

Nagoya University
Missions and Guidelines
for LGBT+-inclusive Practices

May 2018
Nagoya University

"LGBT+" incorporates the initial letters of "Lesbian, Gay, Bisexual, and Transgender," with the "+" sign referring to other types of sexual orientation and gender identity.

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I. Nagoya University Mission Statement on Respecting Sexual Orientation and Gender Identity Including LGBT+

The Nagoya University Academic Charter assures “a culture of free and open-minded academic endeavor” and “contributing to the prosperity and happiness of all people through research and education in those fields studying human beings, society, and the natural world.” In line with this mission, Nagoya University believes that the university has a responsibility to maintain a campus on which the different circumstances of all students, faculty members, and staff members are respected. Nagoya University is also responsible for ensuring that members with different sexual orientations, gender identities and gender expressions, including LGBT+* (Lesbian, Gay, Bisexual, Transgender, and other sexualities), are respected. The university creates educational/research/work environments whereby LGBT+ constituents can fully utilize their abilities and actively engage in educational activities to foster greater understanding of diversity regarding sex and gender.

* In these guidelines, “LGBT+” is used to represent persons of diverse sexual orientation and gender identity.

II. University’s Current Support and Strategy

These guidelines refer to support and strategy regarding the LGBT+ constituencies that the university provides as at March 2018. Of course, the requirements of LGBT+ constituencies are varied. The university provides support based on the above-mentioned Mission Statement and gives individual attention to possible issues. Please submit any comments or requests to a contact desk (see Page 7).

In the following, items 1-5 cover students, 6 is for faculty and staff, items 7 and 8 are for students, faculty, and staff members.

1. Information Regarding Names and Name Management

1) Changing Names

Names of students reflect what is entered in the Student Register, which, in principle, refers to names shown in official family registers.

If a student wishes to use a common name based on his/her self-confessed gender, he/she may change their name after following prescribed procedure. For details, please contact a consultation desk (see Page 7).

If a student wishes to change his/her name in a formal document (e.g., transcript, degree certificate), the university will deal with such request in as flexible a manner as possible. However, changing one's name may be disadvantageous to a student. Accordingly, please exercise this option at your own risk. If students want to learn about possible disadvantages or require consultation regarding any concerns, they should contact a consultation desk (see Page 7).

2) Changing Gender

Students may change their gender designations in the Student Register in cases where they have already changed their gender designations in their official family registers,

3) Handling Information Regarding Gender

Nagoya University does not disclose information regarding gender without a student's express consent. Regarding the Student Register and the Student Affairs Information System, the university responds in the following ways:

✧ Student Register

In the Student Register which the university distributes and posts, information regarding gender does not appear in any document. In faculty meetings, the university carefully handles personal information including that relating to gender. For instance, meeting materials exclude student information regarding gender.

✧ Student Affairs Information System

Access to information regarding gender in the student affairs information system is strictly limited to faculty members and staff members in charge of the Student Affairs Section. The university is continuing to educate faculty and staff members about careful handling of information regarding gender, and it also encourages them to undertake training about handling of personal information and about LGBT+ issues.

4) Gender Field in Documents Issued by the University

Among documents issued by the university, please find below information regarding which documents include a gender field. The university is continuing to collect further information and give consideration as to whether various university documents need a gender field.

<Documents with No Gender Field>

Degree certificate, certification of degree awarded, academic transcript, completed course confirmation sheet, prospective graduation, certificate of student status

<Documents with Gender Field>

Medical examination certificate and others (however, it is possible to consult regarding medical certificates; for more details, please contact a consultation desk (see Page 7)).

5) Gender Field in Documents Submitted to the University

With regard to documents that students submit to the university (including enrollment fee waiver and deferral of payment applications, tuition fee waiver applications, and other request forms), please find below information regarding which documents include a gender field. The university is continuing to collect further information and to discuss if each document needs a gender field. Each school/graduate school will proceed in the same way.

Please note that it is possible to consult regarding documents that require a gender field.

<Documents with No Gender Field>

Enrollment fee waiver and deferral of payment application, tuition fee waiver application, and other related forms

<Documents with Gender Field>

Application for International Ohmeikan House, membership lists for extracurricular activities athletic clubs, application for educational practicum, application for nursing care experience, and others.

2. Classes

1) Enrollment, Changing Rooms, and Equipment with respect to Basic General Education Courses, Health and Sports Science: Practicum

● *Enrollment*

In the basic general education courses: health and sports science: practicum, some subjects are gender-specific. For such subjects, the university is currently considering adding gender-related remarks (e.g., clothing and equipment) to the course list, for students' information.

