

# LGBT+ Handbook

Nagasaki University

LGBT+

Inclusion Guidelines



# We are all different!

Everyone has different preferences  
and different gifts.

Everyone has a different sense of humor  
and different movies to cry to.

Likewise, everyone has their own  
sexual orientation and gender  
identity and expression (SOGIE).

Nagasaki University's diversity and inclusion  
efforts aim to ensure that no one experiences  
distress just for being different.

These efforts are relevant to everyone:

— it is about you; it is about families;

it is about children; it is about friends.

Nagasaki university strives to promote broad  
public recognition of the simple fact that everyone  
is different, and with this goal in mind, we have  
produced this handbook.



## **LGBT+ Guidelines**

## **LGBT+ Inclusion Mission Statement**

Nagasaki has historically served as Japan's gateway to the outside world.

In this role, the region has developed an acceptance of—and appreciation for—diversity. Respect for, and promotion of, diversity and inclusion are critical elements of the Nagasaki University strategy for sustainable development. The university recognizes sexual and gender diversity, respects the rights of LGBT+ people (sexual or gender minorities), and strives to eliminate prejudice and discrimination.

In line with this Mission Statement, Nagasaki university is committed to providing a truly diverse and inclusive study, research, and work environment in which every student, researcher, and staff member is able to realize their full potential and individuality.



# Nagasaki University

## LGBT+ Inclusion Guidelines



### I Consultation and Support

#### ① LGBT+ support contact points

Nagasaki University has three offices that provide support for LGBT+ individuals: the Center for Diversity and Inclusion, the Center for Health and Community Medicine, and the Student Support Center (*Gakusei Nandemo Soudanshitsu*). These offices provide support for LGBT+ students and staff, as well as for their families. All inquiries will be treated as

confidential, and the person's right to privacy will be respected. You may have a friend who has come out as gay, and you might not know how to respond, or you may have a friend who needs support regarding sexuality, and you do not know how to help. Feel free to discuss such matters with support staff at one of these offices.

#### ② Support network

If you desire further support, support staff can refer you to a network partner on or off campus. We will first need to confirm the content and extent of information you are comfortable with our sharing with the network partner.



**Contact office** Confirm extent of information to be shared.

Feel free to access a support contact for whatever concerns you may have.

#### LGBT+ support contacts

①Center for Diversity and Inclusion ("Omoyai Center") WEB

Bunkyo Campus

☎ 095-819-2889

omoyai\_soudan@ml.nagasaki-u.ac.jp



②Center for Health and Community Medicine

Bunkyo Campus

☎ 095-819-2211

③Student Support Center (*Gakusei Nandemo Soudanshitsu*)

Bunkyo Campus

☎ 095-819-2106

nandemo@ml.nagasaki-u.ac.jp

#### Referral to network partner

Referrals are made when appropriate and with the client's consent.

The client's faculty / school or supervisor, or the head of the internship committee

Committee for the Prevention of Harassment

Student Accessibility Office

Medical institution / hospital

Other external organization

Self-help group

## II Preferred Names

If you would like the University to address you by a name other than your legal name, you can register your preferred name by completing the Preferred Name Application Form and submitting it to one of the support offices (see **I-1**). You can file an application even before you enroll. Support staff will discuss the application with you and support you in deciding the next step (see flowchart below). If you have been diagnosed with gender dysphoria (*sei doitsusei shogai* in Japanese) and a family court has allowed you to change your legal name, support staff will process your application using a conventional Notification of Change of Name. It is important to think carefully about your application and the possible consequences, as you will be responsible for explaining why your preferred name differs from your legal name. Once your preferred name is registered, it will appear in the student registry, on your student ID, on your diploma, and on other

university-related ID documents. You can apply (using the designated form) to have your legal name printed on your diploma instead of, or alongside, your preferred name.

Furthermore, regarding academic transcripts or other documents that the University may send to your parents or guardians, you can apply (using the designated form) to have your legal name printed on such documents instead of, or alongside, your preferred name.

After you graduate or complete your course of study, the name that will appear on certificates or other documentation will be the one that was used to address you at the time of your graduation or completion. However, if the use of this name would cause you distress due to conflict with your gender identity or for some other reason, it may be possible to re-issue certificates under a different name. Please let us know in advance.

If you need proof that the university accepted, or that it once accepted, the use of your preferred name, we can issue you a document certifying this fact.

### You submit the Preferred Name Application Form

To the Center for Diversity and Inclusion, Center for Health and Community Medicine, or Student Support Center.



