

**Policies and Guidelines  
at Hiroshima University  
for Respecting Gender and Sexual  
Diversity  
- To Be Inclusive of LGBT+ Students,  
Faculty and Staff**



HIROSHIMA UNIVERSITY

\* In the guidelines, “LGBT+” is used as a general term related to gender and sexual diversity to indicate, for example, a lesbian (a woman attracted to women), gay (a man attracted to men), bisexual (an individual attracted to both women and men), and transgender individual (whose gender identity is different from the sex that they were assigned at birth).

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## Policies for Gender and Sexual Diversity

Hiroshima University was established with the vision of realizing “a single unified university,” free and pursuing peace. Based on this principle, we strive to accept a wide variety of individuals, respect each individual’s autonomy, eliminate discrimination, and establish an environment in which all our members can fully demonstrate their capabilities to the fullest extent possible without any worry.

In addition, the Hiroshima University Charter (enacted on December 27, 2021) pledges that the University, in all its activities, will not tolerate discrimination or harassment of any kind in relation to ethnicity, nationality, religion, belief, gender, economic or social status, or disability, and will respect and protect the human rights and individuality of each person.

To implement specific measures toward realizing our ideals, we hereby formulate the Policies for Respecting Gender and Sexual Diversity, based on which we establish response guidelines.

1. **We Respect Gender and Sexual Diversity.**  
We respect each individual’s diversity, such as gender identity, sexual orientation, gender expression, and sex characteristics\*.
2. **We Do Not Discriminate on the Basis of Gender, Sex or Sexuality.**  
Placing our cornerstone on gender and sexual diversity and equality, we do not discriminate on the basis of gender, sex or sexuality.
3. **We Respect Each Individual’s Gender and Sexual Autonomy.**  
We respect each individual’s gender and sexual autonomy. Each individual’s gender, sex and sexuality, and also whether or not they will disclose them, should be controlled based on their autonomy.
4. **We Foster an Inclusive Environment in Terms of Gender, Sex and Sexuality.**  
We foster an inclusive environment for all our members.  
An inclusive environment here means one in which each individual is respected, enabling them to live as their true self without any worry, fully demonstrate their characteristics, and engage in the production of new knowledge without any hesitation. Gender, sex and sexuality are particularly important elements for establishing each individual’s identity. We foster an environment in which all our members can engage in their activities without any worry and unnecessary restraints, irrespective of gender, sex and sexuality.

\* **Term Definitions**

Gender identity = Which gender you do, or do not, identify with

Sexual orientation = Which sex and/or gender you are, or are not, attracted to

Gender expression = How you do, or do not, communicate your gender through your appearance and behavior

Sex characteristics = What physical features relating to sex you do, or do not, have

# Guidelines for Response

## <Response to LGBT+ Students, Faculty and Staff>

### I. Guidelines

The guidelines show specific responses to be made to ensure that Hiroshima University is an educational and research institute that respects gender and sexual diversity. As necessary, the guidelines present **Policy** to explain our policies and views, **Response** to describe points that faculty and staff should note when responding to LGBT+ students, and **LGBT+ Individuals** to explain to LGBT+ students, faculty and staff what they should do to receive support.

The most critical point when responding to LGBT+ individuals is to confirm their intention at the beginning. It is, of course, important to take account of the existence of minorities in all aspects of university activities and establish an environment in which all our members can spend their time without any worry, regardless of gender, sex and sexuality. However, it is not appropriate for faculty, staff and other people around LGBT+ individuals to make speculations at their own discretion regarding the individuals' gender, sex and sexuality and then determine how to respond to them, or to give them special treatment even though they actually do not want it.

The guidelines have been in effect since April 2020 for items regarding students, and April 2023 for items regarding faculty, staff, and partners. If you have any questions on the guidelines or find any difference between the guidelines and reality, please inform the LGBT+ Counseling Counter. (See II-1.) We will continue to make strenuous efforts to become an even better university. We look forward to receiving cooperation from all the university members.

### II. Counseling

#### 1. General Counseling Counter

Counseling, mainly on the issues presented in the guidelines, is available at the LGBT+ Counseling Counter. Since the counseling staff ensures counselees' privacy, everyone can use this service without any worry. Depending on the counseling content, cooperation with related organizations might be necessary. For the scope and content of such cooperation, the counseling staff confirms with the relevant counselee in advance.

There are cases where requests from counselees cannot be accommodated, depending on the individual situation or our circumstances, but they are still encouraged to contact the LGBT+ Counseling Counter without any hesitation.

#### <LGBT+ Counseling Counter>

##### <For Students>

**Location:** 3rd floor, Student Plaza, Student Services Group

**Email :** [gakusei-lgbt@office.hiroshima-u.ac.jp](mailto:gakusei-lgbt@office.hiroshima-u.ac.jp)

##### <For Faculty and Staff>

**Location:** 4th floor, Administration Bldg.,

**Personnel Systems Planning Group**

**Email:** [staff-lgbt@office.hiroshima-u.ac.jp](mailto:staff-lgbt@office.hiroshima-u.ac.jp)

Another option is not to seek advice from the LGBT+ Counseling Counter but to make direct contact with any of the following counseling counters (whose contact information is provided in Appendix), if necessary.

