

Kobe University

Basic Policy and Guidelines on Gender and Sexual Diversity

September 2022



KOBE UNIVERSITY

Kobe University Diversity Statement

Kobe University strives to educate leaders equipped to address the complex issues of this 21st century world and able to contribute to the development of knowledge, protection of the environment, well-being of humanity and to world peace. This requires not only rich experience and wisdom born from understanding of diverse perspectives, but also the creativity and innovation that comes from encountering the unknown.

Therefore, building on its work since 2007 to achieve gender equality, Kobe University will now also promote diversity. We will create an environment for study, education, research and work where each person is treated with respect and can express her/his/their individuality and talents regardless of gender, sexual orientation, gender identity, ethnicity, culture, religion, language, background, age, educational background, physical or mental characteristics and/or other affiliation and/or identity.

The promotion of this kind of diversity may at times result in discord or confrontation. However, rather than fearing such disagreements all members of the Kobe University community will work together to create a campus where difference is respected and appreciated. Convinced that the knowledge born out of this process will open new horizons from Kobe to the world, Kobe University hereby declares its commitment to the promotion of diversity.

The President of Kobe University
(December 13, 2018)



Kobe University's Basic Policy on Gender and Sexual Diversity

The Kobe University Diversity Statement was adopted in December 2018. Building on efforts since 2007 to promote gender equality, this statement asserts Kobe University's aim to create an environment for study, education, research and work where each person is treated with respect and can express her/his/their individuality and talents regardless of gender, sexual orientation, gender identity, ethnicity, culture, religion, language, background, age, educational background, physical or mental characteristics and/or other affiliation and/or identity.

In aiming to achieve respect for diversity and a campus where individuality flourishes, this Basic Policy rests on recognition of the rights of people of diverse sexualities and/or genders, as well as commitment to eliminating prejudice and discrimination through raising the awareness of all members of the university community.

Through the implementation of the Kobe University Diversity Statement and this Basic Policy, Kobe University is striving to create an environment for study, research, and work where the free will and freedom of choice of each individual are respected, and each person can fully express her/his/their individuality and talents.

Based on the Basic Policy outline above, the following points will serve as practical guidelines for students, faculty, and staff:

- (1) Respect for the free will and choices of each individual.
- (2) Strict safeguarding of personal information.
- (3) Formation, when appropriate, of a support team centered on the individual and composed of faculty and/or staff members, with the objective of fully discussing and implementing solutions to resolve any issues and meet the individual's needs.
- (4) Collaboration among different departments/schools on campus and, where necessary, support from people outside the university to ensure support.
- (5) Accommodation, within reason, for all aspects of the individual's life on campus, including education, research, other student activities, and/or work environment.
- (6) Creation of an environment where discrimination is not tolerated through raising awareness and understanding of gender and sexual diversity.

September 27, 2022

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<For students and faculty/staff>

1. Understanding 'coming out'



① What is 'coming out'?

Minorities often encounter situations where they must decide whether to reveal aspects of themselves (e.g. their sexuality, etc.) to others. Sharing this information is called 'coming out'. In addition to alleviating the pain and disadvantages of hiding one's true self, coming out is a way for the person to live with dignity. Coming out is often misunderstood; it is not done merely as a minority statement nor for self-aggrandizement.

Deciding to come out as LGBTQI+ is not only a weighty decision but also carries significant risk as there is still deeply rooted discrimination and prejudice towards LGBTQI+ individuals. Coming out is not something to be taken lightly. Decisions such as whether, when, and to what extent to come out should be up to the individual.

② What to do if someone comes out to you

Many people feel bewildered when someone reveals a previously unknown secret about themselves. When someone comes out to you, first be considerate of their feelings.

Even if the person who comes out to you tells you not to tell anyone, you can still discuss the matter with Kobe University's counselling services, which are bound to confidentiality. The counselling services are for everyone. Please feel free to use them if someone has come out to you and you are not sure how to respond or are worried about something.

