

LGBT+

Basic Principles and Guidelines on LGBT+* Inclusion at University of Tsukuba



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If you have any questions, requests, or comments concerning the Basic Principles or the Guidelines, please contact the Center for Diversity, Accessibility, and Career Development at the following address:



University of Tsukuba
Center for Diversity, Accessibility and Career Development (Diversity Section)

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*The term LGBT+ refers collectively to spectrums of sexuality and gender that include lesbian, gay, bisexual, and transgender identities. The following Basic Principles and Guidelines apply to every individual associated with these spectrums, regardless of the specific gender or sexual identity in question.

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Supplementary Worksheet (CARIO-NEXT L Worksheets)

*The printed version is available in the cabinet on the 2nd floor of the Student Plaza in Building 1D. The electronic version is available on the website of the Center for Diversity, Accessibility, and Career Development (Diversity Section) (<https://diversity.tsukuba.ac.jp/>).



I Basic principles on prohibition and resolution of discrimination based on sexual orientation and gender identity of LGBT+ at University of Tsukuba

University of Tsukuba aims to be an open university and encourage diversity and flexibility in education and research. It goes without saying that all the students, faculty, and staff who originally have differences are respected at the university. Being at the forefront of university reforms, we treat minorities such as LGBT+ (population described by their sexual orientation or gender identity, including Lesbian, Gay, Bisexual, and Transgender) according to the following principles.

We do not discriminate against minorities

In order to safeguard the rights of minorities, the university emphasizes that sexual orientation and gender identity are unrelated to the ability of a person. Discrimination and harassment of minorities are contrary to our basic principle of diversity.

We respect individual autonomy

Information related to sexual orientation and gender identity, its disclosure or non-disclosure, and their expression are controlled by the preferences of a person. They should not be unjustly interfered with.

We remove barriers to learning and employment

Barriers to learning and employment for minorities such as LGBT+ must be removed to a reasonable extent through consensus building by appropriate process.

At the forefront of creating knowledge and finding solutions for emerging global tasks, University of Tsukuba emphasizes that the uniqueness and diverse abilities of all its members will be fully demonstrated in the innovation required for future society. For this reason, the university declares the above-mentioned basic principles for all students, faculty, and staff. To this end, we set for ourselves the following concrete actions.

II An introduction to LGBT+ and inclusion at the University of Tsukuba

LGBT is an initialism that stands for lesbian, gay, bisexual, and transgender. In the guidelines presented here, the term “LGBT+” is used to refer collectively to all sexual minorities.

Individuals who identify as sexual minorities are infinitely varied, with respect to their sexual orientation (which genders they are attracted or not attracted to) and gender identity (which gender they identify or don't identify as); for this reason, they cannot be categorized merely as lesbian, gay, bisexual, or transgender. Recently, the acronym SOGI, which stands for sexual orientation and gender identity, has occasionally been used to represent gender and sexual diversity. The University of Tsukuba provides assistance to these individuals inclusively, acknowledging their diversity and individuality.

The University of Tsukuba began the Discussion on LGBT+ Students, Faculty, and Staff Inclusion in 2015, developing the Basic Principles and Guidelines on LGBT+ Inclusion at the University of Tsukuba, which were published in 2017, making Tsukuba the first national university in Japan to publish such a document. Founded with an open-university philosophy, the University of Tsukuba is committed to its mission to pursue diversity and flexibility in education and research; this goal cannot be achieved unless all members of the university, whether students, faculty members or staff members, are able to fully express their identities and diverse potential. Based on this philosophy, our efforts include not only LGBT+ but all minorities, as we model innovations that a future global community will require.

The Center for Diversity, Accessibility, and Career Development (DAC Center) serves as the primary contact for LGBT+ members at the University of Tsukuba, coordinating with other bodies, such as the General Consultation Service. At the same time, the University engages in multifaceted efforts to build awareness through faculty development workshops for faculty and staff members and lectures for students. It promotes initiatives to improve the climate and environment for education and research, and designs worksheets to provide more extensive inclusion services, advancing diversity beyond narrow definitions of LGBT+.

Legends The sections of each guideline are preceded by one of the following four labels, which indicate the primary intended audience.

General Information Information that all members of the University (faculty, staff, and students) are required to know to ensure LGBT+ inclusion.

University Services Inclusion services and practices at the University of Tsukuba. This information must be shared with all LGBT+ members and nonmembers, whether students, faculty, or staff.

LGBT+ Members Information specifically intended to help LGBT+ members (primarily students but also faculty and staff). Preferably, LGBT+ nonmembers (especially supporters) will also acquire this information.

Supporters What we ask of supporters and all those around LGBT+ members.

1. Counseling and consultation

(1) Counseling and consultation services

University Services The Center for Diversity, Accessibility, and Career Development (hereafter referred to as the DAC Center) at the University of Tsukuba offers counseling and consultation services pertaining to LGBT+ inclusion. These services are intended primarily for students and families who seek counseling or consultations mainly involving issues covered by the Guidelines. Faculty and staff members may also use the services. Depending on individual circumstances and our limitations, we may not be able to accommodate every request. Nevertheless, please do not hesitate to contact us first. Especially when you are in distress and require assistance, please use the worksheets as often as you like; they are designed to help you. ➔ **Toolbox (1)** Regardless of whether or not you decide to see a counselor, we encourage you to use the worksheet that helps LGBT+ members explore and reflect on their identity. ➔ **Toolbox (2)**

LGBT+ Members Depending on the nature of your problems and needs, we may refer you to other counseling and consultation services offered at the University (listed at the end of the Guidelines) to assist you in coordinating with those services. The extent and the nature of the coordination will always be discussed with you in advance. Counselors will maintain strict confidentiality, ensuring that you always feel safe in disclosing your personal information.

Contact	DAC Center (Diversity Section) https://diversity.tsukuba.ac.jp/ Phone: 029-853-8504 Email: diversity-au@un.tsukuba.ac.jp
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(2) Counseling process

LGBT+ Members After the counseling session, your counselor can discuss ways of addressing your problems and/or responding to your needs with various concerned parties. This will only be done with your approval, in accordance with your own intentions. The counseling process is outlined below; bear in mind that the specific assistance provided will vary, depending on individual circumstances.