You discuss your application with support staff.



Support staff will complete a checklist with you, and deliver this checklist, together with the Preferred Name and Application Form, to the Center for Diversity and Inclusion.



The head of your faculty or graduate school, or the head of administration, will approve your preferred name.



Applicant is informed of decision.



If applicant is a student, the appropriate official in the Student Affairs Office is notified and requested to use the approved name.  
If applicant is a faculty/staff member, the appropriate official in the General Affairs Office is notified and requested to use the approved name.



### III Privacy Issues

(the handling of sensitive information related to gender transition and/or gender identity)

Gender information listed in the student registry cannot be changed unless the person legally changes their gender.

However, Nagasaki University restricts the use of such information in order to prevent

unauthorized disclosure. The university also educates staff in personal data protection, and enforces strict compliance to ensure the safety of sensitive personal data.

#### Attendance registers

The attendance registers that instructors use omit any reference to students' gender (as of the 2020 academic year). Staff throughout the university have been instructed to omit gender fields from handouts and notices. Additionally, in meetings, etc., instructors are careful to avoid unnecessary references to a person's gender, as with other sensitive personal data.

#### Gender-specific forms of address

Even if printed handouts and notices are gender neutral, a person's gender information might still be disclosed against their wishes if an instructor addresses the person using a gender-specific title such as "Mr." or "Ms.," or with the Japanese suffix of "-san" (often used for women) or "-kun" (often used for men). For example, during a lecture to a large audience, instructors should be cautious when addressing a student if they are unsure of the student's gender identity. To avoid problems, instructors should use the same suffix (either "-san" or "-kun") for all students. The university is informing all instructors that they should avoid unnecessary gender-specific forms of address.

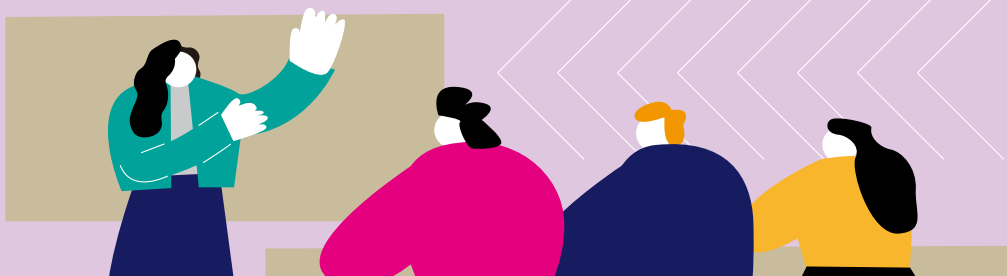
#### Gender information in university documents

Nagasaki University conducted an examination of the necessity of including gender information in the student registry, student applications, and various certificates, with the result that the gender field has been removed from many such documents. Only the documents listed below contain a gender field, and the university will continue to review the need for including gender information in them in the future.

- Application for Use of Student Camp or Training Center (Rinkai Training Center in Shishigawa)
- Pre-2020 attendance registers
- Pre-2020 health certificates
- The pre-2020 edition of the Application to Register Student Club or Society (the section of the form listing the members of the prospective club or society)
- Pre-2020 course attendance certificates (in some faculties)

#### National ID number ("My Number")

When hiring someone on a short-term basis, Nagasaki university asks the person to submit copies of their national ID number ("My Number") documents. When submitting these documents, the person may cover the gender field so that it is not visible.





## Commuter passes

As of the 2020 academic year, students can get commuter passes issued according to the information on their student ID at the following local bus and rail services:

### Nagasaki Prefectural Bus

☎ 095-822-5141 [prefectural bus services department]