If students are not sure where they can seek counseling, they can also contact the Student Counseling Counter as a general counseling counter. In case of faculty and staff, they can contact the Human Resources Concierge (HR Concierge). (Contact information is provided in Appendix.)

## **2. Counseling Counter to Address Problems with Classes**

Counseling regarding any problem or difficulty in learning is available at the Accessibility Center.

At Hiroshima University, we follow the basic principles of ensuring that all students can receive the same, high-quality education and guaranteeing the fairness of assessment. We promote learning accessibility (ease with which to learn and participate), and make reasonable accommodation for students with social barriers to learning.

## **3. Counseling Counter to Address Worry**

Counseling regarding concerns about gender, sex and/or sexuality is available in the counseling section and the mental health section of the Health Service Center. Students can also contact the Peer Support Room.

## **4. Counseling Counter to Address Trouble**

If students, faculty or staff experience, regarding their gender, sex and/or sexuality, any lack of understanding from other students, faculty or staff, etc., suffer bullying, discrimination, or disadvantage, or have any other types of trouble, counseling is available at the Harassment Consultation Office.

Possible examples of harassment on the basis of gender, sex and/or sexuality are presented below:

- Making insulting remarks regarding an individual's gender identity, sexual orientation, gender expression, sex characteristics, etc.
- Assuming that an individual is inferior or undesirable in terms of personality, capability, action, inclination, etc., simply because the individual is a sexual minority.
- Revealing an individual's gender identity, sexual orientation, gender expression, sex characteristics, etc. to a third party, or spreading information on them without permission from the individual. (This is called "outing.")

At Hiroshima University, these behaviors are prohibited based on the harassment guidelines.

<https://www.hiroshima-u.ac.jp/harass/siryu/guideline>

## **5. Information and Awareness**

The Research Center for Diversity and Inclusion and the Harassment Consultation Office make efforts to raise campus awareness of gender and sexual diversity, and they provide information to those who would like to know more about it by providing access to and lending books, DVDs, materials, etc.

### **III. Use of Facilities, etc.**

#### **1. Restrooms**

Many of the on-campus restrooms for the disabled and accessible restrooms are designed as unisex facilities. Those who find it difficult to use gender-specific restrooms are encouraged to use such unisex facilities.

For the locations of such restrooms, see the barrier-free map for each campus.

- Higashi Hiroshima Campus  
[https://www.hiroshima-u.ac.jp/access/higashihiroshima/barrierfreemap\\_higashihiroshima](https://www.hiroshima-u.ac.jp/access/higashihiroshima/barrierfreemap_higashihiroshima)
- Kasumi Campus  
[https://www.hiroshima-u.ac.jp/access/kasumi/barrierfreemap\\_kasumi](https://www.hiroshima-u.ac.jp/access/kasumi/barrierfreemap_kasumi)
- Higashi-Senda Campus  
[https://www.hiroshima-u.ac.jp/access/sendabarrierfreemap\\_higashisenda](https://www.hiroshima-u.ac.jp/access/sendabarrierfreemap_higashisenda)

#### **2. Locker Rooms**

We will install unisex changing booths in the future.

In addition, we will equip some accessible restrooms with a changing board. Since some people can use only accessible restrooms, we ask all university members to show consideration for one another.

#### **3. Health Examinations**

Periodic health examinations are conducted in gender-specific time slots. However, upon request, individual examinations can be scheduled during the health examination period. This point is announced in the notices of health examinations.

For chest X-ray examination, examinees are X-rayed while wearing a T-shirt, etc.

There is a gender section in the medical record, as required by Article 23 of the Regulations for Enforcement of the Medical Practitioners Act.

The gender reported to us will be automatically printed on the health examination form.

## <Response to LGBT+ Students>

### I. Treatment of Students' Names and Gender Information

**Policy** We understand that disclosure of students' names, gender information (family relationship information), etc., in their Family Registry might cause them disadvantages. We raise our university members' awareness of that possibility and ensure that students' names and sexual and/or gender information are handled carefully.

While responding flexibly so that students can spend their school life by the names that they would like, we strive to reduce opportunities for their gender information to be needed and review our gender-specific practices, in order to protect students from being excluded or having trouble on the basis of their gender.

#### 1. Preferred Names

**Response** If students complete the designated procedure, they can change their names on the school register to preferred names. In principle, not only their signatures but also the signatures of their parents, guardians, etc. are required. If they have come of age, however, students can change their names on the school register without the signatures of their parents, guardians, etc., as long as they have explained the change to their parents, guardians, etc.