Supporters If you are faced with a situation such as, “My friend just came out to me and I’m not sure how to react,” or “I know someone who is LGBT+ and is having a hard time, but I’m not sure what I can do to help,” we encourage you to talk to a counselor at the DAC Center or to use any of the counseling and consultation services listed at the end; these professionals will maintain strict confidentiality. Please let us help you through our services.



(3) Coordination with the Student Counseling Room, the University Health Center (Psychiatry), and other related services

LGBT+ Members Your counselor at the DAC Center will work in coordination with counselors at the University Health Center (Psychiatry) and the Student Counseling Room, as well as counselors in the Career Counseling and Accessibility Section of the DAC Center. At the Accessibility Section, you may talk to a counselor about academic support for students with disabilities, including developmental disabilities (for career support, see 5. Job search and career support). At the University Health Center (Psychiatry) and the Student Counseling Room, you may talk to psychiatrists and clinical psychologists about mental health issues or any concerns you may have about campus life. These services may refer you to the DAC Center. A list of contacts for these services is provided at the end of the Guidelines.

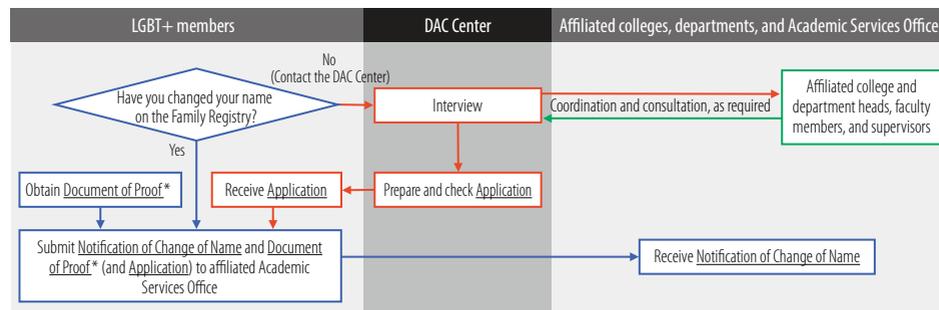
2. Name and gender information (data management)

(1) Change of name

University Services In the University of Tsukuba, students may ask to be called by preferred names that correspond to their gender identities. This process may require an interview with a faculty member or a head of an affiliated college or department or an administrative office such as Student Services.

LGBT+ Members The University permits students, whose gender identity does not match their assigned sex at birth and who meet the following requirements, to change their names on the school register to preferred names that correspond to their gender identities. To initiate this process, each student must file an application, which will be reviewed in light of individual circumstances. The procedure is outlined below. For more information, please contact the DAC Center.

- (1) Students are expected to assume responsibility for any disadvantage experienced as a result of using their preferred names, which correspond to their gender identities.
- (2) Students are expected to begin the process of applying for a name change in the Family Registry.



* The Document of Proof may be a copy of an extract from the Family Registry, certificate of residence, or driver's license, which shows that the name is actually used by the applicant.

Application process for a change of name with gender identity

(2) Change of gender

University Services The University currently does not permit a change of gender on the school register, except for a change associated with a change of gender in the Family Registry (as of March 2018).

(3) Handling gender information

General Information Especially for those whose gender identity does not match their assigned sex at birth, gender information is a critical piece of information about identity. For instance, for a transgender person who lives as male but has been assigned female gender in the Family Registry, and who has only come out to a limited group of people, the unintentional disclosure of his assigned gender will be intolerable. Some people may question this way of handling gender information. However, it is comparable to the trend of not including personal mailing addresses and phone numbers on printed lists of names, even though it was once a common practice to list them publicly. Gender information is similarly withheld, to protect the privacy of personal information.

University Services The University of Tsukuba is committed to ensuring that no gender information is ever disclosed without the permission of the individual concerned. It adheres to the following policies for handling gender information, particularly in relation to printed lists of names and TWINS (the education information system at the University of Tsukuba).

• Printed lists of names

As a general rule, the University of Tsukuba requires all faculty and staff members to omit gender information on any list of names that will be handed out to students or posted. We ensure that personal information, including gender information, is carefully handled at faculty meetings (for example, by omitting gender information in meeting handouts).

• TWINS

Gender information on TWINS is only accessible to faculty members who are supervisors or college/department heads and to staff in charge of Educational and Student Services; only the Educational and Student Services staff are authorized to cite gender information, as a part of a list of names. The University encourages these faculty and staff members to receive training, not only on the appropriate handling of personal information, including gender information, but also on LGBT+ inclusion, thereby ensuring careful handling of gender information.

LGBT+ Members As discussed above, gender information at the University of Tsukuba is accessible to and handled by a limited number of faculty and staff members. We are committed to continuing and improving our practices to ensure the careful handling of gender information.

(4) Gender information on certificates issued by the University of Tsukuba

University Services Listed below are the main certificates issued by the University of Tsukuba, with or without gender information (details are available on the website of the DAC Center (Diversity Section) at <https://diversity.tsukuba.ac.jp/>). We will further investigate other types of certificates and examine whether or not gender information is truly needed for these certificates, in the University as a whole and also in relevant student services, colleges, and departments.

<Certificates without gender information (as of March 2018)>

Ex.) Diploma, Transcript, Confirmation of Eligibility to Graduate (Complete), Certificate of Registration, Certificate of Enrollment

<Certificates with gender information (as of March 2018)>

Ex.) Medical Examination Report, Student Commuter Certificate

Please refer to the information in the Toolbox to request a certificate after graduation. **➔Toolbox**

(3)

(5) Gender information on documents submitted to the University of Tsukuba

University Services Listed below are the main documents submitted to the University of Tsukuba with or without gender information (details are available on the website of the DAC Center (Diversity Section) at <https://diversity.tsukuba.ac.jp/>). We will further investigate other types of documents and examine whether or not gender information is truly needed for these documents, in the University as a whole and also in relevant student services, colleges, and departments.