### Nagasaki Bus

☎ 095-826-1113

### Nagasaki Electric Tramway

☎ 095-845-4113

### JR Kyushu

☎ 095-822-0063

☎ 050-3786-5154



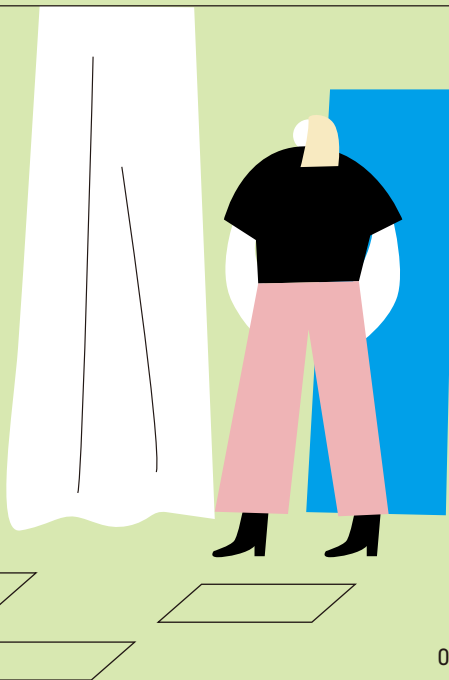
## IV Classes

### ① Support contacts

Classes should be as gender-neutral as possible when it comes to things such as learning content, group assignments, and the use of equipment. You can find information on changing facilities on the next page (section **V-②**). You can also discuss these matters in more detail with staff at one of the designated support offices (see **I-①**).

### ② Internship, field placement, etc. (teacher training, hospital internships, boat crew training, off-campus training)

In the case of internship, field placement, etc., the university cannot guarantee that the employer or school will fully accommodate your needs. However, for teacher training and other off-campus training, contact support staff (see **I-①**) to discuss the situation concerning clothing, toilets, changing facilities, and other gender-related matters.



## V Student Life

### ① Regular health checks

Let us know your needs concerning the regular university health checks. You can discuss your situation in advance at the Center for Health and Community Medicine.

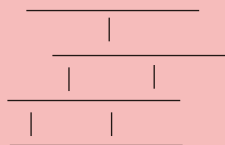
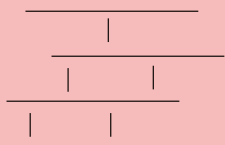
### ② Changing rooms

The Center for Diversity and Inclusion (Bunkyo Campus) has changing facilities. You may use these facilities with advance notice.

Additionally, some campus toilets have fold-down changing boards. You can check the locations of these toilets on the Center's website. We plan to install individual changing rooms in the future.

### ③ Gender-neutral toilets

In addition to toilets for men and women, the campus has gender-neutral toilets that anyone may use. You can check the locations of these toilets on the Center's website.



### ④ Student residences: Hortensia and International House

Let us know your needs concerning student residences. For Hortensia, contact the Student Support Center (*Gakusei Nandemo Soudanshitsu*). For International House, contact the Student Exchange Support Division. We will do our best to accommodate your requests, but we cannot guarantee that they will all be met.

**Student Support Center**  
(*Gakusei Nandemo Soudanshitsu*)

**☎ 095-819-2106**

E-mail: [nandemo@ml.nagasaki-u.ac.jp](mailto:nandemo@ml.nagasaki-u.ac.jp)

**Student Exchange Support Division**

**☎ 095-819-2123**

E-mail: [ryugaku\\_shien@ml.nagasaki-u.ac.jp](mailto:ryugaku_shien@ml.nagasaki-u.ac.jp)



## VI Career Activities and International Exchanges

### ① Career activities

If you have sexuality or gender-related needs in the context of career activities (e.g., job applications and internships), please contact the Career Center. The Career Center offers one-on-one career counseling to discuss your needs.

#### Career Center

☎ 095-819-2101

E-mail: syusyoku@ml.nagasaki-u.ac.jp

### ② Study abroad programs

Please consult with the Student Exchange Support Division (SESD) regarding any needs related to student life or support in the context of study abroad. Program entrance criteria and conditions vary depending on the program organizer and partner institution; be sure to check these in advance. If you are interested in participating in a study abroad program, please discuss your situation with SESD in advance. While we cannot guarantee that your needs will all be met, we will do all we can to support you.

#### Student Exchange Support Division

☎ 095-819-2123

E-mail: ryugaku\_shien@ml.nagasaki-u.ac.jp

## VII LGBT+ Awareness Training for Faculty, Staff, and Students

### ① Support staff

Nagasaki University provides LGBT+ awareness training to the staff who work at the Center for Diversity and Inclusion, the Center for Health and Community Medicine, the Student Support Department, the Career Center, the Harassment Helpline, and the Student Support Center (*Gakusei Nandemo Soudanshitsu*).










### ② Students and faculty









The university also provides LGBT+ awareness training to all employees as part of our faculty and staff development programs. We also plan to foster student awareness about LGBT+ rights by conducting awareness-raising seminars and implementing classroom initiatives.



## VIII Sources of Support Outside the University (including self-help groups)

Listed below are sources of LGBT+ support based in Kyushu, Kanto, Kansai, and Chubu.