**LGBT+ Individuals** If students would like to change their names on the school register to preferred names because of their gender disparity, they can change them in principle by completing the designated procedure, although the signatures of their parents, or guardians, etc. are necessary. This is because a change of their names on the school register to preferred names means that the preferred names will be used for all the activities that they engage in as students of Hiroshima University, whether on or off campus, and because we believe that it would be difficult for us to endorse such activities without the consent of their parents, or guardians, etc. If students have come of age, the signatures of their parents, or guardians, etc. are not a requirement. However, when students cannot obtain the signatures of their parents or guardians, etc., the students must definitely explain to their parents, or guardians, etc. about the change of their names on the school register to prevent trouble from occurring.

If the students do not have Japanese nationality, they need to take account of how to handle the change in terms of immigration control. For details, students are encouraged to contact the LGBT+ Counseling Counter.

If students are engaged in any on-campus work and receive pay, remuneration, etc., pay slips and some other in-house documents contain their names as indicated on their Family Registry.

**Note** If students change their names on the school register to preferred names, the preferred names will be used in almost all the documents issued by us. If they request, we will issue a Certificate for Use of Preferred Name. However, should any disadvantage occur as a result of a difference between their names on a document issued by us and their names on their Family Registry, they need to handle the disadvantage on their own responsibility. They are encouraged to seek counseling from the LGBT+ Counseling Counter and make careful consideration before making their decision.



## 2. Gender Information

When applying for an entrance examination for Hiroshima University, applicants usually use gender information provided on their school grade transcripts and other documents. If they pass the examination, the gender information is registered on the school register at Hiroshima University. The gender information on this school register cannot be changed, unless the gender information on their Family Registry is changed.

As indicated in I-3, however, we manage gender information as personal information to be handled carefully and ensure that it is not exposed in their regular campus life.

## 3. Handling of Names and Gender Information

**Policy** For preparation of rolls and documents, we ensure in principle that they are free of a gender section, unless such a section is indispensable. Even if such a section is included, we handle the information carefully to prevent it from being disclosed in disregard of the relevant student's will. (See II-6.) However, this approach does not apply in the case of an emergency, such as when an accident or incident occurs. In such cases, we might disclose the relevant student's gender information and name on their Family Registry to the necessary persons concerned without permission from the student.

For certificates and other documents that we issue, we ensure that gender information is not provided to the fullest extent possible. Inquiries for details are available at the LGBT+ Counseling Counter.

**LGBT+ Individuals** For certificates, even if their formats are designed to provide gender information in principle, there are cases where we can issue a certificate without such information, if requested by students. Such students are encouraged to contact the counter by which the relevant document will be issued.

If students suffer any disadvantage as a result of the provision of gender information on a roll or document, they are encouraged to contact the person who has prepared it. Alternatively, they are encouraged to seek counseling from an appropriate counseling counter, depending on the type of disadvantage.

### 1) School Register

**Response** In principle, gender information on the school register is disclosed only to administration staff in charge of school affairs and students and to tutors. (For the handling of students' gender information in case that it is needed by faculty members in charge of classes, see II-6.) Staff in charge of school affairs and students and tutors need to be aware that some students might suffer disadvantage in a wide variety of ways if their gender information on their Family Registry (or their former gender information on their Family Registry) is provided on rolls or other documents, and they need to handle such information very carefully to prevent any leakage.

This approach is also applicable to the handling of the names on the Family Registry of students using preferred names. Such names are disclosed only to administration staff in charge of school affairs and students and to tutors, who must handle the names on the Family Registry very carefully.

### 2) Rolls

**Response** In principle, the format of rolls needs to be free of a gender section. If gender information needs to be provided on rolls, they need to be managed cautiously. Once the rolls become unnecessary, they need to be discarded promptly.

### 3) Statistical Research and Experiments

**Response** Even if it is necessary to obtain a gender and/or sex ratio in statistical research for the purpose of, for example, promoting gender equality, we recommend such categories as “Other” and “Non-response” be provided.

In case of an academic experiment which requires subjects of a certain gender and/or sex, the researcher needs to examine the necessity once again and explain the academic necessity when recruiting subjects or conducting the experiment.

## II. Classes

### 1. General Remarks and Behaviors in Classes

**Policy** In classes provided at Hiroshima University, all students are respected equally regardless of gender, sex and sexuality. We facilitate an environment in which students are not excluded, do not feel that their dignity is being hurt, or do not have difficulty in classes on the basis of gender, sex or sexuality.

**Response** Faculty members in charge of classes need to examine their teaching methods and conduct their classes carefully so that students are not unnecessarily identified in terms of gender and sex. If students might need to engage in gender-based group assignments in classes, the faculty members need to indicate the possibility in advance on the syllabuses or other documents. In addition, faculty members in charge of classes also need to always consider the possibility that students may request consideration, and if students do so, the faculty members need to respond as flexibly as possible.

When conducting classes or supervising research, faculty members are not allowed to make a discriminatory joke, ridicule, engage in teasing, etc. on the basis of students’ gender identity, sexual orientation, gender expression, sex characteristics, etc. Moreover, they need to be mindful of questions and directions that will force students to disclose their private information. Also, they need to try to avoid giving examinations and assignments, such as report writing, that are difficult for sexual minorities to handle or cause them mental suffering.

