

# CAMPUS GUIDE for School of Hospitality & Tourism Management

## Global Management Major Students

### ■ Student Life

#### Student Support Services Department (Student Support Section)

The Student Support Services Department (Student Support Section) offers general services to support student life, such as the following:

- 1) Issuance of certificates (proof of student status, medical certificate, student discount certificate, certificate for the purchase of student commuter passes, etc.)
- 2) Student ID card
- 3) Submission and change of address, information about guarantor, etc.
- 4) Change in school registration status (withdrawal, leave of absence, etc.)
- 5) Extracurricular activities (club activities, circle activities, student committees, etc.)
- 6) Use of facilities (including the rental of keys and appliances, etc.)
- 7) Health and hygiene management and regular health checkups
- 8) Procedures for the Personal Accident Insurance for Students Pursuing Education and Research (PAS)
- 9) Scholarship programs
- 10) Part-time jobs
- 11) Social contribution activities (volunteer activities)
- 12) Lost and found within the university
- 13) Permission to drive to university
- 14) Etiquette
- 15) Other issues related to student life (including consultation)

### ■ Student ID card

The student ID card is an important document proving that you are a student at Meikai University. You must carry it with you at all times while you are a Meikai University student. In addition to the requirements and precautions described on the back of the ID card, please observe the following requirements:

- Immediately report any change regarding your name or other personal information.
- If your ID card has been lost or damaged, immediately file a request for reissuance (reissue fee: ¥1,500; time required for reissue: one week).
- If you forget to bring your ID card with you during regular and makeup examination periods, obtain a temporary ID card at the Student Support Services Department (Student Support Section).

### **■ Student commuter passes and certificates for the purchase of student commuter passes**

You can purchase student commuter passes for East Japan Railway Company (JR East), Tokyo Metro Co., Ltd. (Tokyo Metro), Tokyo BayCity buses and some other public transportation services by showing your student ID card.

To purchase a commuter pass, you need to present your student ID card and student commuter pass issuance card (sticker), which you are given along with your ID card. Before purchasing a commuter pass, you need to fill in the required information on the sticker and attach it to the back of your ID card, as the representative who issues your pass at the station will check your name, address and route (the shortest route between your home and Meikai University) as written on the back of your ID card.

If your student ID card alone is not sufficient to allow you to buy a commuter pass, ask the Student Support Services Department (Student Support Section) to issue a “certificate for the purchase of student commuter passes.”

### **■ Student discount certificate for public transportation (student discount certificate)**

With the student discount certificate for public transportation (student discount certificate), a 20% discount is applied to normal one-way passenger fares for a trip by train or boat of at least 101 kilometers by any JR company (East Japan Railway Company, etc.).

The certificate is valid for three months after the date of issue. A student can receive up to 10 certificates per academic year.

### **■ Group discount tickets (student groups)**

Group discount tickets (student groups) are available for a group of students who use public transportation, such as JR services, for the purpose of class activities, extracurricular activities or other school events. To apply for this discount, all the passengers of a group must travel from the same point of departure to the same destination.

Note that this group discount is only applied to groups that include one or more faculty members.

The minimum number of passengers required to qualify for the JR group discount is eight. After receiving the designated application form issued by a JR station, a designated travel agency or other designated agency, obtain the approval of the Student Support Services Department (Student Support Section).

**■ In the case of a large earthquake**

If a large earthquake occurs, follow the instructions of faculty members and observe the following procedures, which are based on the assumption that an earthquake of an intensity of at least 5 has occurred.

**Indoors**

1	Don't panic. Don't rush outside immediately.	<ul style="list-style-type: none"> <li>•The buildings of the university are designed to be highly earthquake resistant. On the occasion of the Great East Japan Earthquake on March 11, 2011, none of the buildings were severely damaged.</li> <li>•It is very dangerous to rush outside while the ground is still shaking. Follow instructions of faculty members and remain calm.</li> </ul>
2	Under a desk	<ul style="list-style-type: none"> <li>•While the ground is shaking, hide under a desk or take measures to protect your head and body.</li> <li>•If there are no desks, stay away from glass windows, lighting fixtures and shelves to secure your safety.</li> </ul>
3	Evacuation	<ul style="list-style-type: none"> <li>•Within about three minutes after the shaking stops, an emergency announcement will be broadcast. Listen carefully to the announcement and, following the instructions of faculty members, go to an evacuation center. Even if no emergency announcement is broadcast, follow the instructions of faculty members and calmly make your way to the evacuation center. Never use the elevator to exit the building to go to the evacuation center, as doing so is very dangerous.</li> <li>If any student is having difficulty walking, provide assistance by following the instructions of faculty members.</li> <li>•Pay careful attention to falling objects and depressions in the ground once you are outside.</li> <li>•After arriving at an evacuation center, do not take action of your own accord. Always follow the instructions of faculty members.</li> </ul>

Note: When a large earthquake hits, elevators will stop at the closest floor. If you are in an elevator when a large earthquake occurs, get off immediately when the door opens and use the stairs.

