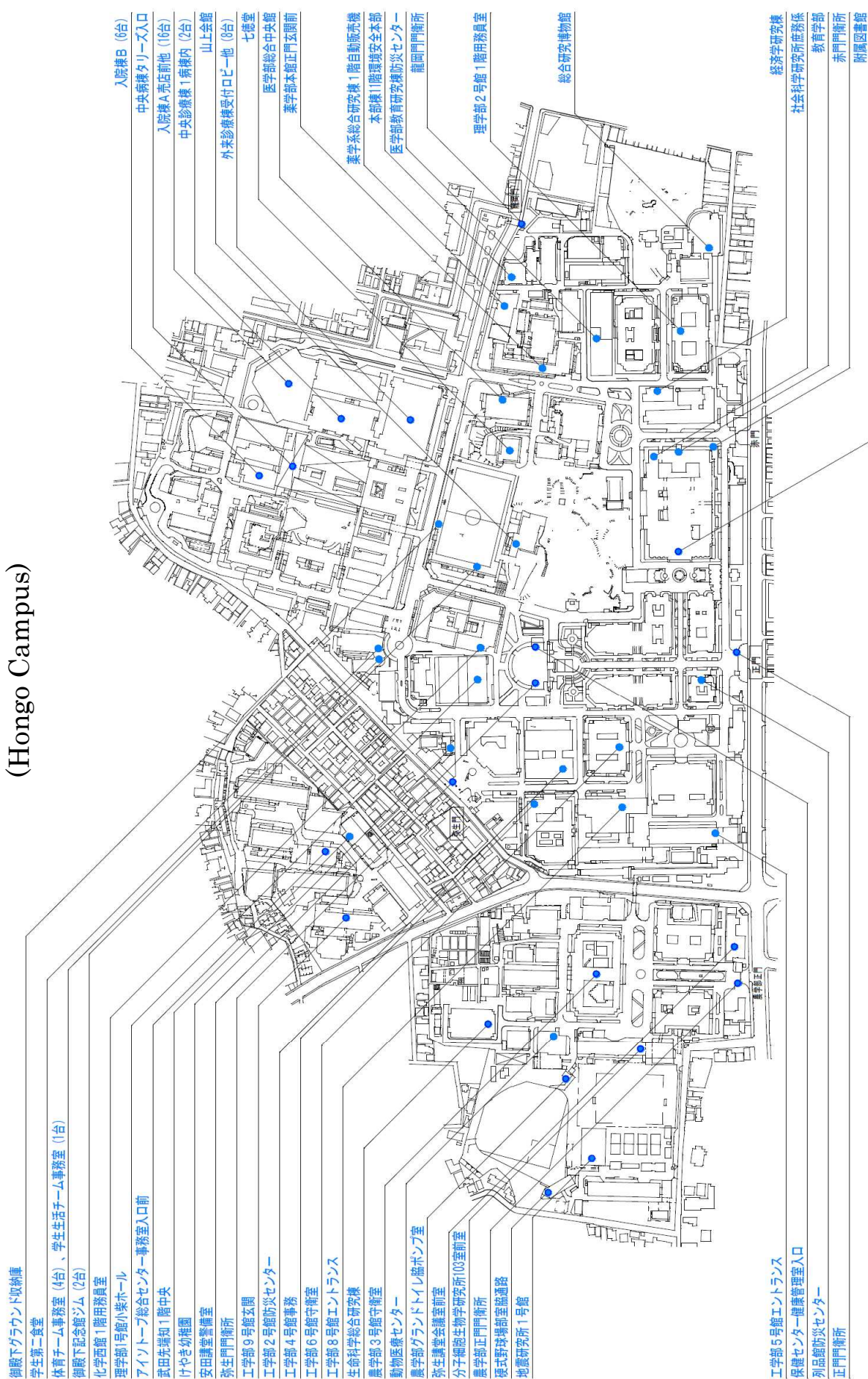


Figure 3: Locations of Automated External Defibrillators (AED) (Hongo Campus)