2. Prohibition of 'Outing'

① What is 'outing'?

When someone declares that they are LGBTQI+ it is called 'coming out', but revealing aspects of another's identity (e.g. sexuality, etc.) without their permission is called 'outing'. As explained above, deciding to come out is a weighty decision, involving great risk. Regardless of the intention, revealing undisclosed aspects of a person's identity is completely impermissible as it can cause the LGBTQI+ individual in question to experience immeasurable shock and despair. Please be aware that even well-meaning actions with no malicious intent can result in outing. For example, encouraging a friend who you think may be LGBTQI+ to come out by saying, "I'm not prejudiced towards LGBTQI+ people, so you can tell me," might lead to outing.

② For those who have been outed (LGBTQI+ individuals)

If you are outed, your first instinct might be to handle the matter yourself by confronting the person who outed you and trying to find out the extent to which this information has been made public. However, doing this carries the risk of being outed on an even wider scale. The on-campus counselling services can provide advice and support to those who have been outed. Depending on the situation, some cases may require police involvement or legal intervention.

3. Improvement of Campus Environments



With our campus master plan, we are aiming to create a comfortable campus for all. We are promoting universal design, and implementing plans to provide facilities and equipment that take into consideration the needs of all users.

① Inclusive toilets (accessible toilets)

Each building at Kobe University has accessible toilets, however from a universal design perspective we aim to provide 'inclusive toilets' that can be easily used by anyone including disabled people, those with children, LGBTQI+ people and others.

In addition, we will redesign and gradually replace the signs for these toilets to make them easy for everyone to use and to understand what amenities are provided.

② Changing rooms

Kobe University has changing rooms for men and for women. If you have a personal request or concern regarding changing rooms, please consult the Campus Life Support Center or the office of your affiliated faculty or graduate school. Depending on the available facilities and equipment, we may not always be able to meet requests, but we will do our best.

<For Students>

4. Use and management of names and information related to gender



(1) Changing your name

As a rule, Kobe University students use their full name based on their family register (*koseki*) or in the case of foreign nationals, their passport. Students can use a preferred name (alternative name) that matches their gender identity after completing a designated process. Please ask the academic affairs section of your affiliated faculty/graduate school for more information.

After the application has been approved, your preferred name will be used on your student card (requires a reissue application), Uribo Net and on each type of certificate issued by the university. Rules regarding the recognition of such requests are outlined in 'Essential Form 5: About the use of preferred names, etc. by students'. If you require a copy of this, please request one from your affiliated academic affairs section.

However, on documents that by law require the full name as written in the family register (or passport in the case of foreign nationals), the preferred name cannot be used. The full name on your family register (or passport) is required for application forms and certificates issued by organizations outside of Kobe University. This includes applications for such things as teaching licenses, JASSO scholarships and for sitting national examinations.

(2) Changing the indication of your sex/gender

When sex/gender is required information, it will be the same as that written on the student's family register, or passport in the case of international students (i.e. male or female). If the gender written on the student's family register (or passport) is changed, then it is possible to change the gender written on the student's school register.

(3) About the handling of information related to gender

Kobe University takes the following measures to ensure that information related to a person's gender is not unintentionally made public.

① Student register

Unless otherwise necessary, the gender column shall be removed from registers distributed or made visible to students.

② Academic information system

Authorized access to gender-related information on the academic information system is limited to the faculty members and staff responsible for academic and student affairs.

(4) Indication of gender on certificates and other documents issued by the university

Please see below for information regarding the indication of gender for some of the documents issued by Kobe University.

Documents without an indication of gender (As of August 2022)

Certificate of enrollment, academic transcript, certificate of prospective graduation, student discount certificate, certificate of graduation, degree certificate (diploma).