On campus, freedom of speech and freedom of religion are protected. However, even those who cannot tolerate homosexuality, transgenderism, etc. on the basis of their religions and beliefs are not allowed to clearly attack our university members simply because they are sexual minorities or to act without respecting the human rights of such individuals.

**LGBT+ Individuals** If students are worried whether there is any gender-based division in classes that they would like to register for, they are encouraged to check the syllabuses before deciding to register for them. If they request consideration, they are encouraged to contact the LGBT+ Counseling Counter or the faculty members in charge of the classes.

## 2. Preferred Titles

**Policy** We encourage all university members, including faculty members in charge of classes, to avoid using gender-specific titles when addressing students in classes and to use “*san*” or any other non-gender-specific title. This approach is also applicable to foreign language classes. For titles used in foreign languages, we provide information and, at the same time, seek information from all university members.

**Response** Faculty members in charge of classes are encouraged to use a non-gender-specific title to the fullest extent possible when addressing students. In addition, they are encouraged to collect information on non-gender-specific titles in foreign languages.

**LGBT+ Individuals** If students request consideration for the handling of their names and preferred titles, they are encouraged to contact the LGBT+ Counseling Counter or the faculty members in charge of their classes.

## 3. Gender-based Group Assignments

**Policy** We encourage all university members to avoid unnecessary gender-based group assignments in classes.

**Response** Faculty members in charge of classes need to first consider whether gender-based group assignments are really necessary in their classes and whether there is any other option. If gender-based group assignments are essential and might be given in classes, the faculty members need to indicate the possibility in advance on the syllabuses or other documents.

**LGBT+ Individuals** If students are worried whether there is any gender-based group assignment in classes that they would like to register for, they are encouraged to check the syllabuses before registration. If they request consideration, they are encouraged to contact the LGBT+ Counseling Counter or the faculty members in charge of the classes.

## 4. Sports Classes

**Policy** We also encourage sports classes to be organized without gender-based group assignments or gender-based rules.

**Response** Those in charge of sports classes are encouraged to break away from conventions and consider whether there is any possibility of organizing classes without gender-based group assignments or gender-based rules. They are also encouraged to prevent outfits and equipment in classes from becoming more gender specific than necessary. For points to note regarding intensive lessons that require an overnight stay, see II-7 3).

If gender information is absolutely necessary, those in charge of sports classes need to file an application, accompanied by a description of the reason, to administration staff. If there is a possibility that there will be gender-based group assignments in classes, those in charge of the classes need to indicate the possibility on the syllabuses.

**LGBT+ Individuals** If students are worried about gender-based group assignments, outfits, equipment, and locker rooms in sports classes, and overnight stays for intensive lessons, they are encouraged to check the information on the syllabuses before class registration. If necessary, they are encouraged to contact the LGBT+ Counseling Counter or those in charge of the classes.

In the West Gymnasium, there is an accessible unisex restroom. We will install another accessible restroom, where we will also install a shower booth and a changing booth. Since some people can use only accessible restrooms, we ask all university members to show consideration for one another.

## 5. Classes for Which Outfits Need to Be Changed

**Response** If students need to change their outfits for classes, those in charge of the classes need to clearly indicate the necessity on the syllabuses. If students say that they feel hesitant to use gender-based locker rooms, those in charge of the classes need to respond flexibly by, for example, having the students use the locker rooms at a different time or by having them change their outfits in a different room.

**LGBT+ Individuals** If students feel hesitant to change their outfits in gender-based locker rooms, they are encouraged to contact the LGBT+ Counseling Counter or the faculty members in charge of the classes.

We will install changing booths and equip some accessible restrooms with a changing board. Since some people can use only accessible restrooms, we ask all university members to show consideration for one another.

- \* For the latest information on the installation of facilities for changing outfits, contact the LGBT+ Counseling Counter.

## 6. Handling of Gender Information and Names on Class Rolls

**Policy** In principle, gender information on class rolls is not disclosed to the faculty members in charge of classes. Although tutors and administration staff in charge of school affairs and students can access students' gender information through the school register, they handle it carefully to prevent any leakage.

As indicated in I-1, if students change their names on the school register to preferred names, the change is reflected in all the class rolls. Although tutors and administration staff in charge of school affairs and students can identify such students' names on their Family Registry, they handle the information, as well as their gender information, carefully.

However, this approach does not apply in the case of an emergency, such as when an accident or incident occurs. In such cases, we might disclose the relevant student's gender information and name on their Family Registry to the necessary persons concerned without permission from the student.

**Response** If faculty members in charge of classes consider students' gender information essential and indispensable to ensure educational effects or security, they can ask the administration staff to disclose the information. In this case, the faculty members need to be aware that some students might suffer disadvantage if their gender information is disclosed, to handle the gender information carefully, and to ensure that the gender information is not revealed in disregard of the students' will. Once the information becomes unnecessary, it needs to be discarded promptly.