- ✧ Subjects requiring special clothing (e.g., swimming)
- ✧ Subjects requiring equipment based on gender (e.g., basketball, golfing, rackets)
- ✧ Subjects requiring physical contact with other students (e.g., fitness)
- ✧ Subjects requiring overnight stays (e.g., skiing, trekking)
- ✧ Other subjects requiring grouping according to gender

● *Changing Rooms*

Although the university cannot always meet students' expectations due to the circumstances of facilities, it is possible to consult regarding individual support. The university plans to carry out further improvement of facilities (e.g., placing multi-purpose lockers next to multi-purpose bathrooms and placing lockers outside of changing rooms).

● *Equipment*

There is a possibility for consultation regarding equipment based on gender (students will decide whether to use equipment based on gender).

2) Enrollment for Off-campus Practicum (Educational Practicum)

Although the university cannot always meet students' expectations due to the circumstances of off-campus sites, it is possible to consult regarding bathrooms, changing rooms, and clothing which may be required in an educational practicum. For more information, please contact a consultation desk (see Page 7).

3) Grouping in the Classroom

The university does its best to keep everyone informed in order to prevent unnecessary grouping based on gender in the classroom. In the basic general education courses: health and sports science: practicum, some subjects are divided by gender. As mentioned above, the university is currently considering adding gender-related remarks in the course list.

4) How to Indicate Your Name in the Classroom

It is possible to have a consultation on how your name should be indicated in the classroom (e.g., Ms. or Mr. based on your sexual identity). For more details, please contact consultation desks (see Page 7).

3. Student Life

1) Periodic Student Health Check-ups

A private health examination is possible should a student make a request to the health administration office (052-789-3970).

2) Student Residences

There are several student residences at Nagoya University. Availability of co-ed spaces and how floors are divided by gender differ by residence. Although the university cannot always meet students' expectations, it is possible to have a consultation regarding residence preferences.

Building	Residents	Floors	Bathrooms	Showers, Baths
International Ohmeikan House Building A·B·C	Japanese Students International Students	Floors divided by gender	Each room has a modular bathroom, men's and women's shared bathrooms on the 1st floor at the Building A.	Each room has a modular bathroom.
International Residence Higashiyama	International Students	Co-ed	Each room has a modular bathroom, men's and women's bathrooms on the 1st floors of the residence and management buildings.	Each room has a modular bathroom.
Foreign Student House	International Students	Women's area and men's area	Family and couple rooms have a modular bathroom, men's and women's shared bathrooms on each floor	Family and couple rooms have a modular bathroom, men's and women's shared shower rooms on each floor
Idaka-cho Residence	International Students (male only)	Male only	Each floor has shared bathrooms (male only).	Each floor has shared shower rooms (male only).
International Residence Yamate North	International Students	Floors divided by gender	Each room has a modular bathroom, men's and women's bathrooms on the 1st floor.	Each room has a modular bathroom.
International Residence Yamate South	International Students	Co-ed, 1 floor 2 units (units are divided by gender)	Each shared room has a bathroom (by unit).	Each shared room has a shower room (by unit).

International Residence Myoken	International Students	Floors divided by gender	Each room has a modular bathroom, one women's and one co-ed bathroom on the 1st floor.	Each room has a modular bathroom.
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3) Clothing for Entrance and Graduation Ceremonies

Students may wear apparel that expresses their respective identities when attending entrance and graduation ceremonies; provided, however, that such apparel is appropriate for the occasion. Although a large number of students participate in these ceremonies wearing suits or *hakama* (Japanese kilts), some students dress in kimono or other ethnic costumes.

4. Consultation Regarding Internship, Job Hunting, and Student Life

1) Internship and Job Hunting

The career counselling section at the Center for Student Counseling provides counseling services regarding internship and job hunting. Students can consult with career counselors and advisors on any concerns they may have regarding career paths.

2) Student Life

The Student Counseling Section and the Mental Health Section at the Center for Student Counseling provide counseling services regarding various concerns about student life, including gender identity and other gender-related matters. For international students, International Student Advisory Offices at the International Education & Exchange Center provide advisory services.

Students can also consult with counselors at the Harassment Consultation Center regarding gender identity and harassment experiences.

5. Studying Abroad

Students can consult with the Studying Abroad Office regarding living environments and educational support systems at a studying abroad destination. Since acceptance situations differ among partner universities and organizers, thorough preliminary research on the studying abroad destination is necessary.

Although the university cannot always meet students' expectations, students can consult with the Studying Abroad Office and with other faculty and staff members in charge of studying abroad matters.

6. Benefit Programs and Personnel System for Staff Members

The university intends to introduce a new system whereby the benefit programs and personnel system (excluding programs operated by the government and the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association) will cover staff members with partners, equivalent to those for staff members who are married. Under the new system, the following documents will be required.