**Outdoors**

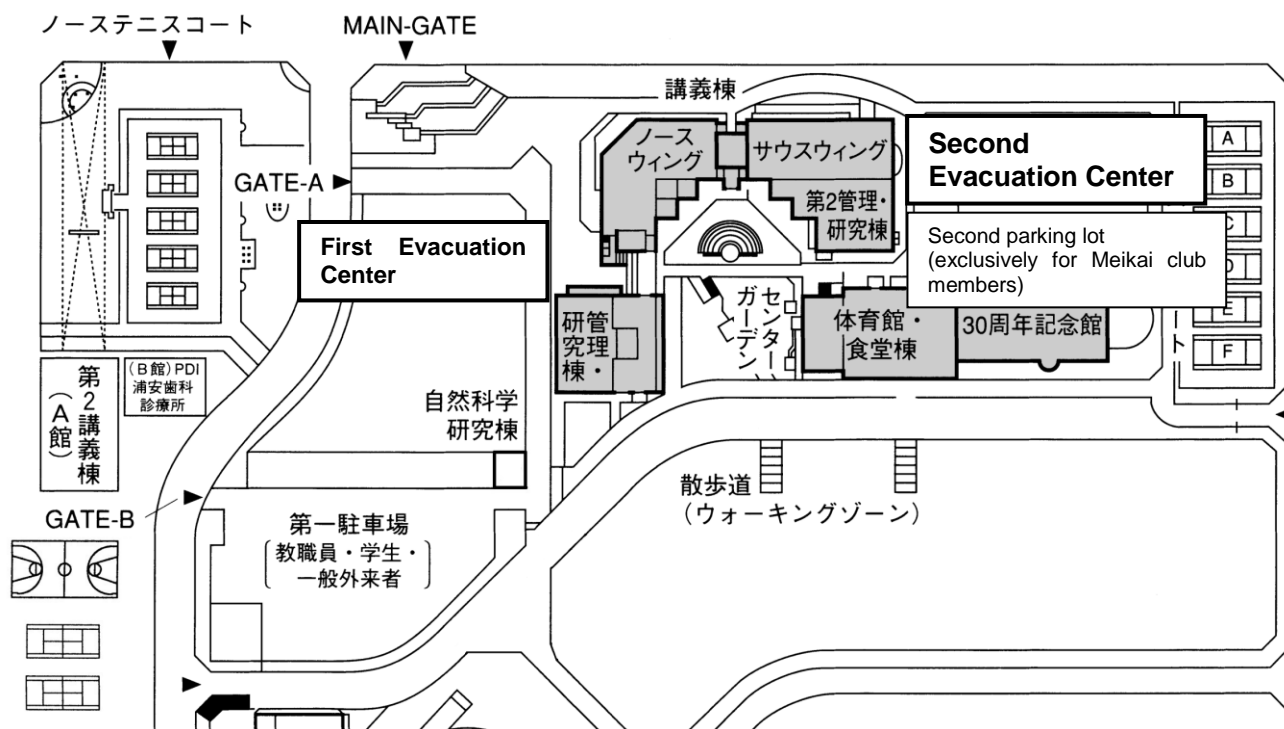
1	To secure safety	<ul style="list-style-type: none"> <li>•While the ground is shaking, stay away from buildings and protect your head with a bag or anything you have with you.</li> <li>•Watch your step where there are ground failures due to liquefaction.</li> </ul>
2	Evacuation	<ul style="list-style-type: none"> <li>•Start heading to an evacuation center only after the shaking stops. Follow the instructions of faculty members close by.</li> <li>•Pay careful attention to falling objects and watch your step while heading to an evacuation center.</li> </ul>

After arriving at the evacuation center, do not take action of your own accord. Always follow the instructions of faculty members.

### Evacuation centers

Those who are in the lecture building or the administration and research building: Go to the First Evacuation Center.

Those who are in the gymnasium/cafeteria building, the 30th anniversary building, the Meikai club, and the second administration and research building: Go to the Second Evacuation Center.