Tutors and administration staff in charge of school affairs and students need to recognize students' gender information and names on their Family Registry as personal information that requires careful handling, so they need to prevent any leakage.

**LGBT+ Individuals** If students would like to know in detail about the scope of the disclosure of their gender information and names on their Family Registry, such as to whom and why they have been disclosed, they are encouraged to contact the LGBT+ Counseling Counter.

## 7. Off-campus Learning (Teaching Practicums, Internships, Nursing Care Practicums, etc.)

**Policy** For off-campus practicums, it is sometimes difficult to change practicum partner organizations' policies or facilities. However, we make efforts so that all our students regardless of their gender, sex and sexuality can undertake a practicum, as long as they wish to do so, by offering counseling for students and faculty and staff in charge of practicums and, at the same time, by striving to obtain understanding from practicum partner organizations.

**Response** Faculty and staff in charge of off-campus practicums need to strive to obtain understanding from practicum partner organizations by notifying them of our policy of respecting individuals' gender and sexual diversity, and they need to prevent trouble from occurring.

If students request consideration in terms of handling of their gender information, outfits, locker rooms, overnight stays, etc., faculty and staff in charge of the practicums need to consult with the practicum partner organizations so that they will respond as flexibly as possible.

**LGBT+ Individuals** If students who will undertake practicums request consideration and understanding from the practicum partner organizations regarding the handling of their information, outfits, locker rooms, overnight stays, etc., they are encouraged, in advance, to contact the LGBT+ Counseling Counter or communicate their request to the faculty and staff in charge of the practicums.

### 1) Gender Information

**Policy** We respond flexibly so that students can select whether they will undertake off-campus practicums by the gender they identify with or by the gender on their Family Registry.

**Response** If faculty and staff in charge of off-campus practicums are consulted by students regarding the gender by which they will participate in the practicums, they need to try to accommodate their request by seeking understanding from the practicum partner organizations. In addition, the faculty and staff need to ensure that the students' gender information is not disclosed to those related to the practicum partner organizations or other practicum participants in disregard of their will.

### 2) Outfits and Locker Rooms

**Policy** When students undertake off-campus practicums, the outfits that we instruct them to wear are not always limited to suits strictly. We allow students to wear other outfits that make the students look clean and polite. This is because unisex suits are still rare and most suits are gender specific. If outfits to be worn for off-campus practicums are limited only to suits, some students will feel hesitant to participate in practicums.

**Response** Faculty and staff in charge of off-campus practicums need to inform and seek understanding from practicum partner organizations that we respect gender and religious diversity and follow the policy of allowing students to participate in practicums not only in standard suits, leather shoes, etc. but also in other outfits that make the students look clean and polite. One of the measures for supervising students who will undertake off-campus practicums is to show specific examples of acceptable outfits.

Even if practicum partner organizations have uniforms, faculty and staff in charge of the practicums need to ask the partner organizations to accommodate students' requests to the fullest extent possible or allow the students to wear non-gender specific uniforms.

If students who will undertake off-campus practicums make a request about locker rooms, faculty and staff in charge of the practicums need to request consideration from the practicum partners.

### 3) Overnight Stays, etc.

**Policy** Few of the overnight stay accommodations that we provide for off-campus learning have unisex rooms and bathrooms. We respond flexibly by adjusting the use of such accommodations.

**Response** Faculty and staff in charge of off-campus practicums need to take account of the possibility that some students might have trouble with overnight stays for off-campus practicums due to their gender, sex or sexuality, consider a wide variety of options, and try to flexibly respond to requests from such students. Such requests might be accommodated by, for example, ensuring that the relevant students share a room with a chaperon faculty or staff member of the gender that the student identifies with or ensuring time during which individuals can take a bath alone.

## III. Campus Life

**Policy** For university operation, facilities, etc., we strive to ensure easy-to-use functionality for all our members, regardless of gender, sex and sexuality, and to prevent them from feeling discomfort. In addition, we aim to provide the necessary information to enhance comfortable use by sexual minorities.

\* For the latest information on the university's facilities, contact the LGBT+ Counseling Counter.

### 1. Student Dormitories, etc.

Although most of our student dormitories are gender specific, some are unisex. In the unisex dormitories, a common washing room is available on each floor, but some rooms are equipped with a space for installing a washing machine. The fees vary depending on the room type. Those who would like to live in our dormitories need to consider these points before deciding to live there.

For details, check the below website.

<https://www.hiroshima-u.ac.jp/nyugaku/shien/jyuukyo/gakuseisyukusya>

In addition to single rooms, the International House has couple rooms and family rooms that are available for students, including international students, enrolled at Hiroshima University and their family members (spouses, partners, and children). When an individual who is not a spouse in a legal marriage but a partner in a de facto marriage, a partner in a partnership system such as for sexual minorities, or a partner in an overseas partnership system, etc. wishes to move in, submission of a document proving the partnership\* as provided in IV (page 12) is required. For details, students are encouraged to contact the staff in charge of housing reception.