<Documents without gender information (as of March 2018)>

Ex.) Admission Fee/Tuition Waiver Request, Bicycle Registration Application, Posting/Distribution Permission Request, Student ID Replacement Request

<Documents with gender information (as of March 2018)>

Ex.) Student Housing Application, Request for Permission to Use Training Camp Facility/ Training Facility, New Student Organization Petition, List of Names of Student Organization Members

Please refer to the information in the Toolbox for documents submitted to institutions outside the University of Tsukuba. **➔Toolbox (4)**

LGBT+ Members With prior consultation, you may leave your gender blank on any documents that you submit to the University. Consult the DAC Center for more information. **➔Toolbox (5)**

3. Classes

(1) Considerations related to enrolment in practical physical education classes and the use of changing rooms and equipment

LGBT+ Members The University of Tsukuba offers a number of classes in physical education. In particular, the following considerations relate to practical classes in Physical Education as the Common Core. Please consult the DAC Center for more information.

• Enrollment

Some courses in Common Core Physical Education involve gender-segregated activities. **➔Toolbox**

(6) Courses with gender-segregated elements are indicated in the syllabus; students may refer to the syllabus when making enrollment decisions.

• Changing rooms

Special arrangements for using changing rooms may be made, as needed, with prior consultation.

• Considerations for equipment use (e.g. chest protectors for shooting sports such as kyudo (Japanese archery))

You may make prior arrangements to ensure that you are not required to use gender-related gear (it is ultimately your own decision whether or not to use specific gear).

(2) Enrolment in practical classes outside the University (e.g. practice teaching)

LGBT+ Members You may make prior arrangements to use restrooms and changing rooms and wear your preferred style of clothing for practical classes, including practice teaching, offered outside the University. Note that not all requests are necessarily accommodated, depending on the policies and circumstances at the site of practical class. Please consult the DAC Center for more information.

(3) Group assignment in classes

LGBT+ Members The University of Tsukuba is committed to avoiding unnecessary gender-based group assignments in classes.

(4) Use of personal titles in classes

LGBT+ Members You may make prior arrangements to be addressed in class by your preferred title (such as Mr. instead of Miss). Please consult the DAC Center for more information about titles.

Supporters The University of Tsukuba encourages faculty and staff members to avoid using gender-specific titles and to address all students as “san.”

4. Life on campus

(1) Annual health examinations

LGBT+ Members As indicated in the posted schedules for annual health examinations, you may make special arrangements, as needed, to receive annual health examinations at the University of Tsukuba, with prior consultation. Please consult the DAC Center for more information.

(2) Student housing

University Services Many of the residences at the University of Tsukuba have gender-segregated buildings and units, as well as units with shared bathrooms. However, we do have buildings with bathrooms in individual rooms; some have a shared entrance and gender-segregated floors.

LGBT+ Members Students, including newly admitted students, may ask to be housed in a preferred residence, with prior consultation. Not all requests are necessarily accommodated, depending on individual circumstances. Please consult the DAC Center for more information.

(3) Accessible restrooms

University Services There are accessible restrooms located around the campus of the University of Tsukuba, which are accessible to anyone and everyone. The location of accessible restrooms on campus can be viewed on the University website and the website of the DAC Center Accessibility Section. Please refer to the information in the Toolbox. **➡ Toolbox (7)**

(4) Dressing and appearance at the enrollment and graduation ceremonies

University Services In an effort to advance diversity, members of the University of Tsukuba may choose the type of dress and appearance that best reflects their diverse identities when attending ceremonies, such as enrollment and graduation.

LGBT+ Members Please choose the type of dress and appearance that you prefer and consider appropriate, when attending the ceremonies in question. Most attendants wear suits and hakamas, although some have worn kimonos and other ethnic costumes that reflect their identities.

5. Job search and career support

(1) Job search and internship support

University Services The Diversity Section coordinates with Career Counseling at the DAC Center to provide counseling on job searches and internships. You may meet with a career counselor to discuss matters related to your career, including coming out during a job search or internship and concerns about your prospective workplace. Contact information for Career Counseling is listed at the end of the Guidelines.

(2) Job search for LGBT+

LGBT+ Members Needless to say, especially for LGBT+ individuals, it is important to build a career that allows you to be your true self. In addition to early career planning, sufficient preparation prior to starting a job search (for example, by finding a role model) is essential. We have designed worksheets to help with this process. **➡ Toolbox (8)** If necessary, you may also see a counselor. We are here to meet your needs, based on our previous experiences.

Supporters We ask faculty and staff members who support LGBT+ students to understand their unique circumstances in the job market, and to provide necessary assistance, including appropriate information and referrals to counseling services.

(3) Career support for LGBT+ at the University of Tsukuba

LGBT+ Members There are an increasing number of LGBT+-inclusive companies in Japan, as well as internationally; indicators of LGBT+ inclusion are currently being proposed. However, the actual practice of inclusion and the extent to which this culture is shared in a particular workplace depends on the company and requires extensive research. **➡ Toolbox (9)** If you suffer from mental health issues and also have academic concerns, you may prefer the alternative of building your career by receiving job assistance, in addition to undertaking a standard job search. Please do not hesitate to consult the DAC Center, which provides a wide range of services.

University Services The DAC Center holds lectures and seminars in collaboration with leading LGBT+-inclusive companies, not only as part of awareness efforts on campus but also to support LGBT+ individuals.

6. Information for those around LGBT+ individuals, particularly in relation to the process of “coming out”

(1) What is “coming out”?

General Information There are situations in social life where a member of a minority group faces a decision about whether or not to disclose a real identity/sexuality, which others are not yet aware of and which may never have been previously disclosed. This is referred to as “coming out”. The act of coming out signifies a determination to live with dignity as a human being, as well as relief from the pain and disadvantage of not living as one’s true self. It is by no means comparable to simply making a personal statement or expressing self-satisfaction as a minority individual, as people often falsely believe. In addition, individuals do not come out equally to everyone around them; they sometimes base the extent of disclosure on the individual being informed. Some people may choose not to come out at all. ➔ **Toolbox (10), (11)**

In a setting such as a campus, where a diverse group of people is gathered in one place, there may be occasions when people consider it necessary to come out or to make prior arrangements to come out. This process is not limited to LGBT+ members; it can be experienced by anyone who chooses to reveal an origin, belief, family, home, disability, illness, or limited time to live.

(2) Decision to disclose and information control

Supporters If a friend/colleague/student of yours has just come out to you, assume that this individual came out only to you. The choice of your friend/colleague/student is unlikely to imply unlimited disclosure or an intention to initiate unlimited disclosure. Note that the decision to disclose belongs to your friend/colleague/student and you must respect the privacy of this information. If you are wondering how to respond to such a disclosure, refer to (5) If your friend/colleague/student comes out to you.

