

Nagoya University  
Missions and Guidelines  
for LGBT+-inclusive Practices

March 2021  
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 all students, faculty members, and staff members are respected.

While vigorously conducting enlightenment activities to deepen people's understanding and awareness, we will promote improvement of the educational, research, and work environment where LGBT persons (lesbian, gay, bisexual, transgender, and other sexual orientations and gender identities) are respected and can fully demonstrate their capacities.

For details on our fundamental principles on promoting diversity, including LGBT+ issues, please see “Nagoya University's Declaration of Principles to Protect the Dignity of Individuals and Respect Diversity” (established in September 2018).

## **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 2021. 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.

# <Students>

## 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.

Please note that our university issues identification documents for individuals who use aliases (e.g., academic transcripts, certificates, diplomas) under those names. However, those individuals are responsible for dealing with any disadvantages that may arise when using aliases based on their gender identity. A couple of examples are when those individuals attempt to withdraw their requests upon changing their name or when the names do not match the names on certificates. What kind of disadvantages may arise will vary greatly depending on individual situations. Contact the consultation desk if you have any concerns about potential disadvantages or the procedures.

When changing your name: Pick up an application form for using an alias at your department's Educational and Student Affairs Section and book a time at the consultation desk (see Page 13). A staff consultant will explain the rules on changing your name and provide you with other information, confirm your desire to change your name, compile a document, and have you submit it to your department's Educational and Student Affairs Section.

### 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.

#### **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.

*<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 13)).

#### **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.

*<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, Application for Nagoya University Dormitories, 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**

In the Basic General Education Courses, "Health and Sports Science: Practicum", the following considerations are given. On the first day of class, a course guidance is provided. Should you have any concerns, do not hesitate to consult with the faculty member at that time. Students can also consult in advance at the Institute of Liberal Arts & Sciences (ILAS) Administration Office (052-789-4725).

[Example]

When an inquiry is received concerning changing rooms, the steps we take include providing you with a different changing room or changing the time for your use to ensure that you will not end up having to use it with someone else.

#### ●*Enrollment*

In the basic general education courses: health and sports science: practicum, some subjects are gender-specific. As a reference for enrollment, these subjects are clearly stated as having gender-specific elements (clothing, equipment, etc.) in the Health and Sports Science course enrollment guide distributed during orientation.

- ✧ Subjects requiring special clothing (e.g., swimming)
- ✧ Subjects requiring equipment based on gender (e.g., basketball, golfing, rackets)
- ✧ 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. Plans are in place to systematically set up such facilities (e.g., setting up fitting boards where people may get changed in the multi-purpose bathrooms on campus) as changing areas besides the current gender-specific 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 of Off-campus Practical Training**

While student requests may not necessarily be met depending upon the conditions or structure in place at off-campus training sites, it is possible to hold advance discussions on bathrooms, changing rooms, attire, and other matters expectable. Please ask the faculty member in charge of the training or consult with the administration office of your faculty or graduate school. Students who are unsure of who they should speak with or feel anxious may refer to the Student Services Center.

### **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. Particularly for the basic general education courses, Health and Sports Science: Practicum, some subjects are divided by gender. Details are indicated in the Health and Sports Science course enrollment guide as mentioned above.

### **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). Aliases that are accepted will also be reflected in the Student Register and other official materials. The Register will be the basis for what students are called by when they need to be identified by a name.

## **3. Student Life**

### **1) Periodic Student Health Check-ups**

Students may request private health exams conducted by our university. Contact the Health Administration Office if you wish to receive a private exam (place your request in person at the Health Administration Office, or by phone or e-mail).

Health Administration Office (phone: 052-789-3970; e-mail: hokekan@htc.nagoya-u.ac.jp)

### **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. Please consult with administrative staff in charge of international students of your department or graduate school when you apply for occupancy if you have any questions, including queries on whether living in the co-ed floor is acceptable, whether rooms are allocated based on gender dysphoria or physical conditions, or whether couples housing is available to same-gender couples housing.