- ノーステニスコート                      North tennis court
- 第2 講義棟(A 館)                      Second lecture building (Building A)
- 広場                      Plaza
- 自然科学研究棟                      Natural science research building
- 自転車駐輪場                      Bicycle parking lot
- 第一駐車場(教職員・学生・一般外来者)                      First parking lot (for faculty members, students, visitors)
- バイク駐輪場                      Motorcycle parking lot
- 講義棟                      Lecture building
- ノースウイング                      North Wing
- サウスウイング                      South Wing
- 管理研究棟                      Administration and research building
- 第2 管理研究棟                      Second administration and research building
- センターガーデン                      Center garden
- 体育館・食堂棟                      Gymnasium/cafeteria building
- 30 周年記念館                      The 30th anniversary building
- サウステニスコート                      South tennis court

**Important****<Large Earthquake Response Manual>**

The university provides students with a copy of the Large Earthquake Response Manual. Carry the manual with you in your purse, wallet or notebook so that you can refer to it in the event of a large earthquake.

**■ What to do in the following situations:**

- If you are robbed on one of the university's campuses, report it immediately. Protecting your possessions from theft is your responsibility. The university assumes no responsibility for theft of your possessions.
- If you commute to campus by bicycle or motorcycle, park it at the designated place.
- If your address, telephone number and/or email address change, update it immediately via the Meikai University Urayasu Campus Web Portal System.

**■ Etiquette**

- If you fail to observe the rules of etiquette and thereby disturb others, you may be subject to disciplinary action according to the university regulations.
- No smoking is allowed on campus.
- Do not do anything to disturb residents in neighboring communities (smoking while walking, littering, walking in a group and taking up the whole sidewalk, neglecting to obey traffic signals, parking a car at a facility near the university, etc.)
- If you are a minor, do not drink alcohol. Do not binge drink. Do not force others to drink alcohol. Do not drive after drinking.
- When using social media and other means of communication, be aware that your behavior may reflect on Meikai University.

**■ Student Support System**

- Student support services in daily life and learning

We provide counseling on a wide range of issues related to student life, including course registration, career goals, tuition, health issues, interpersonal relationships, accidents, leaves of absence and withdrawal. Do not hesitate to seek our advice about any matter.

- Sexual harassment-related issues

If you or any of your friends have been sexually harassed at university, that is, if verbal or physical conduct of a sexual nature has made you or your friend feel uncomfortable, consult us immediately. Your privacy will be strictly protected.

**Health Management**

Health Administration Center

We provide health management services to students so that they may enjoy a comfortable life on campus in good physical and mental health. Our services include the prevention of diseases and counseling services. Do not hesitate to visit us anytime you experience health-related problems, for example, if you are injured or do not feel well.

Note: The center is equipped with an automatic external defibrillator (AED).

<b>Open Hours</b>		
	During semesters/examination periods	Other periods
Monday thru Friday	9:00 - 18:30	(9:00 - 17:00)
Saturday	9:00 - 13:00	(9:00 - 13:00)
Note: During examination periods, the center may close earlier than scheduled.		
Closed on Sundays and holidays.		TEL: 047-355-5128

**Student Counseling Office 1) Individual counseling services**

Members of the Student Counseling Office staff, both men and women, provide counseling on various kinds of issues and concerns. Feel free to contact us anytime you need help.

Opening hours: 9:00-17:50 from Monday thru Friday

**Personal Accident Insurance for Students Pursuing Education and Research (PAS)**

This is a compensation system for students affected by disaster or accident while undertaking educational and research activities. Students of the Urayasu Campus are automatically enrolled in this compensation system upon enrollment in the university. For details, refer to the Guide for Subscribers to the Personal Accident Insurance for Students Pursuing Education and Research (PAS).

Note that the Commuting Accident Coverage (additional coverage for commuting accidents attached to PAS) and the Liability Insurance coupled with PAS are not included. If you want to add them, contact us for information.

**Meikai University Incentive Scholarships for Students Preparing for Qualifying Examinations**

Contact the Career Support Center for details.

Qualifying examinations, etc.	Scholarship category	Amount of benefits
≥ TOEIC 780	Rank A	¥150,000
Travel service supervisor qualifying	Rank B	¥100,000

examination		
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**■ Meikai University Urayasu Campus Incentive Scholarship**

1) Freshmen who have passed the entrance examination with excellent result are exempt from all or half of tuition fees required for the academic year.

2) Juniors and higher whose academic performance in the previous academic year meets a certain standard are exempt from all or half of tuition fees required for the academic year.

**Note:** The scholarship benefits for the academic year concerned are not available for those who take a leave of absence or repeat a year.

For details, contact the Student Support Services Department (Student Support Section).

3) Other scholarship programs

Other scholarship options include scholarship programs offered by local public organizations, foundations and other organizations.

When we receive offers of such scholarships, information will be posted on the scholarship noticeboard.