(3) Coming out and “outing”

General Information The act of disclosing the fact that a person has come out or further disclosing the disclosed information without that person’s consent is called “outing”. Outing not only violates the dignity of that person, but also causes emotional distress through intentional or unintentional discrimination. Such acts can have catastrophic outcomes, such as causing a person to commit suicide. The University of Tsukuba treats deliberate and malicious outing as harassment and takes appropriate actions. We do not tolerate outing, even with good intentions; it violates the privacy of

personal information. ➔ **Toolbox (12)**

(4) When you need to come out

LGBT+ Members When you feel the need to come out, we suggest that you take a moment to digest the situation and plan what you are going to share. We have designed a worksheet to help you through this process. ➔ **Toolbox (13)**

When you are not sure how to disclose your identity/sexuality to faculty or staff members, you may meet with a counselor at the DAC Center, who will help you, in cooperation with various concerned parties, while maintaining confidentiality. You may also use our services to help you cope with being outed. Another option is to join organizations such as LGBT+ student groups to meet LGBT+ peers and supporters. The DAC Center can direct you to such organizations.

(5) If your friend/colleague/student comes out to you

Supporters You may feel confused when confronted with the coming out of your friend/colleague/student. In such cases, it is best to accept the confidence in whatever way the friend/colleague/student who has come out to you prefers. There are worksheets to help you through this process.

➔ **Toolbox (14), (15)**

Although your friend/colleague/student may tell you “not to tell anyone,” you are still permitted to talk to a counselor, who will maintain confidentiality. If you are not sure how to react to your friend/colleague/student or are troubled in any way, our services are available to you.

General Information People sometimes make the mistake of assuming that the friend/colleague/student coming out is expecting a sexual relationship or is “sexually attracted” to them. Coming out is not a form of harassment; its purpose is never to destroy the relationship you already have.

(6) How we act around LGBT+ individuals

Needless to say, as in the case of other minorities, the way we choose to act around LGBT+ individuals has an important impact on their lives on campus. Someone who is supportive of LGBT+ individuals is referred to as an “ally,” and contributes greatly in inclusion efforts. We have a worksheet to help such supporters connect with LGBT+ individuals. ➔ **Toolbox (16)**

IV FAQs

Category	Intended for	Problems and/or needs	University services	Requirements and conditions (if any)	References
Counseling and consultation	LGBT+ members	(For LGBT+ members) I wish to see a counselor as a student.	The DAC Center offers counseling and consultation services pertaining to LGBT+ inclusion. Depending on the nature of your problems and needs, we may refer you to other counseling or consultation services offered at the University (listed at the end of the Guidelines) to assist you in coordinating with those services. Counselors will maintain strict confidentiality, ensuring that you feel safe in disclosing your personal information.		Guideline 1 (1) Toolbox (1)
	Supporters	(For faculty, staff, and supporters) I wish to talk to a counselor about a student who is LGBT+.	Faculty, staff, and supporters may also use the services of the DAC Center.		Guideline 1 (2)
	LGBT+ members	I need help with mental health problems/concerns about campus life.	The DAC Center works in coordination with other services, including the University Health Center (Psychiatry) and the Student Counseling Room, to respond to varying circumstances and needs.		Guideline 1 (3)
Name and gender	Supporters	I do not understand why the way in which gender information is handled is so important.	For instance, for a transgender person, unintentional disclosure of a gender assigned in the Family Registry that does not match their gender identity is intolerable. Careful handling of gender information is thus required.		Guideline 2 (3)
	LGBT+ members	On campus, I wish to use my preferred name, which corresponds to my gender identity.	The University may permit a change of name on the school register to one that corresponds to your gender identity.	Consult the DAC Center. File an application. Students are responsible for any disadvantages incurred. Apply for a name change in the Family Registry.	Guideline 2 (1)
	LGBT+ members	I wish to identify as a different gender on campus.	A change of gender on the school register is permitted only when it is associated with a gender change in the Family Registry.	Consult the DAC Center.	Guideline 2 (2)
	LGBT+ members	I do not wish to have my gender included on any list of names.	As a general rule, no gender information is included in lists of names that are handed out or posted.		Guideline 2 (3)
	LGBT+ members	I am concerned that my gender information is accessible to a large number of faculty and staff members.	Gender information on TWINS is only accessible to faculty members who are supervisors or college/department heads and to staff members at the Registrar's Office and Student Services.		Guideline 2 (3)
	LGBT+ members	I do not wish to have my gender written on certificates issued by the University.	The main certificates, including the Diploma, Transcript, Confirmation of Eligibility to Graduate (Complete), Certificate of Registration, and Certificate of Enrollment do not include gender information. The Medical Examination Report and Student Commuter Certificate do include gender information.		Guideline 2 (4)
	LGBT+ members	I wish to change my name and the way it is written on certificates issued by the University after I graduate.	If you change your name to one that corresponds to your gender identity (for example, following a diagnosis of gender dysphoria), you may request a change of name on your certificates.	Consult the DAC Center. A <u>Proof of Name Change</u> (such as a Family Registry Certificate) and a <u>Petition for Application</u> are required for a first-time request, in addition to the <u>Certificate Request</u> .	Toolbox (3)