### **Student Residences**

Building	Residents	Floors	Bathrooms	Showers, Baths
<i>International Ohmeikan House Building A · B · C</i>	<i>Japanese Students International Students</i>	Floors divided by gender	Each room has a modular bathroom, men's and women's 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.
International Residence Yamate North	International Students	Floors divided by gender	Each room has a modular bathroom, men's and women's shared 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 Shared bathroom on the 1st floor.	Each room has a modular bathroom.
International Residence Daiko	<i>Japanese Students International Student</i>	Floors divided by gender	Each room has a modular bathroom, men's and women's shared bathrooms on the 1st floor.	Each room has a modular bathroom.

### **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. Some students participate in such events dressed in Japanese kimono or other ethnic costumes that conform to diverse identities.

## **4. Consultations on Campus Life/Job Hunting Activities**

Consultations are offered on campus on topics as indicated below. While counselors will ask individuals questions about their situations, individuals do not need to come out against their will.

### **1) 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.

Should an individual experience what they believe to be harassment, a counselor will ask for details on the situation and consider countermeasures for improvement of the situation with the individual. (For details on the Nagoya University Harassment Consultation Center website, <http://www.sh-help.provost.nagoya-u.ac.jp/>).

### **2) Internships/Job Hunting Activities**

Individuals may consider, together with a counselor, their applications for internships, job-hunting activities, and matters concerning their careers after they have started working.

## **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. Individuals considering studying abroad, who wish to receive support, should speak with the faculty or staff member responsible for planning the program of their interest.

## <Faculty and Staff Members>

### 6. Information Regarding Names and Name Management

#### **1) Changing Names**

In principle, Nagoya University uses the real names (names shown in official family registers) of faculty and staff. However, an alias (a surname or given name that is neither an individual's real name nor maiden name but is recognized by the individual and by others, generally accepted, and recognized as non-problematic for use in identifying the individual) may be used with the exception of cases where limitations exist on the use of names as stipulated by laws or regulations or in line with university guidelines.

Individuals who wish to change their name may do so through procedures as prescribed by the university. For details, please inquire at the consultation desk (see Page 13). To inquire about the procedures, please see the human resources contact in your department.

#### **2) Changing Gender**

Individuals may change information on their gender registration if a change has been made to the gender information on their family register.

#### **3) Handling Information Regarding Gender**

Our university handles gender information with caution, so it is not released to the public against the individual's intentions.

### 7. Benefit Programs and Personnel System for Staff Members

In Nagoya university, staff members with partners may enjoy the same benefit programs and human resources system (excluding programs under the government and the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association) as their married peers.

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

Bereavement leave, leave for memorial service

<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.

# <Students, Faculty and Staff Members>

## 8. Maintenance of Campus Environments

### 1) Bathrooms for Everyone (Multi-purpose bathrooms)

From the standpoint of universal design, our university is systematically advancing the installation of multi-purpose bathrooms, easy for anyone to use, making considerations for people who have disabilities, people with children, LGBTs, and foreign nationals. Our university is reviewing and updating signage designs for multi-purpose bathrooms so anyone can enter and use them with ease and understand at a glance the facilities they are equipped with.

To see the locations of bathroom for everyone (multi-purpose bathrooms) on campus and the facilities they are equipped with, please refer to our maps showing multi-purpose bathrooms and a list of facilities ([http://web-honbu.jimu.nagoya-u.ac.jp/fmd/06other/shisetukanribu/various\\_map.html#Multi-Purpose\\_Restroom](http://web-honbu.jimu.nagoya-u.ac.jp/fmd/06other/shisetukanribu/various_map.html#Multi-Purpose_Restroom)).

Maps can be downloaded from the QR code below:



Higashiyama Campus  
(Japanese)



Higashiyama Campus  
(English)



Tsurumai, Daiko Campus  
(Japanese)



Tsurumai, Daiko Campus  
(English)

### 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 13) for individual support.

Plans are underway to systematically set up fitting boards in the multi-purpose bathrooms so they may be used as changing areas.

## **9. Come out**

### **1) What Does It Mean to Come Out?**

*Coming out* is short for *coming out of the closet*, which means revealing personal secrets that an individual had not previously made public. Personal secrets can refer to various things, including the circumstances of their birth or their medical condition, and they also include being a sexual minority, such as LGBT. Conversely, a person who does not come out is *in the closet*.