## 2. Studying Abroad

**Policy** In most cases, it is difficult to change the policies and facilities of the foreign institutes where students will study. In addition, there are sometimes high legal hurdles for students who wish to use different names and genders from those on their passports while studying abroad. However, some foreign institutes can respond flexibly. We provide counseling for students who would like to participate in study abroad programs which we introduce, but they are also encouraged to fully consider an appropriate foreign institute where they will study.

**Response** If requested by students, counter staff in charge of study abroad programs need to inform the foreign institutes where the students will study that we follow a policy of respecting individuals' gender and sexual diversity and to ask them to respond flexibly in terms of the students' daily living environment and learning support, thereby striving to prevent trouble from occurring.

**LGBT+ Individuals** Not all requests from students are necessarily accommodated, but students wishing to receive support are encouraged to contact counseling counters.

## 3. Job Hunting

**Policy** It is often difficult to change companies' policies and equipment. However, some companies are beginning to respond flexibly.

For job hunting, we provide support for each student to display their capabilities to the fullest extent possible, regardless of gender, sex and sexuality. The counseling staff members of the Global Career Design Center have been trained on matters related to gender and sexual diversity. They also collect information on companies with a high level of understanding of gender and sexual diversity.

**Response** Academic advisors and the staff of the Global Career Design Center need to collect information in order to identify problems often confronting sexual minority students.

## IV. Students Who Have Partners

**Policy** Students who have partners in de facto marriages, partners in partnership systems such as for sexual minorities, or partners in overseas partnership systems, etc. may be treated the same as students with spouses with regard to class-related and other procedures. However, submission of an original or a copy of a document proving the partnership\* (any one of the documents (1)–(4) below) is required.

\* Documents proving the partnership

- (1) Partnership certificate issued by prefectures, municipalities, etc.
- (2) A document that can confirm the existence of a partnership agreement (same-sex marriage, domestic partnership, civil union, etc.) in other countries
- (3) Certificate of residence proving a de facto marriage (with a statement such as “Husband (unregistered),” etc.)
- (4) Other documents that can confirm the partnership (in case (1)–(3) cannot be submitted)



[Example]

- An authenticated or a certified copy of a notarial deed pertaining to a voluntary guardianship agreement in which the other party mutually becomes the voluntary guardian, and the Certificate of Partial Matters of the Family Registry, etc., which confirms that both partners are not married otherwise
- A document proving that the partner has acknowledged the child (Certified Copy of Family Registry)
- A document proving that a wedding ceremony or a reception took place, and the Certificate of Partial Matters of the Family Registry, etc., which confirms that the couple is not married

**Response** Faculty members in charge of classes need to ensure that students with partners are treated the same as students with spouses.

**LGBT+ Individuals** Treatments such as make-up exams for liberal arts education programs, school courses, etc. after taking bereavement leave due to the death of a spouse or relative within the third degree of kinship, absence from classes by taking bereavement leave due to the death of a relative, or financial assistance due to the death of a relative, may be applied to students with partners as well as to students with spouses. Students who wish to receive such treatments are encouraged to consult with faculty members in charge of classes or administration staff.

## <Response to LGBT+ Faculty and Staff>

### I. Treatment of Names and Gender Information of Faculty and Staff

#### 1. Preferred Names

**Response** In principle, the names of faculty and staff (including those who are employed with a student status) at Hiroshima University used should be their real names (names as indicated on their Family Registry). However, except in cases restricted by laws and regulations or our handling guidelines (e.g., documents (1)–(8) below\*\*), they may use their preferred names\*\*\* because of their gender disparity.

- \*\* Documents, etc. for which the use of the preferred names is not permitted
- (1) Documents related to tax affairs (tax withholding slip, application for exemption for dependents, application for deduction for insurance premiums, application for special exemption for spouse, etc.)
  - (2) Documents related to the mutual aid program (membership card, eligible dependent allowance application, benefit claim forms, welfare program application forms, etc.)
  - (3) Documents related to property savings
  - (4) Documents related to passports
  - (5) Documents related to lawsuits
  - (6) Documents related to insurance (life insurance, employees' pension, health insurance and other social insurances, employment insurance, etc.)
  - (7) Documents related to payroll (documents in which names are printed through the payroll system (payroll by employee, standard payroll, pay slips, etc.))
  - (8) Other documents for which it is difficult or inappropriate to use maiden names or preferred names



\*\*\* A preferred name refers to “a name other than one’s real name (name as indicated on the Family Registry) that is widely used as a substitute for one’s real name (excluding maiden name) or a name that is normally used as a substitute for one’s real name due to gender disparity.”

**LGBT+ Individuals** Faculty and staff who wish to use their preferred names may do so by completing the designated procedure, and as such, are encouraged to contact the LGBT+ Counseling Counter. Personnel staff of the department to which they are assigned handle inquiries about the procedure.