Category	Intended for	Problems and/or needs	University services	Requirements and conditions (if any)	References
	LGBT+ members	I do not wish to write my gender on documents that I submit to the University.	Some documents do not require you to specify your gender if it is not necessary for the purposes of the document. Even for documents that do require you to specify your gender (see Guideline 2 (5)), you may be allowed to leave your gender blank, with prior consultation.		Consult the DAC Center. Guideline 2 (5) Toolbox (4)
	LGBT+ members	I am required to submit my individual number for short-term employment on campus, but I do not wish to disclose my gender on the card.	You may submit a photocopy of your Notification Card or Individual Number Card with the information about gender and organ donation covered.		Toolbox (5)
Classes	LGBT+ members	I wish to avoid enrolling in PE courses that have gender-segregated activities.	Courses in Common Core Physical Education that have gender-segregated elements are indicated in the syllabus.		Guideline 3 (1) Toolbox (6)
	LGBT+ members	I have concerns about using changing rooms for my PE classes.	Special arrangements may be made as needed, with prior consultation.	Consult the DAC Center.	Guideline 3 (1)
	LGBT+ members	I do not feel comfortable being asked to use equipment according to gender in my PE classes.	Special arrangements may be made as needed, with prior consultation.	Consult the DAC Center.	Guideline 3 (1)
	LGBT+ members	I am concerned about whether or not I am allowed to be treated in accordance with my gender identity in off-campus practical classes, including practice teaching.	You may make prior arrangements about using restrooms and changing rooms and about how to dress in practical classes, including practice teaching, offered outside the University. Note that this depends on the policies and circumstances at the site of practical class.	Consult the DAC Center.	Guideline 3 (2)
	LGBT+ members	I do not wish to be assigned to groups in classes by gender.	The University is committed to avoiding unnecessary gender-based group assignment in classes.		Guideline 3 (3)
	LGBT+ members	I feel uncomfortable being addressed in class by a gender-specific title (such as Mr. or Miss).	You may make prior arrangements to be addressed in classes by your preferred title.	Consult the DAC Center.	Guideline 3 (4)
Life on campus	LGBT+ members	I feel uncomfortable receiving health examinations with peers whose gender is different from my gender identity.	Special arrangements may be made as needed, with prior consultation.	Consult the DAC Center.	Guideline 4 (1)
	LGBT+ members	I do not wish to live with peers whose gender is different from my gender identity.	Special arrangements may be made as needed, with prior consultation.	Consult the DAC Center.	Guideline 4 (2)
	LGBT+ members	I feel uncomfortable sharing restrooms with peers whose gender is different from my gender identity.	There are accessible restrooms on campus, which are accessible to anyone and everyone, regardless of gender.	Consult the DAC Center.	Guideline 4 (3) Toolbox (7)
	LGBT+ members	I wonder if I am allowed to dress in accordance with my gender identity at enrollment and graduation ceremonies.	Members of the University may choose the type of dress and appearance that best reflects their diverse identities at enrollment and graduation ceremonies. Please choose the type of dress and appearance that you prefer and consider appropriate for these events.		Guideline 4 (4)

Category	Intended for	Problems and/or needs	University services	Requirements and conditions (if any)	References
Job search	LGBT+ members	I want to see a counselor about searching for a job as an LGBT+ person.	You may talk to a DAC Center counselor, who will work in coordination with Career Counseling.	Consult the DAC Center.	Guideline 5 (1) Toolbox (8)
	LGBT+ members	I wish to know how to search for LGBT+-friendly companies.	Indicators have been proposed for LGBT+-inclusive companies. We can also assist in obtaining more information.	Consult the DAC Center.	Guideline 5 (3) Toolbox (9)
	LGBT+ members	I wish to know more about LGBT+-friendly companies.	The DAC Center invites speakers from LGBT+-friendly companies to hold lectures and seminars. Please take advantage of these opportunities.		Guideline 5 (3) Toolbox (9)
	LGBT+ members	Considering my current situation, I may not be able to find employment through the standard process.	If you suffer from mental health issues and also have learning concerns, you may prefer the alternative of building your career by receiving job assistance, in addition to undertaking a standard job search. The DAC Center provides all relevant assistance.	Consult the DAC Center.	Guideline 5 (3)
Coming out	Supporters	Is coming out experienced only by LGBT+ individuals?	The act of coming out is not limited to LGBT+ individuals; it can be experienced by anyone who chooses to reveal an origin, belief, family, home, disability, illness, or limited time to live.		Guideline 6 (1)
	Supporters	My friend just came out to me. Should I let other people know?	If a friend of yours has just come out to you, assume that this individual came out <i>only</i> to you. Your friend's choice is unlikely to imply unlimited disclosure or an intention to initiate unlimited disclosure. The act of disclosing the fact that a person has come out or further disclosing the disclosed information without that person's consent is called "outing". Outing violates the dignity of that person and causes emotional distress. It will not be tolerated, even with good intentions.		Guideline 6 (2), (3)
	LGBT+ members	I need to come out but am not sure how.	We suggest that you take a moment to digest the situation and plan what you are going to share. The worksheet "CARIO-NEXT L-41 Before You Come Out" may be able to help. You may also consult the DAC Center if you are not sure how to disclose your identity to faculty or staff members.	Consult the DAC Center.	Guideline 6 (4) Toolbox (13)
	LGBT+ members	My friend, to whom I came out recently, is now "outing me" and I am not sure what to do.	You may use our services for assistance in coping with being outed.	Consult the DAC Center.	Guideline 6 (4)
	Supporters	My friend recently came out to me and I am not sure how to react.	You will want to accept the confidence in a way that your friend, who has come out to you, feels comfortable with. The worksheet "CARIO-NEXT L-81 If Your Friend Comes Out to You" may help you through this process. Although your friend may tell you "not to tell anyone," you are still permitted to talk to a counselor, who will maintain confidentiality. If you are not sure how to react to your friend or are troubled in any way, our services are available to you.	Consult the DAC Center.	Guideline 6 (5) Toolbox (14)
	Supporters	I wish to support LGBT+ peers.	You can help LGBT+ individuals by becoming their "ally". We welcome your support.		Guideline 6 (6) Toolbox (16)

Sexual minorities, including LGBT+ individuals, have been at the forefront of public attention in our society in recent years. In Japan, Shibuya Ward has enacted an ordinance recognizing same-sex partnerships. In the U.S., the Supreme Court has ruled in favor of recognizing same-sex marriage as a constitutional right. We certainly seem to be accelerating toward embracing sexual diversity, both in Japan and internationally. However, it is also a fact that substantial misconceptions and prejudice remain in our society. As a result, unfortunate incidents regularly occur, in which members of these minority groups are treated unfairly. In truth, some people merely know the term "LGBT" or know only that the term means "sexual minority"; however, "sexuality" includes a wide range of diverse forms, particularly in regard to sexual orientation and gender identity. It is easy to see why the lack of public awareness may keep members of sexual minority groups from speaking out, forcing them to keep their sexual identities a secret. If being a part of a sexual minority group robs an individual of opportunities or due recognition according to his/her ability, making it impossible to fulfil their potential, it is a major loss to our society, particularly to universities, which are in a position to lead society through education and research.