Documents with an indication of gender (as of August 2022)

Commuter certificate, medical examination certificate (it is possible to make requests regarding the indication of gender on medical examination certificates- please contact the Medical Center for Student Health), and others.

(5) Indication of gender on documents submitted to the university

Please see below for information regarding the requirements for the indication of gender on some of the main documents to be submitted to the university (such as various application forms including those for enrollment fee exemption/deferral and tuition fee exemption).

Documents not requiring indication of gender (as of August 2022)

Private scholarship applications, enrollment fee exemption/deferral application, tuition fee exemption application, registration for extracurricular activities.

Documents requiring indication of gender (as of August 2022)

Document granting permission to move into student residences, document granting permission to move into International House, student medical check-up slip, teacher training applications, and applications for training sessions (e.g. nursing).

5. Regarding classes

① Off-campus training

Although it might not always be possible to meet requests relating to off-campus training due to the host institution's circumstances or system, please discuss in advance any concerns related to toilets, changing rooms or attire worn during the training, etc. with the faculty member overseeing the training or the office of the applicable faculty or graduate school. If you are not sure with whom to discuss the matter or you are feeling anxious about it, please consult the Campus Life Support Center.

② About formation of groups

Faculty and staff have been informed that students should not be split into groups based on their gender unless otherwise necessary.

③ Use of names in class and elsewhere

If a student has completed the process for using a preferred name, then this will be reflected in the register. When it is necessary to use a student's name, this will be based on the name that is written in the register. In addition, faculty and staff will be made aware of the appropriate terms of address and pronouns.

④ Concerns regarding the following Liberal Education courses: 'Basic Health and Sports Science Practicum' and 'Health and Sports Science Practicum 1 & 2'

Students may have some of the following concerns related to the practicum part of Kobe University's Health and Sports Science Liberal Education courses that are offered to all students. If you have any matters you would like to discuss or accommodations you would like to request before registering for these courses, please contact the consultation email address shown on the College of Liberal Arts and Sciences website or on the syllabus. Alternatively, you may ask the instructor during the first class of the course, which is a guidance session. If you wish to discuss something beforehand you may also contact the common education group in the Student Affairs Division of the Student Affairs Department (078-803-7533). The content will be kept confidential.

● Class registration

From a safety point of view, components of sports subjects such as the Liberal Education courses 'Basic Health and Sports Science Practicum' and 'Health and Sports Science Practicum 1 & 2' are conducted separately for male and female students to prevent accidents and injuries. This is explained in the syllabus and at the first guidance session. Students can choose among variations on the above courses. After discussing your concerns in advance, you can choose the type of course that best suits you.

● Changing rooms

If you have any requests regarding changing room usage, please discuss them beforehand. Depending on the student's request, accommodations such as use of a separate room in order to be alone while changing, or getting changed at a different time from the other students may be possible. Due to the available facilities and equipment, we may not always be able to meet student requests, but we will do our best.



6. Regarding student life

① Periodical Medical Check-ups

Periodical medical checkups at Kobe University can be conducted separately based on the individual's wishes. Please contact the Medical Center for Student Health (Tel.: 078-803-5245)

② Student Housing

Kobe University offers various types of student housing, with each building having different facilities and layout (e.g. in terms of male and female shared spaces, and individual rooms on floors divided by gender). Therefore, before applying for student housing, please consult with the Student Support Division of the Student Affairs Department (for Japanese students: Tel.: 078-803-5220, email: stdnt-ryou@office.kobe-u.ac.jp) or the section of the International Exchange Division in charge of housing (for international students: Tel.: 078-803-5264, email: stdnt-ryulife@office.kobe-u.ac.jp). Support will be considered by the Student Dormitory Subcommittee. This subcommittee has been established under the Student Council, which discusses important matters related to supporting Kobe University students.