### **2) Is It Necessary to Come Out?**

As anti-LGBT discrimination and prejudice continue to remain deeply rooted, coming out as LGBT is a weighty decision that also presents significant risks. Coming out is not something that an individual can do on a whim. It should be strictly done based on the person's judgment when they wish to do so and to the extent desired.

### **3) What to Do When Someone Comes Out**

How would you feel if someone came out? Perhaps you would be grateful to them; perhaps you would think it a normal thing to do; or maybe you would be surprised or perplexed. When a person reveals something unexpected, it is natural to be surprised, whatever the secret may be. The first thing to do when someone comes out is to accept their feelings. As mentioned in *Is It Necessary to Come Out?* above, the person coming out may have made a weighty decision because they want to tell you their secret while realizing the risks. Rather than judging the person or stating your opinion, accept their thoughts and thank them for sharing their secret with you. It may not be necessary to say anything more at that point. If it's tough for you to say something, it's okay to tell them that you can't immediately find the words to say to them.

You may want to talk to someone about the sense of surprise and bewilderment you've experienced when someone has come out. Be careful who you choose to speak with. The person may be acquainted with the person who came out, with whom that person may not have come out. In this case, the secret would be disclosed to the person not intended by the person who came out. Feel free to take advantage of our consultation desk, as experts with duty of confidentiality are on hand at our university.

### **4) How to Cope When You Find Yourself in Trouble**

Perhaps you're an LGBT who is considering coming out, wondering how best to take action. Or maybe someone has come out, and you would like to talk about it with someone. You can speak with experts (clinical psychologists, psychiatrists, etc.) on campus bound by confidentiality in cases like that. Contact the consultation desk mentioned on Page 13.

## 10. Prohibition against Outing

### 1) What Does Outing Mean?

*Coming out* is the act of an individual revealing their sexual orientation or gender identity, for example, that they are LGBT. On the other hand, *outing* means disclosing an LGBT person's sexual orientation or gender identity without their permission. As previously mentioned, revealing one's sexual orientation or gender identity is an essential issue for the individual, accompanied by significant risks. Revealing a person's sexual orientation or gender identity that they keep to themselves with discrimination or prejudice is entirely unacceptable. Please be aware that acting in good faith, with no malicious intent, may sometimes result in outing. For example, if you suspect that a friend is an LGBT person and prompt them to come out, saying you do not have discrimination or prejudice against LGBTs, so will they share their secret with you, that may also lead to outing.

### 2) What to Do When Someone Outs You (If You Are an LGBT or Person of Another Sexual Orientation/Gender Identity)

The shock and despair experienced are immeasurable when an LGBT or person of another sexual orientation or gender identity is outed. When that happens, you may tend to immediately complain to the individual who has outed you and try to confirm how much your secrets are disclosed, but that can further confuse and spread the issue. Instead, when someone outs you, first tell the situation to a person you can trust. Consultations are available at the consultation desk on campus. Depending on the situation, some cases may require police or legal intervention.

## 11. Allies

"Ally" comes from the English word that means *friend* or *support* and refers to people who understand and support LGBTs and persons with other sexual orientations or gender identities. Anyone can be an ally if they are prepared to pitch in and work together to boost understanding on LGBT+ issues and face different values. There is no need to take part in any specific activities. You can be an ally to people who are troubled with issues concerning their sexual orientation or gender identity and their family members merely by listening to them. The six colors of the rainbow are used to indicate that a person is an ally. It is essential to wear rainbow-colored items representing that you are an ally and supporter and maintain an awareness to act as an ally. Our university is prepared with opportunities for everyone involved with the institution to deepen their understanding of LGBT+-related issues. Through training workshops and other events, we aim to increase our number of allies and create an environment where everyone can be who they are.

## 12. 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 Students>

#### **Students Services Center** (Japanese)

Tel : 052-789-5805 (general reception for consultations)

E-mail : soudan@gakuso.provost.nagoyau.ac.jp

Website : <http://gakuso.provost.nagoya-u.ac.jp/>

#### **International Education & Exchange Center (IEEC)** (Japanese & English)

Tel : 052-788-6117

E-mail : isa@iee.nagoya-u.ac.jp

Website : <https://acs.iee.nagoya-u.ac.jp/>

### <For Faculty and Staff Members>

#### **One-stop Consultation Desk**

Email : onestop@adm.nagoya-u.ac.jp