As stated in the Basic Principles on the Prohibition and Resolution of Discrimination Based on Sexual Orientation and Gender Identity of LGBT+ people at the University of Tsukuba, at the beginning of the Guidelines, the University of Tsukuba is founded on a philosophy of open university; it continues to pursue diversity and flexibility in education and research. At the same time, we continue to create innovations that move beyond traditional imagination, toward the resolution of issues facing global society. At the University of Tsukuba, we believe that the diversity of human resources and environments is the source of innovation. If our university is to continue to lead change and innovation in today's turbulent social environment, it is essential that we build an inclusive community that allows all students, faculty members, and staff members to take pride in their identities and reach their full potential.

The University of Tsukuba has continued to work to promote diversity by assisting women researchers and students with disabilities. We now aim to further advance diversity by abandoning this pattern of dualism (male or female/with or without a disability) and moving towards a true diversity that embraces every identity as valuable and enables our members to flower into their true potential. I strongly hope that these Guidelines will be a step toward reaching this goal.

Hiroya Igarashi

Director, Center for Diversity, Accessibility and Career Development
Executive Officer, University of Tsukuba

Supplementing the Guidelines, the information listed below may be useful to LGBT+ individuals and supporters in fostering better understanding. It directs readers to corresponding LGBT+ Worksheets (L Worksheets) in CARIO-NEXT, the extended version of the Tsukuba Career Portfolio (CARIO). CARIO-NEXT L Worksheets are available at the DAC Center and also online. Please visit the website of the DAC Center (Diversity Section) for more information (<https://diversity.tsukuba.ac.jp/>).

(1) Prior to a consultation

LGBT+ Members It is natural to feel hesitant about discussing your troubles and suffering with someone you are meeting for the first time, even if that person is an expert, such as a counselor. Especially when the matter is related to LGBT+ identity, you may not know where to start and worry that the counselor will ask a question that you feel uncomfortable answering. The **CARIO-NEXT L-11 Worksheet for Organizing My Problems** helps you reflect on your thoughts and organize your problems for efficient counseling. Please make use of this worksheet, as needed (the use of this worksheet is not required, nor does it have to be completed).

(2) Explore and reflect on your identity

LGBT+ Members Some LGBT+ individuals are distressed by statements such as, “I am not sure who I am” or “I cannot really talk about my identity.” Many LGBT+ students are at a sensitive and susceptible age during their lives on campus; they are thus in a very fluid process of establishing their identities. In order to offer the best counseling and assistance during this process, we have designed the **CARIO-NEXT L-61, 62 Worksheet for Exploring My Identity** to help students recognize and accept their own self-images and senses of self. Examining elements that you have and don't have may provide insights that can help you to move on to the next step. This worksheet is designed so that you can use it privately and show it to your counselor.

(3) Requesting a change of name on certificates after graduation/completion

LGBT+ Members If you change your name to one that corresponds to your gender identity after you graduate, complete your program, or withdraw (or are expelled) from the University of Tsukuba, you may request a change of name on your university certificates. In addition to the Certificate Request, you will be asked to submit a Proof of Name Change (such as Family Registry Certificate) and a Petition for Application when you make this request for the first time. Consult the DAC Center for more information (services at the center will still be available to you after you leave university).

(4) Gender information on documents submitted to institutions outside the University of Tsukuba

Application forms for scholarships (such as the Japan Student Services Organization scholarships) may require you to indicate your gender, although once a scholarship is awarded, the scholarship certificate will not state your gender. Please visit the DAC Center website for more information (<https://diversity.tsukuba.ac.jp/>).

(5) Individual Number Card

LGBT+ Members Students required to submit documents pertaining to their numbers (individual numbers) to gain short-term employment on campus or employment as a TA may submit a photocopy of their Notification Card or Individual Number Card with the information about their gender and organ donation covered.

When your Individual Number Card is issued (not the Notification Card), it comes with a protective sleeve, which masks your gender and organ donation information on the front and your individual number on the reverse. You may leave the sleeve on when making a photocopy of the front, and submit a copy in which your gender and organ donation information is covered.

(6) Gender-segregated elements in physical education classes

LGBT+ Members Physical education courses with gender-segregated elements include the following:

- Courses that require a change to special clothing (e.g. swimming, judo, kendo (Japanese fencing), windsurfing, skiing/snowboarding, water sports, sailing)
- Courses that use gender-specific equipment (e.g. shooting sports such as kyudo, basketball, kendo)
- Courses that require physical contact with peers (e.g. judo, karate, dance)
- Courses that require overnight stays (e.g. camping, skiing/snowboarding)
- Courses that require group assignment by gender

(7) Accessible restrooms

LGBT+ Members Please refer to the websites listed below for the locations of accessible restrooms. The accessible restrooms on campus vary significantly, depending on when they were installed. Some are installed within gender-segregated restrooms; others are not adequately equipped for people with disabilities. We suggest that you check out the restrooms that you may wish to use in future.

- University website → Campus map
<https://www.tsukuba.ac.jp/campuslife/campus.html>
- DAC Center (Accessibility Section) website → Barrier-free map
<http://www.human.tsukuba.ac.jp/shien/map/>

(8) Prior to undertaking a job search

LGBT+ Members For LGBT+ individuals, searching for a job entails a number of considerations, including whether to come out or stay closeted and whether to prioritize companies that are positive about LGBT+ people. It is useful to write down and organize these considerations. The CARIO-NEXT L-51 Prior to Job Search Worksheet and CARIO-NEXT L-52 About the Companies Worksheet are designed for these purposes. Please make use of them as needed.

(9) Job search: indicators of LGBT-friendly companies

LGBT+ Members Indicators of LGBT-friendly companies will be useful for LGBT+ individuals searching for jobs. For instance, *work with Pride*, a voluntary organization, developed PRIDE Index in 2016, and has since made awards to companies and organizations based on this index (the University of Tsukuba received the Gold Award and Best Practice Award in 2017). This index accompanies criteria for assessing companies; it also includes official, written policies of inclusion, regardless of sexual orientation and gender identity, and the development of in-house communities of LGBT+ employees and their allies. The extent to which companies fulfill these criteria will be valuable information for LGBT+ individuals searching for jobs.

Companies and organizations with a high standard of inclusion often have policies that encourage not only LGBT+ people but all diverse individuals to live as their true selves; these policies provide a useful reference, even for prospective employees who are not LGBT+.