Building name	Residents	Floor Divisions	Toilets	Showers/bathing facilities
Kokui Residence	Japanese & International students	Co-ed	All rooms: toilet & bath. 3 rd floor: shared toilets (separate for men/women)	All rooms have a bath.
Sumiyoshi International Student House	Japanese & international students	Separate floors for men/women.	Toilet in each room.	Shared baths/shower rooms (separate for men/women).
Sumiyoshi Residence	Japanese & international students	Men only	Bath/toilet in each room. 1st floor: shared toilet (separate for men/women)	All rooms have a bath.
Women's dormitory (Joshi Ryo)	Japanese & international students	Women only	Bath/toilet in each room. 1 st floor: shared toilet (for women only)	All rooms have a bath

Hakuo dormitory	Japanese & international students	Separate floors for men/women. 1 unit= individual rooms for 4 people	Toilet in each room.	Shared bathroom in each unit.
International Residence	International students	Separate floors for men/women.	Bath/toilet in each room.	Bath in each room.
International House	International students	Co-ed 1 unit= individual rooms for 4 people	Toilet in each room.	Shared bath in each unit.

7. Consulting about student life and seeking employment



At Kobe University, you can discuss aspects of student life such as those listed below with a professional. During the discussion, you may be asked about your circumstances but you do not have to come out if you do not wish to.

① Discussions related to student life

At the Campus Life Support Center, you can talk about problems or difficulties related to course completion. The Medical Center for Student Health offers mental health consultations where you can talk to a specialist about issues relating to student life, as well as those concerning gender, sexuality and sex or other concerns. International students may also use the counselling services provided by the Global Education Center (GEC).

② Internships and job-hunting activities

Individuals may discuss internships and job-hunting with a career advisor at the Career Center, covering matters ranging from job applications to their career after they have started working.

<Faculty and Staff>

8. Use and management of names and information related to gender



① Changing your name

As a general rule, Kobe University faculty and staff use their full name (i.e. the name as written on their family register, passport, etc.). However, except in circumstances restricted by law or university regulations, it is possible to use a former surname or preferred name (a name or surname that is not written on the family register, or in the case of foreign nationals, passport or residence card) but is commonly used by the individual and others, and where the usage of this name is recognized as not hindering the identification of the employee).

Use of such a name requires completion of a designated application process, so please contact your affiliated human resources section for the necessary information.

② Changing the indication of your gender

If the gender written on your family register (or passport or residence card in the case of foreign nationals) is changed, then it is possible to change the gender information held by Kobe University.

③ About the handling of information related to gender

At Kobe University, we treat gender-related information as personal information, and make every effort to ensure that an individual's gender is not made public against their wishes. We handle the gender-related information in staff registers and the system for managing personal information carefully, as detailed below:

● Staff register

As a rule, we work hard to raise university-wide awareness that gender should not be listed on staff and faculty registers.

● The system for managing personal information

Permission to access gender information on the system for managing the personal information of staff and faculty is restricted to those responsible for personnel and general affairs. At Kobe University, we make sure that these people are not only given training on how to treat information about gender and other personal matters, but that they also receive training related to broader LGBTQI+ issues. We are raising greater awareness of the need to handle gender information carefully and promoting deeper understanding of diverse sexualities and genders.

In addition, we will continue to carefully assess whether it is necessary to include gender on documents submitted to the university.



9. Information pertaining to employee welfare and benefits

At Kobe University, we aim to provide a working environment where faculty and staff can express their individuality and talents and where the differences among all our employees (including members of the LGBTQI+ community) are respected. Therefore, we are establishing internal regulations stating that employees with a same-sex partner will receive the same benefits (listed below) as those who are married (this does not include national systems or the MEXT Mutual Aid Association System) .

Vacation day system (Special vacation), Leave system (childcare, caregiving and spouse-related leave), other benefits (regarding dependent support, housing and job transfers)

Counselling and support services



At Kobe University, the following counselling services are provided for matters relating to sexuality and gender. These services provide a safe space for Kobe University undergraduate and graduate students, faculty, staff, and their family members to discuss any discomfort, anxieties, or difficulties in relation to their everyday lives.