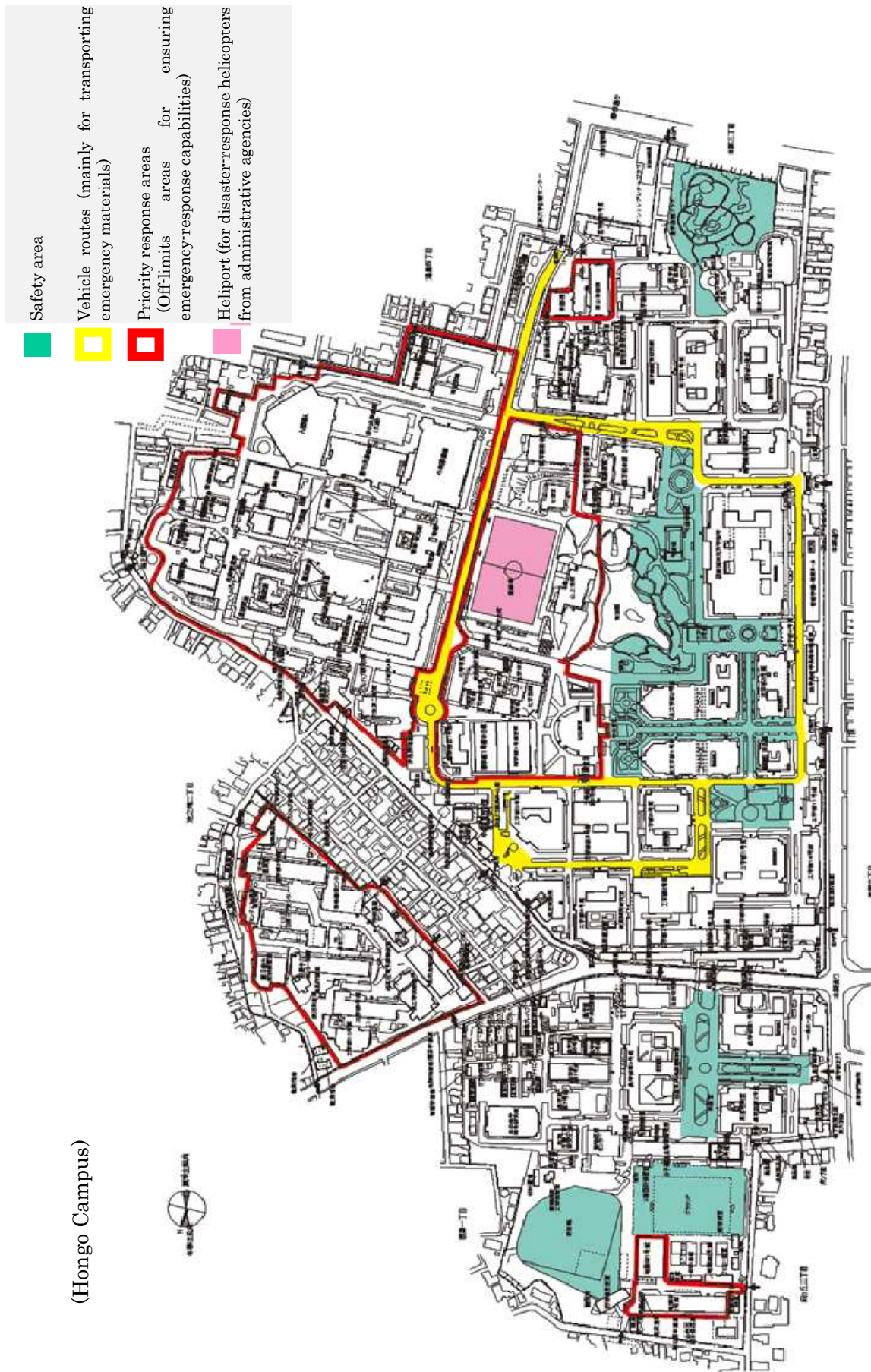


Figure 4: Safety Map (Hongo Campus)

## Contact List

Title	Contact Information
Higher Education Policy and Overview of the University of Tokyo	Management Planning Group Extension:22393 e-mail:kikakukikaku@ml.adm.u-tokyo.ac.jp
Student Affairs and Student Support	Student Affairs Group Extension:22504~22506 e-mail:gakuseisou@ml.adm.u-tokyo.ac.jp
How to Use the Information Systems at the University of Tokyo	Information Strategy Group Extension:22179 e-mail:jouhousenryaku@ml.adm.u-tokyo.ac.jp
Code of Conduct for Scientific Research and Prevention of Inappropriate Use of Research Funds	Research Promotion Group Extension:22312 e-mail:kenkyusuishin@adm.u-tokyo.ac.jp
External Funds	External Fund Management Group Extension:22351 e-mail:g-kikaku@adm.u-tokyo.ac.jp
How to Prevent Sexual Harassment	Harassment Counseling Center Extension:22233 e-mail:soudan@har.u-tokyo.ac.jp
Types of Academic Harassment and Response and Mental Care for Students	Student Counseling Center, Division for Counseling and Support Extension:22516 e-mail:gakusou@ml.adm.u-tokyo.ac.jp
Prevention of Mental Disorder and Mental Health Support at the University of Tokyo	Office for Mental Health and Support, Division for Counseling and Support (Health Service Center) Extension:22578
Finance of the University of Tokyo	Finance Group Extension:22121 e-mail:yosan-a@adm.u-tokyo.ac.jp
Purchasing of Goods and Services	Contract Group Extension:21201,21202 e-mail:k-chotatsu@ml.adm.u-tokyo.ac.jp
Travel Expense System	Contract Group Extension:22164,22165 e-mail:ryohi@ml.adm.u-tokyo.ac.jp
Accounting Systems	Account Settlement Group Extension:22129,22130 e-mail:zaikai@ml.adm.u-tokyo.ac.jp
Asset Management	Asset Management Group Extension:22189 e-mail:shisan@ml.adm.u-tokyo.ac.jp
Compliance with Laws and Regulations	Legal Affairs Group Extension:20754 e-mail:houtu@ml.adm.u-tokyo.ac.jp
Export Control Management by The University of Tokyo	Export Control Office Extension:22370 e-mail:anzen@ducr.u-tokyo.ac.jp
Rules on Conditions of Employment and Employee Conduct	Human Resources Development Group Extension:22317,21975 e-mail:nouryokukaihatu@ml.adm.u-tokyo.ac.jp
Environmental Safety and Disaster Preparedness	Health and Safety Group Extension:21578 e-mail:kankyoeiseikikaku@ml.adm.u-tokyo.ac.jp