## 2. Registration and Change of Gender Information

**Policy** In principle, we register the gender of the faculty and staff on their Family Registry as gender information. However, it is possible to register a gender for which they feel less discomfort as the “gender on application,” apart from the gender on their Family Registry, because of their gender disparity. By registering, they will be treated by the “gender on application” as employees. Note, however, that systems and procedures of the national government and the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association may require the gender on the Family Registry.

**Response** To add a gender different from the one on the Family Registry as a “gender on application” to the gender information, submission of a document in which the gender disparity of the applicant is proven by a professional third party (e.g., a medical certificate from a doctor) is required.

Also, the gender information will be changed if the gender on the Family Registry is changed.

**LGBT+ Individuals** Faculty and staff who wish to be treated by the “gender on application” different from the one on their Family Registry or who have changed their gender on their Family Registry need to follow the designated procedure, and are encouraged to contact the LGBT+ Counseling Counter for details.

## 3. Handling of Gender Information

**Response** We handle gender information carefully to prevent it from being disclosed in disregard of the will of relevant faculty and staff.

We ensure that our forms are in principle free of a gender section. However, forms designated by the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, and documents related to affirmative action taken to promote gender equality and equity are excluded.

The university standardized forms do not have an unnecessary gender section. Forms used by each department, etc., also need to be free of any unnecessary gender section.

#### 4. The Concept of “Gender” in Gender-based Positive Action

**Policy** Currently, the percentage of our women faculty members in the positions of professor, associate professor, lecturer, and assistant professor is below 40%, resulting in a de facto disparity between men and women faculty members. To address this situation, we are taking measures that target or favor only women (positive action).

Based on the principle of respecting gender identity, we consider individuals whose gender on their Family Registry is male but whose gender identity is woman to be woman and thus eligible for this measure. We also do not prevent individuals whose gender on their Family Registry is female but whose gender identity is not woman from applying for this measure without clarifying their own gender identity.

We treat those employed or promoted under this measure as woman, by adding “woman” as “gender on application” to their gender information, apart from their gender on their Family Registry. Note, however, that systems and procedures of the national government and the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association may require the gender as indicated on the Family Registry.

**Response** Individuals whose sex in the Family Register is male but whose gender identity is woman and who wish to apply for positive action measures are requested to submit a document in which their gender incongruence is proven by a professional third party (e.g., a medical certificate from a doctor). This is to help prevent gender identity fraud.

**LGBT+ Individuals** It is possible to apply for positive action measures, such as applying for women-only open positions or women-only promotions under the above conditions, but it should be noted that there may be an increased focus on gender of applicants as this action is intended for “women.” Specifically, the following cases are expected.

- Applicants may be asked to submit documents indicating their aspirations for gender equality promotion or may be asked questions about gender equality promotion during the interview.
- Applicants may be asked to cooperate with Hiroshima University’s gender equality promotion activities, although they are free to refuse.

## II. Personnel Systems and Benefits for Faculty and Staff with Partners

**Policy** Hiroshima University respects diverse lifestyles of its members and supports their lives. To this end, the personnel systems and benefits related to spouses are applied not only to spouses in legal marriages, but also to partners in de facto marriages, partners in partnership systems such as those for sexual minorities, and partners in overseas partnership systems.

**Response** Faculty and staff with partners are eligible for the same personnel systems and benefits as faculty and staff with spouses by submitting a document proving the partnership\*\*\*\*. However, the systems of the national government and the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association are out of the scope of this policy, as we are unable to provide our own response.

[Applicable employment regulations, etc.]

<https://www.hiroshima-u.ac.jp/about/initiatives/lgbtetc/fs>

**Mainly LGBT+ Individuals** Application Procedure

Faculty and staff who wish to apply for the above employment rules and regulations should submit an original or a copy of a document proving the partnership\*\*\*\* (any one of the documents (1)–(4) below) to the administration staff. For details, applicants are encouraged to contact the LGBT+ Counseling Counter.

**Response** If the above consultation counter receives an inquiry from a faculty or staff member regarding application, the information shall be shared with the department in charge upon obtaining the consent of the faculty or staff member.

\*\*\*\* Documents proving the partnership

- (1) Partnership certificate issued by prefectures, municipalities, etc.
- (2) A document that can confirm the existence of a partnership agreement (same-sex marriage, domestic partnership, civil union, etc.) in other countries
- (3) Certificate of residence proving a de facto marriage (with a statement such as “Husband (unregistered),” etc.)
- (4) Other documents that can confirm the partnership (in case (1)–(3) cannot be submitted)

[Example]

- An authenticated or a certified copy of a notarial deed pertaining to a voluntary guardianship agreement in which the other party mutually becomes the voluntary guardian, and the Certificate of Partial Matters of the Family Registry, etc., which confirms that both partners are not married otherwise
- A document proving that the partner has acknowledged the child (Certified Copy of Family Registry)
- A document proving that a wedding ceremony or a reception took place, and the Certificate of Partial Matters of the Family Registry, etc., which confirms that the couple is not married