Location	Organization	Support services	WEB
Nagasaki	Take it! <i>Niji</i> (Rainbow)	This organization promotes a society in which all live self-affirming lives. Activities are not limited to those involving sexuality or gender matters. e-mail: popopotter@yahoo.co.jp	
Fukuoka	Rainbow Soup	Rainbow Soup is an NPO that promotes awareness about sexual minority rights in Fukuoka and elsewhere in Kyushu.	 Inquiry form available
	FRENS Fukuoka Rainbow Educational NetworkS	FRENS is a network that provides safe spaces; participates in the International Day Against Homophobia, Transphobia, and Biphobia; and provides counseling services. tel: 080-9062-2416 (Sundays, 17:00-21:00)	 Inquiry form available
	GID LINK Gender Identity Disorder LINK	GID LINK is a support network for people with gender dysphoria, as well as their families, friends, schools, and local communities. The network organizes seminars and workshops.	 Inquiry form available
Oita	SOGIE (LGBT) Support Team <i>Kokokara!</i>	The team supports people struggling with issues related to sexuality. It also conducts awareness-raising activities.	 Inquiry form available
Kumamoto	Kuma Niji (Rainbow)	Kuma Niji aims to make Kumamoto a better place for sexual minorities. It lobbies the government and organizes public seminars, workshops, and exhibitions.	 Inquiry form available
Kagoshima	Rainbow Port <i>Himawari</i> (Sunflower)	Rainbow Port Himawari is a support network for LGBT people. tel: 0993-24-5055 e-mail: life-support@ibutake.com	
Tokyo / Yokohama	Occur	Occur is an NPO based in Setagaya-ku in Tokyo that supports gay and lesbian citizens. tel: 03-3380-2229 (Tuesdays, Wednesdays, and Thursdays (except public holidays), 20:00-22:00) e-mail: occur@kt.rim.or.jp	
	ReBit	ReBit is an NPO that runs training programs for private- and public-sector employees.	 Inquiry form available

Location	Organization	Support services	WEB
Tokyo / Yokohama	Rainbow Community coLLabo	Rainbow Community coLLabo is an NPO that supports lesbians and other sexual minorities who identify as women. tel: 03-6322-5145 (First Saturday of the month, 13:00-15:00)	
	Place Tokyo	Place Tokyo is an NPO that seeks to create a community in which people with HIV/AIDS can live self-affirming lives. It provides counseling services and holds workshops and other events. tel: 03-3361-8964(Monday-Saturday, 12:00-19:00) [use this number to book a counseling session]	
	SHIP	SHIP is an NPO that supports sexual minorities. It holds events, provides counseling services, and runs a library. tel: 045-548-3980 (Thursdays, 19:00-21:00) [use this hotline to discuss problems over the phone] tel: 045-306-6769 [use this number to book an in-person counseling session]	
Tokyo / Osaka	<i>Nijiirō</i> (Rainbow colors) Diversity	<i>Nijiirō</i> Diversity is an NPO that holds workshops and other events, runs skill-development training programs, conducts research, and sells merchandise.	 Inquiry form available
Osaka	QWRC Queer and Women's Resource Center	Opened in April 2003, QWRC is a resource center for women and sexual minorities. QWRC provides a meeting space, holds seminars and other events, promotes awareness, and provides counseling over the phone. e-mail: info@qwrc.org	 Inquiry form available
	<i>Nijiirō</i> (Rainbow colors) Hotline	Run by Tondabayashi City's Center for Human Rights Awareness, Rainbow Hotline is an NPO that aims to eliminate discrimination and inculcate respect for human rights. The organization helps organize educational events about human rights, and it operates a hotline. tel: 0721-20-0285 (First and third Saturday of the month, 10:00-15:00)	 Inquiry form available
Nagoya / Japan- wide	PROUD LIFE	PROUD LIFE is an NPO that promotes diversity awareness in Nagoya and elsewhere in the Tokai region. It operates a hotline and a number of self-help groups. tel[hotline]: 0120-51-9181 (Mondays, 19:00-22:00)	
Japan- wide	gid.jp Association for People with Gender Dysphoria	gid.jp provides support for people with gender dysphoria, raises awareness about gender dysphoria and trans rights, conducts research, lobbies government, and promotes opportunities for transgender-inclusive insurance. tel: 050-5236-1304 (10:00-17:00)	 Inquiry form available

## Nagasaki University

Bunkyo Campus

1-14 Bunkyo, Nagasaki City, Nagasaki 852-8521

### Center for Diversity and Inclusion

["Omoyai Center"]

tel: 095-819-2889

e-mail: omoyai\_soudan@ml.nagasaki-u.ac.jp

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