Depending on the issue, it may be considered appropriate to collaborate with other on or off-campus organizations. To protect your privacy, we will inform you beforehand of the extent of such collaboration and the information involved, and obtain your consent, so please feel free to discuss your concerns openly.

☐ Counselling Services

<Students/staff>		
Gender Equality Office Opening hours: Weekdays 10:30~16:00	E-mail	gnrl-kyodo-sankaku@office.kobe-u.ac.jp
	Website	https://www.office.kobe-u.ac.jp/opge-kyodo-sankaku/

<Students/faculty/staff>		
Medical Center for Student Health Opening hours: Weekdays 9:00~17:00	Phone	078-803-5245
	Website	http://www.health.kobe-u.ac.jp/

* Internal Medicine

You may discuss any concerns you have regarding the periodical medical examination conducted by Kobe University (e.g. request for it to be conducted separately) prior to the examination.

* Psychiatry

Mental health consultations with a psychiatrist or clinical psychologist are available if you have worries (i.e. are experiencing mental distress) relating to sexuality or gender, etc. In accordance with your wishes, you may be referred to a specialist medical establishment.

<Students>		
Campus Life Support Center Opening hours: Weekdays 10:30~ 16:00	E-mail	stdnt-campuslife@office.kobe-u.ac.jp
	Website	https://www.kobe-u.ac.jp/SCCL/

* You can also discuss any adjustments that you would like to be made to your classes.

☐ About reservations

Many students use these services, so it is recommended that you make a reservation in advance.

When you email or telephone one of the centers, please give your email address, name, topic for discussion (just a brief outline) and the date and time that you would like to make a reservation.

※ Emails received by each center after hours will be answered after they reopen.

Terminology

◆ Sexual Orientation

Sexual Orientation refers to who or what a person is sexually attracted to.

In humans, there are many types of sexual orientation. For example, some people like those who are of the opposite sex (men who like women, and women who like men), some people like those who are the same sex (men who like men, and women who like women), and some people like a particular person regardless of their gender.

◆ Gender Identity

'Gender identity' refers to the way an individual understands their gender. People who feel uncomfortable with the gender they were assigned at birth and live as a different gender are called 'transgender'. In Japan, this is sometimes termed 'gender identity disorder (GID)'.

◆ 「LGBTQI+」 and 「SOGIESC」

「LGBTQI」 is an acronym for the following:

L Lesbian : Women who like women.

G Gay : Men who like men.

B Bisexual : People who like people of more than one gender.

T Transgender : A person who feels uncomfortable with the gender they were assigned at birth and lives as a different gender.

Q Questioning : A person who is uncertain about their gender identity and/or sexual orientation.

Queer : A reclaimed slur that is used as an umbrella term for sexual minorities and those who do not conform to traditional notions of sexual orientation and gender identity.

I Intersex : A person with a combination of the physical sex characteristics used to define male and female, and who does not fit into either category.



The plus sign (+) on the end refers to other diverse genders and sexualities.

「SOGIESC」 is an acronym for the following terms:

Sexual **O**rientation : Who or what a person is sexually attracted to

Gender **I**dentify : The gender with which a person identifies

Gender **E**xpression : The gender that a person wishes to express

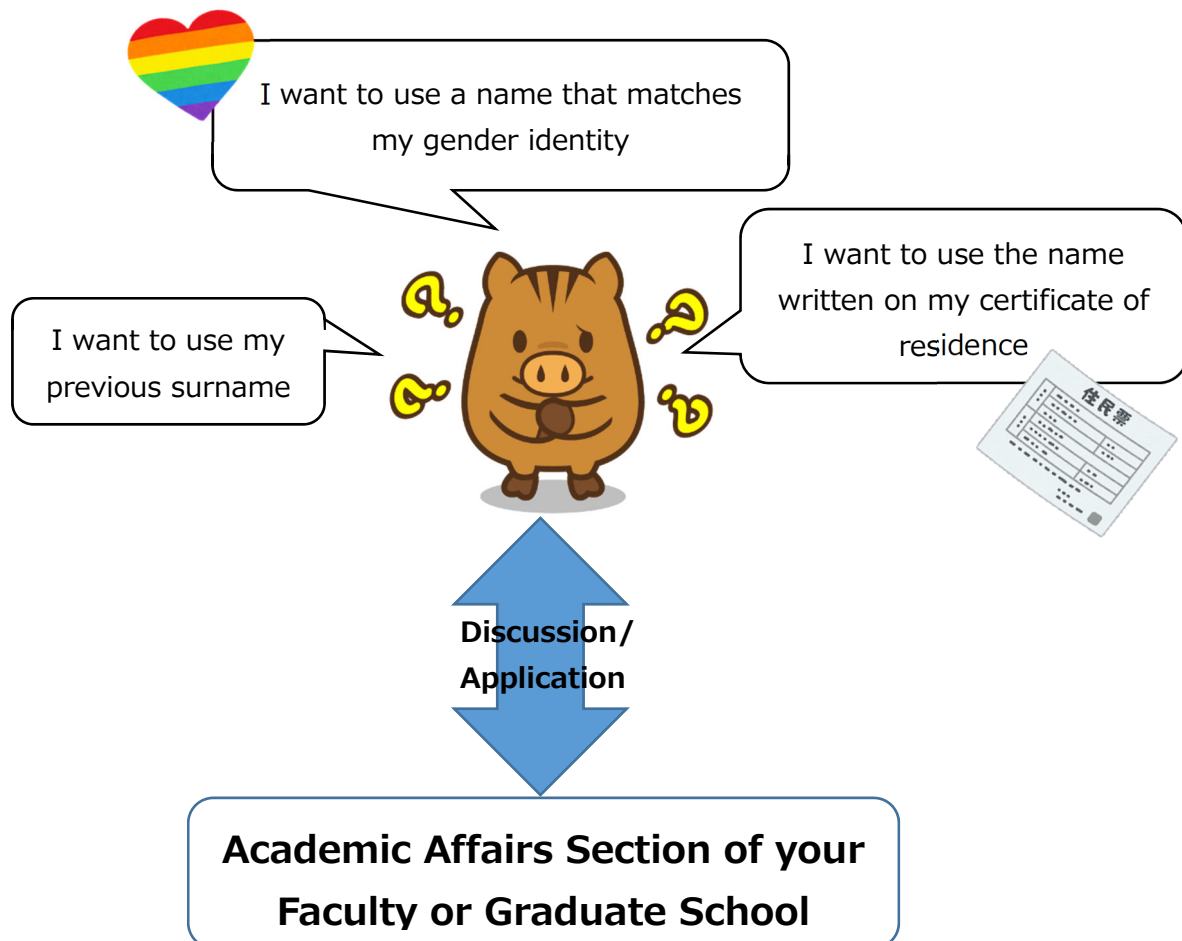
Sex **C**haracteristics : Biological/anatomical sex characteristics of a person's body

SOGIESC covers the entire range of sexuality and gender-related characteristics and includes everyone. Those who are attracted to the opposite sex and are comfortable with their assigned gender at birth are just one type of people. It is also said that sexuality and gender identity are a continuum, therefore there are as many variations as there are people.