Although most recipients of PRIDE awards are large or foreign-affiliated companies, as of 2017, some small and medium-sized companies and start-ups actively (or as part of the natural order of things) foster a culture of inclusion, without using such indicators.

(10) Pain of not being able to live as your true self

Supporters In reference to coming out, the pain experienced by LGBT+ individuals often involves not being able to live as their true selves. For instance, when you are on a trip with your peers, the male students may talk about which female students they are sexually attracted to, while the female students are busy with girl talk. Your peers may say things like, “Join me for a soak in the big tub,” or your roommate may make a joke such as, “If you were gay, I’d be scared to sleep in the same room with you.” In the workplace, you may encounter questions such as, “Do you have a girlfriend/boyfriend?” or “When do you plan to get married and have babies?” Although these are casual, unintentional conversations for sexual majorities, it is still difficult for LGBT+ individuals to express their distress and say, “I am not like you, and this is hard for me.” In coming out, they overcome this painful experience.

Others may actively choose to come out to build a better relationship with their loved ones by being true to themselves. Coming out is a matter of life and death, dignity and existence, although it may not seem like that to people in majority groups.

(11) Choosing not to come out (being closeted)

Supporters LGBT+ individuals may choose not to come out; such people are referred to as being closeted or in the closet. Not every LGBT+ person needs or has “come out”. After comparing the pros and cons of coming out and being closeted, some people choose not to come out. These individuals may come out later, while those who were out may move back into the closet.

We need to keep in mind that it is still very difficult for members of minority groups to live openly as their true selves. The simple fact is that we humans are all different in the way we live our lives. It is thus very important to respect the decision to disclose or not to disclose one’s identity—and to honor the privacy of the information being disclosed.

(12) Never force someone to come out

Supporters The TV series *Kinpachi-sensei* attracted considerable attention when it featured gender dysphoria (gender identity disorder) in 2001. However, the process of coming out took place in a classroom, where the LGBT+ character was almost outed. This situation occurred again during a graduation ceremony, in full view of everyone. This approach is by no means appropriate today, even as a means of enthusiastic education. We must be careful not to build an uneven power relationship while assisting LGBT+ or other minorities, in which supporters force minority individuals to come out and hold or gain control of their secret. Coming out and supporting are not tools to barter with.

It is sometimes the case that encouraging someone to disclose a deep secret is used as a rite of passage within a community. Forcing such a disclosure is an act of outing; there is a high risk that it could drive that individual to commit suicide. Under no circumstances, should it be used in training programs. Embracing someone who has come out in front of everyone is a thing of the past.

(13) Prior to coming out

LGBT+ Members A person who is planning to come out may feel overwhelmed by the process. Those who are easily swayed by emotion or who don't have a way with words, may find it helpful to write down what they are going to share. Especially if you have a particular request for the person you are coming out to, we suggest that you take time to organize your thoughts.

The **CARIO-NEXT L-41 Prior to Coming Out Worksheet** will help you organize what you are going to share with and ask of each person. Please try to complete this sheet for each person to whom you are planning to come out.

In coming out, you may want to think about ways to maintain the privacy of your personal information. Particularly with social networking services (SNS), which are increasingly important in our lives, you may benefit from organizing which services you currently use and what type of people you communicate with through these services by filling out the **CARIO-NEXT L-42 Online Information Privacy Worksheet**; This will help you make decisions about how to maintain your privacy.

(14) If your friend comes out to you

Supporters For LGBT+ individuals, the process of coming out is often overwhelming. At the same time, you may also feel confused about how to respond to someone who has come out to you. It can be confusing when someone comes out to you. You may try your best and still find it difficult to accept. To steer the situation in a positive direction for both you and your friend, it may be useful to organize what your friend has said, in coming out to you, on a form.

As a tool for this process, we have designed the **CARIO-NEXT L-81 If Your Friend Comes Out To You Worksheet** for those whose friends have just come out to them. You may use this worksheet to avoid asking your friend too many questions, at a time when your friend may already be in great distress. Please note that the use of this worksheet is optional, and that you need to be careful in handling the information you write down; it is your responsibility to maintain the privacy of this information (unless requested otherwise by your friend). However, you may use this sheet when meeting with a counselor at the DAC Center, as this person will maintain strict confidentiality.

Many people find that there are small things they can and cannot accept about being around an LGBT+ individual. We have designed **CARIO-NEXT L-84 Shared Area of Understanding**

Worksheet to help you organize your situation.

(15) Stereotypes created by the media, films, and television

Supporters The media, films, and television are full of LGBT+ characters. However, trying to fit an LGBT+ individual into these images, even with good intentions, is considered stereotyping and may distress that individual. Although LGBT+ individuals may themselves have role models, responding to someone who has come out to you by saying, "You are like that person on TV" often results in stereotyping. A typical stereotype might involve expecting a gay person to dress in female clothing and talk with feminine speech patterns.

Especially with LGBT+ individuals, it is not possible to establish a classic, representative example, as each and every person is different. However, some of us still assume that there are only four types of LGBT people: lesbian, gay, bisexual, and transgender. It is false to think that anyone who does not fit into these categories is fake. Instead of looking for patterns and trying to fit individuals into them, we should respect each person's individual identity. The image of coming out by making a declaration in public is another stereotype created by the media.

(16) If you wish to become an LGBT+ ally

Supporters Although having an ally can be reassuring to LGBT+ individuals, they are diverse in the way they are, which is often invisible and hard-to-accept sometimes. You may need to determine in which area you can be of assistance. The **CARIO-NEXT L-82 Worksheet for An Ally** is designed to help you navigate this process.