Partnership Certificate issued by a municipality

or

Documents that evidence partnership agreements (including same-sex marriage, domestic partner, and civil union) in foreign countries

or

Authenticated copy or registered copy of any notarized document, including any guardianship agreement*

Copy of residence certificate as evidence of cohabitation with a partner

Certificates for all registered matters required to prove non-married status

The following programs may be introduced based on submission of requisite documents.

<Special Leave>

Marriage leave

Pre-childbirth leave, post-childbirth leave, leave for childbirth of spouse

Childcare leave, childcare partial leave, shorter working hours system for childcare

Leave for child's illness, leave for family care, partial leave for family care

<Allowances>

Dependents allowance

Unaccompanied posting allowance

*The university needs to confirm that a notarized document concerning the voluntary guardianship contract has been prepared and registered. The voluntary guardianship contract must be made between you and your partner, and each party must be a mandatory for the other party. The voluntary guardianship contract is a delegation agreement which gives a mandatory ("voluntary appointed guardian" after a voluntary guardianship contract comes into effect) authority to act as a representative with regard to a person's life, medical treatment and nursing, and property management in the case where such person is unable to exercise sound judgment. This contract is aimed at providing for a voluntary appointed guardian to protect a person's life based on the contract in the event that such person lacks the ability to exercise sound judgment.

Regarding use of a former family name or common name, please see "Use of Former Family Name for Staff Members (July 5, 2007, Personnel and Labor Management) notification.

The university will continue to give consideration to ways of expanding the system and programs according to the circumstances of relevant organizations.

7. Maintenance of Campus Environments

1) Multi-purpose bathrooms

Multi-purpose bathrooms are available on-campus. Please check the locations in 'Nagoya University Campus Map: Higashiyama, Daiko Campus, Barrier-free Edition'

(http://www.nagoya-u.ac.jp/upload_images/20160331map.pdf).

In order to provide LGBT+-friendly, disability-friendly, family-friendly, and foreigner-friendly bathrooms, the university continues to make more multi-purpose bathrooms available through improving bathroom functionality and modifying bathroom signage.

2) Changing Rooms

Changing rooms on-campus are gender-specific in most, but not all, facilities. Although the university cannot always meet students' and staff's expectations due to the circumstances of particular facilities, please contact consultation desks (see Page 7) for individual support.

The university will place changing boards (boards for changing clothes) in multi-purpose bathrooms.

8. Consultation Desks

1) Consultation Desks

Consultation desks are available for LGBT+ related issues. Students, staff members and members of their families can seek consultation on issues regarding these LGBT+ guidelines at any of these desks. Although these desks cannot always meet your expectations due to the unique circumstances of each consultation and the university's conditions, please feel free to contact a desk (you may also make direct inquiries to other places mentioned in these guidelines).

There are cases in which one of the desks listed below will introduce you to one or more other desks listed in the appendix and will handle your consultation jointly with other desks, depending on the contents of such consultation. In such cases, the extent of cooperation between multiple desks will be decided upon your confirmation. Counselors observe complete confidentiality in providing their services, so please feel free to contact a desk on any matter.

■ For Staff Members and Students

One-stop Consultation Desk

E-mail : onestop@adm.nagoya-u.ac.jp
 URL : <http://www.nagoya-u.ac.jp/internal/academic/inquiry.html>

■ For Students

Center for Students Counseling

Place : Building 7, B Wing, School of Engineering, Higashiyama Campus

Phone : 052-789-5805 (Student Counseling Section)
 E-mail : soudan@gakuso.provost.nagoya-u.ac.jp
 URL : <http://gakuso.provost.nagoya-u.ac.jp>

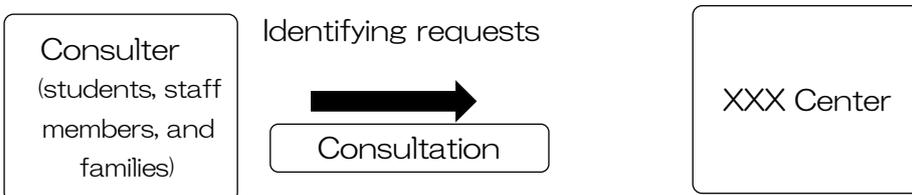
*Appointment is necessary.
 *Advisory services are available in Tsurumai and Daiko Campus. For opening hours, please visit the above websites.

Examples of Inquiries

- Changing name or gender identity (P1-P2)
- Enrollment (P3)
- Internship, job hunting, student life (P5)
- Changing rooms (P6)
- Comments and [inquiries][requests] regarding these guidelines (P1)

2) Consultative Process

Upon receiving your inquiry, with your requests and confirmation, staff manning a desk may discuss with relevant sections as necessary. The consultative process is outlined below. Detailed support differs based on the unique circumstances of each inquiry.



Based on consulter's request