## Appendix

【List of contacts for university services】

Consultation counter	Place	Consultation matters	Person in charge	Appointment	Contact information
Desk for LGBT and other sexual minorities	(For students) Student Services Group 3F, Hiroshima University Student Plaza	Consultation about LGBT and other sexual minorities	Staff	Appointment required	Email:gakusei-lgbt@office.hiroshima-u.ac.jp
	(For faculty and staff) Personnel Systems Planning Group 4F, Administration Building		Staff	Appointment required (by email)	Email:staff-lgbt@office.hiroshima-u.ac.jp
Accessibility Center (for students, faculty and staff)	2F, Hiroshima University Student Plaza	Consultation about inconveniences and difficulties in study	Faculty member, Accessibility Coordinator	Appointment required Mon.-Fri. 9 : 30-17 : 30	Tel:082-424-6324 Email:office@achu.hiroshima-u.ac.jp
Health Service Center (for students, faculty and staff)	Higashi-Hiroshima Campus: 4F, Hiroshima University Student Plaza	Mental health section: Health consultation about mind and stress  Counseling section: Consultation about various problems in student life such as studying, career, interpersonal relations	Mental Health Section: psychiatrist  Counseling Section: clinical psychologist	Appointment required Mental Health Section: Mon.-Fri. 9:00-12:00, 13:00-17:00 Counseling Section: (Japanese) Mon.-Fri. 9:00-12:00, 13:00-17:00 (English) Mon., Tue., Wed., Fri. 9:00-12:00, 13:00-17:00	Tel:082-424-6186 Mental Health Section: mental@hiroshima-u.ac.jp Counseling Section: shinri@hiroshima-u.ac.jp (Japanese) rcounsel@hiroshima-u.ac.jp (English)
	Kasumi Campus: 1F, Clinical Administration Building			Appointment required Mental Health Section: Mon.-Fri. 9:00-12:00, 13:00-17:00 Counseling Section: (Japanese) Wed., Thu. 9:00-12:00, 13:00-17:00 (English) Fri. 9:00-12:00, 13:00-17:00	Tel:082-257-5096 Mental Health Section: mental@hiroshima-u.ac.jp Counseling Section: shinri@hiroshima-u.ac.jp (Japanese) rcounsel@hiroshima-u.ac.jp (English)
	Higashisenda Campus : 1F, Higashi-Senda Innovative Research Center			Appointment required Mental Health Section: Tue. 16:00-18:00 Counseling Section: (Japanese only) Tue. 18:00-21:00 Thu. 19:00-21:00	Tel:082-542-6970 Mental Health Section: mental@hiroshima-u.ac.jp Counseling Section: shinri@hiroshima-u.ac.jp (Japanese) rcounsel@hiroshima-u.ac.jp (English)
Peer Support Room (for students)	4F, Hiroshima University Student Plaza	Consultation about various problems in student life	Peer Supporter(Students)	No appointment required You can check the opening date at the following URL <a href="https://peer.hiroshima-u.ac.jp/index.html">https://peer.hiroshima-u.ac.jp/index.html</a>	Tel:082-424-6328 Email:peer@hiroshima-u.ac.jp  If you have any comments or questions about Peer Support Room, please contact the email address above. * We do not consult by email. Please come to the room if you would like to consult.
Harassment Consultation Office (for students, faculty and staff)	Higashi-Hiroshima Campus: 1BF, Central Library	Consultation about harassment	Faculty member, Harassment Consultant	No appointment required: Mon.-Fri. 10:00-17:00	Tel:(082) 424-5689, 7204, 4352 * Appointments for any campus will be accepted at Higashi-Hiroshima Campus. Email (Appointment): harassos@hiroshima-u.ac.jp (for consultation only)
	Kasumi Campus: 1-3F,Common-use Building 1		Faculty member, Harassment Consultant	Appointment required: Mon.-Fri. 13:00-19:00	Tel: (082) 257-1519
	Higashisenda Campus: B-107, Common Facility Building B		Faculty member, Harassment Consultant	Appointment required	
Research Center for Diversity and Inclusion (for students, faculty and staff)	8F, Building B, School of Education	Raising awareness and providing information on gender and sexual diversity	Faculty member	By making an appointment by e-mail, you can surely consult. If there is a person in charge when you come to the center, we will take your consultation at any time.	Tel:082-424-4559 Email:ooike@hiroshima-u.ac.jp
All-Purpose Counseling Center for Students (for students)	Student Services Group 3F, Hiroshima University Student Plaza	Consultation about troubles and problems	Staff	No appointment required Mon.-Fri. 8:30-17:15	Tel:082-424-6145 Email:gakusei-senmon@office.hiroshima-u.ac.jp
Human Resources Concierge (HR Concierge) (for faculty and staff)	Personnel Systems Planning Group 4F, Administration Building (consultation via online inquiry form)	Personnel systems and procedures in general	Staff	No appointment required	URL for Human Resources Concierge (HR Concierge): <a href="https://forms.office.com/r/Ba5d16Kane">https://forms.office.com/r/Ba5d16Kane</a>