(References)

- Guidelines for the consideration and treatment of students with regard to diverse SOGI(Sexual Orientation and Gender Identity) (Osaka University) (in Japanese)
<https://www.osaka-u.ac.jp/ja/campus/life/2101>
- Missions and Guidelines for LGBT+-inclusive Practices (Nagoya University)
https://en.nagoya-u.ac.jp/about_nu/upload_images/LGBT%20guideline03162021_en.pdf
- Support Guide for Sexual Minority Students (Waseda University)
<https://www.waseda.jp/inst/gscenter/assets/uploads/2018/12/Support-Guide-for-Sexual-Minority-Students.pdf>

Using an alternative name (students)



As a result of successful completion of the process:

- Your student ID and other certificates will be issued with your preferred name.
- A certificate showing that you are permitted to use your preferred name will be issued.
- Your full name as written on your family register (or passport) and your preferred name will be written next to each other on your diploma.



Guidelines for the use of preferred names by Kobe University students

Purpose

Article 1. These guidelines determine the necessary matters regarding the use of a previous surname or preferred name (hereafter referred to as 'preferred name') at Kobe University (hereafter 'the university') and related processes after graduation, course completion or withdrawal.

Cases in which a preferred name can be used

Article 2. A preferred name may be used in the following cases:

- (1) When a student wants to use their previous surname after the surname on their family register has been changed due to marriage, etc.
- (2) When a student (who has not changed the name on their family register) uses a preferred name because the name on the family register does not match their gender identity, etc.
- (3) When a student who is a foreign national uses the preferred name as written on their certificate of residence.
- (4) When the use of a preferred name by a student is deemed appropriate by the faculty/graduate school dean (hereafter 'dean etc.') for reasons different from those above.

Documents on which the preferred name can be used

Article 3. Preferred names can be used on all documents, except for the following:

- (1) Documents that, by law, require the use of the full name as written on the family register.
- (2) Documents other than those in (1) above where the use of the full name on the family register is deemed appropriate by the dean, etc.

Application to use a preferred name

Article 4. Students who wish to use a preferred name should fill in an 'Application to use a preferred name' (Supplementary Form 1), attach confirmation documents and submit it to the dean, etc. of their affiliated school.

Permission to use a preferred name

Article 5. If the dean, etc. grants permission for the use of the preferred name, the student in question will be informed by the issuance of a 'Notification of Permission to use a preferred name' (Supplementary Form 2).

2 If the dean, etc. finds the contents of the application to be false, permission to use the preferred name will be revoked.

Cancelling the use of a preferred name, etc.

Article 6. If a student using a preferred name wishes to cancel the use of that name, they must submit a 'Request to Suspend the Use of a Preferred Name.' (Supplementary Form 3) to the dean, etc.

Records

Article 7. Matters related to the usage of a preferred name including permission, cancellation requests and revocation are recorded in the academic information system.

Regarding the name printed on the diploma

Article 8. The preferred name is used on the diploma of students for whom such usage has been approved. However, if the student wishes the name to appear in either of the following ways, they must submit 'Request to Change Name on Diploma' (Supplementary Form 4) to the dean, etc.

- (1) Only the full name as written in the family register.
- (2) Both the full name as written in the family register and the preferred name

Procedures after graduation, course completion or withdrawal

Article 9. 1. The name printed on documents pertaining to a student who used a preferred name, etc. at university will be processed in the same manner after their graduation, course completion or withdrawal (hereafter 'graduation etc.').

2 If a student who changes their name and/or gender on the family register after graduation etc. wishes to have documents issued with their new name/gender, they will receive said documents with the altered name and/or gender after the request has been deemed appropriate by the dean, etc.

3 The format for application for (2) above is not designated. It should be attached to an official copy of the relevant portion of the family register (Certificate of Individual Records) attached.

Verification of usage of the preferred name, etc.

Article 10. 1. If the university recognizes a student's request to use a preferred name, etc., the university will issue a document stating this (Supplementary Form 5).

2 The student concerned is responsible for proving their identity with regard to use of the preferred name, etc. and the name on their family register or certificate of residence.

Miscellaneous provisions

Article 11. Any other matters related to the use by students of preferred names, etc. that are not covered by these guidelines will be decided upon separately.

Supplementary provisions

These guidelines come into effect from September 27, 2022.