List of contacts for university services

Desk for LGBT and other sexual minorities 	Place	1D Student Plaza 2F
	Office	Diversity Section
	Recipient	Students, faculty, staff and family members
	Consultation matters	Matter of LGBT and other sexual minorities
	Person in charge	Counselor (faculty member)
	Appointment	Appointment required
	Contact information	Tel: 029-853-8504 E-mail: diversity-au@un.tsukuba.ac.jp
	Remarks	Office hours: 8:30-12:15, 13:15-17:15 (weekday)
	General Consultation Service 	Place
Office		University Health Center, Division of Student Welfare
Recipient		Students, faculty member, family of students and anyone else
Consultation matters		Consultation on anything about student life
Person in charge		Counselor (clinical psychologist)
Appointment		No appointment needed.
Contact information		Student Plaza 029-853-8430 Kasuga Area 029-859-1207
Remarks		Schedule is available online. Anonymous consultation available. Consultation by telephone available. Student Plaza: 9:30-12:15, 13:30-17:00 (weekday) Kasuga Area: 9:30-12:15, 13:30-16:30 (weekday)
Student Counseling Room 		Place
	Office	University Health Center, Division of Student Welfare
	Recipient	Students, faculty member and family of students
	Consultation matters	Consultation on various problems and troubles about student life (Counseling and consultation)
	Person in charge	Counselor (clinical psychologist)
	Appointment	Appointment required
	Contact information	Reception: 029-853-2415 Consultation by telephone: 029-853-2406
	Remarks	Anonymous consultation available. Consultation by telephone available. Reception hours: 9:00-17:00 (weekday)
	International Students Consulting Room 	Place
Office		Advisory Team, Global Commons
Recipient		Students, their family members, the university staff
Consultation matters		Any issues related to international students (open to all staff members as well as international students)
Person in charge		faculty members, counselors
Appointment		No appointment required during open hours.
Contact information		Tel: 029-853-6240, 6766 E-mail: gc-support@un.tsukuba.ac.jp
Remarks		Open hours: Mon. 14:00-17:00, Tue. 10:00-13:00, Wed. 14:00-17:00, Thu. 10:00-12:00 & 13:00-17:00, Fri. 15:00-18:00 *Consultation in Japanese and English

Health Consultation 	Place	University Health Center 2F
	Office	Internal Medicine, Orthopedics, Dentistry
	Recipient	Students, faculty and staff
	Consultation matters	Health consultation, etc.
	Person in charge	Doctor and Nurse
	Appointment	Appointment required
	Contact information	Tel: 029-853-2410
	Remarks	Reception hours: Internal Medicine; 9:00-11:40 (weekday), 13:30-15:00 (Mon., Wed., Fri.) Orthopedics; 13:30-15:00 (Mon., Tue.), 9:00-11:40 (Wed., Thu.) Dentistry; 9:00-11:40 (Mon., Wed., Fri.)
	Mental Health Care 	Place
Office		Psychiatry
Recipient		Students and family members
Consultation matters		Matter of Mental Health
Person in charge		Psychiatrist
Appointment		Appointment required
Contact information		Tel: 029-853-2415 Telephone counseling: 029-853-2406
Remarks		Reception hours: 9:30-12:00, 13:30-16:00 (weekday)
Support service for students with disabilities 		Place
	Office	Accessibility Section for Students with Disabilities
	Recipient	Students, faculty and staff
	Consultation matters	Study support for students with disabilities
	Person in charge	Specialized staff
	Appointment	Appointment required
	Contact information	Tel: 029-853-4584 E-mail: shougai-shien@un.tsukuba.ac.jp
	Remarks	Office hour: 8:30-12:15, 13:15-17:15 (weekday)
	Desk for career counseling (for students) 	Place
Office		Career Support Section & Division of Career Service
Recipient		Students and family members
Consultation matters		Career counseling for students
Person in charge		Counselor and staff
Appointment		Appointment required
Contact information		Tel: 029-853-8444 E-mail: syushokuka@un.tsukuba.ac.jp
Remarks		Office hours: 8:30-12:15, 13:15-17:15 (weekday) Consultation hours: ①9:40- ②11:00- ③13:30- ④14:45- ⑤16:00- (weekday)

Desk for career counseling (for faculty and staff members)	Place	1D Student Plaza 2F
	Office	Diversity Section
	Recipient	Faculty and staff members
	Consultation matters	Matter of career development
	Person in charge	Counselor
	Appointment	Appointment required
	Contact information	Tel: 029-853-8504 E-mail: career-shien@un.tsukuba.ac.jp
	Remarks	Office hours: 8:30-12:15, 13:15-17:15 (weekday)
Work-life balance counseling room "Au"	Place	1D Student Plaza 2F
	Office	Diversity Section
	Recipient	Students, faculty, staff and family members
	Consultation matters	Matter of work-life balance and life event support services
	Person in charge	Counselor
	Appointment	Appointment required
	Contact information	Tel: 029-853-8504 E-mail: diversity-au@un.tsukuba.ac.jp
	Remarks	Office hours: 8:30-12:15, 13:15-17:15 (weekday)
Harassment Counseling Center	Place	7th Floor of Administration Center
	Office	Division of Organizational and Labor Management, Department of General Affairs
	Recipient	Students, faculty and staff
	Consultation matters	If you observe or been the target of behavior you perceive as harassment, contact us.
	Person in charge	Counselor and Advisor for harassment
	Appointment	Appointment required
	Contact information	Tel: 029-853-8449 E-mail: stop-harassment@un.tsukuba.ac.jp or for more information visit university homepage.
	Remarks	Office hours: 8:30-17:15 (weekday) For Students: University Website>Students>Counseling Services>Harassment-Related (on-campus only) For Faculty and Staff: University Website> Faculty and Staff >Organization and Operation>Harassment Prevention (on-campus only)

Poster for LGBT+ counseling services

*Sexual minorities encompass a diverse range of sexual and gender identities, including lesbian, gay, bisexual, transgender, and individuals with gender dysphoria.

Meet with a counselor at the University of Tsukuba to discuss your life on campus as a sexual minority.

In 2015, the University of Tsukuba launched a program to make the inclusion of sexual minority students a university-wide initiative, in place of the previous system of offering assistance on a case-by-case basis.

We are experienced at providing the following types of assistance, particularly to transgender students and students with gender dysphoria:

- Names and titles
- Accessible restrooms
- Practice teaching and internships
- Gender information on lists of names
- Health examinations
- Career counseling, searching for a job, and more

If you need assistance in any way or would like to talk to us, please visit the Center for Diversity, Accessibility and Career Development (please make an appointment by phone or email).

Although we may not be able to accommodate every request, due to individual circumstances and our own limitations, please do not hesitate to contact us first.



University of Tsukuba Center for Diversity, Accessibility and Career Development (Diversity Section)

Phone: **029-853-8504** Email: diversity-au@un.tsukuba.ac.jp

Website: <https://diversity.tsukuba.ac.jp/>

Or search for "University of Tsukuba, diversity"