

## Simple ways to be considerate in our everyday lives

Things we say in a casual conversation  
may be hurtful to someone...

Being considerate helps make life more enjoyable for everyone.



### •Avoid making assumptions and forcing your own values on others

- ✕ Don't say "you should be more womanly/manly"
- ✕ Don't say "It is better to be in a relationship or married with someone"

### •Eliminate needless gender distinctions

- ✕ With names in Japanese, use the title "-san" rather than "-kun" or "-chan"
- ✕ Say "in a relationship" rather than "has a girlfriend/boyfriend"
- ✕ Say "spouse/partner" rather than "husband/wife"

### • If you witness any actions or words that might be considered SOGI harassment:

- Have the courage to reach out and help the person affected
- Make the alleged perpetrator be aware that their conduct may constitute harassment
- Offer assistance, such as acting as a witness or accompanying the affected person to a counsellor

# The University of Osaka

# SOGI

# Diversity

# Guidebook



The University of Osaka SOGI Diversity Guidebook  
Issued by The University of Osaka Center for Diversity & Inclusion  
<https://www.di.osaka-u.ac.jp/>

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## Introduction

The University of Osaka D&I Declaration was published in September 2021. The university is now proactively pursuing initiatives such as reviewing its systems and providing lectures and training sessions that help raise awareness among all members of the university community, with the aim of creating campuses where diverse individuals can shine. This Guidebook was created to help all students respect SOGI diversity in their individual conduct and in the hope of eliminating some of the barriers students may face in their life at The University of Osaka.

**Let's acknowledge one another's diverse individuality and craft our own styles of campus life.**

## SOGI Diversity

### What does SOGI mean?

SOGI stands for Sexual Orientation and Gender Intity. Terms such as LGBTQ+ are often used to refer to sexual minorities and address some of the aspects of the diverse population. Rather than adopting a restrictive view, The University of Osaka uses the term SOGI to address all individuals on the basis that "everybody has their own sexual orientation and gender identity." Recognizing diversity means showing mutual respect for one another's human rights and individual identities.

"SOGI" can also be written as "SOGIE" by adding "E" for "Gender Expression," which refers to how individuals express and wish to express their gender.

#### Important

##### ※ Understand LGBTQ+ correctly

L(lesbian): a person identifying as a woman and who is attracted to women

G(gay): a person identifying as a man and who is attracted to men

B(bisexual): a person who is attracted to both women and men

T(transgender): a blanket term for any person living with a gender identity / gender expression that does not correspond to the gender they were assigned at birth (the gender officially recorded when they were born) (including people with a gender identity disorder)

Q(questioning): a person unsure of or not wishing to decide their gender identity or sexual orientation

+ (plus): other diverse sexualities that do not fall under L, G, B, T, or Q.



### What is an ally?

An ally is a person who understands and supports LGBTQ+ people. You can become an ally regardless of whether or not you are LGBTQ+ yourself. At The University of Osaka, we use the term "SOGI Ally" in hopes of fostering appreciation and respect for the diversity of individual sexual orientations and gender identities of all people. Take the initiative to access the range of information and learning opportunities available both within the university and beyond.

### What should you do if somebody comes out to you or seeks your advice?

At some point, an LGBTQ+ person might come out to you or consult with you. If so, please take care to (1) listen carefully to their whole story; (2) avoid making assumptions about their sexuality (e.g., "if you're X, you should do Y"); (3) thank them for sharing their SOGI and thoughts with you; (4) check if they've told anyone else, and if it's OK for you to tell anyone else; and especially if they're seeking advice, (5) find out what prompted them to do so and what's troubling them.

#### Important

**Let's create a society where everybody is an ally!**



#### Important

**If someone comes out to you, it's a sign that they trust you. Respond with sincerity.**

### No outing

If you become aware of personal information about sexual orientation, registered gender, or other matters that the individual concerned has not shared with others, under no circumstances should you reveal this information to other people without the individual's permission. Known as outing, revealing information in this way may deeply hurt the individual concerned. If you're unsure what to do or have any concerns, don't hesitate to seek advice at the General Consultation Room.

#### Important

**Never make well-intentioned judgments on your own**



## SOGI related advice

Health and Counseling Center (HaCC) established the General Consultation Room where members of the university can seek advice about SOGI-related matters.

General Consultation Room  
Health and  
Counseling Center (HaCC)

#### ▶Locations

Toyonaka: Health and Counseling Center (HaCC Toyonaka),  
Tel. 06-6850-6038

Suita: Health and Counseling Center (HaCC Suita),  
Tel. 06-6879-8970

Minoh: 1F, Research and Education Hub, Tel. 072-730-5151

▶Opening hours  
Weekdays 9:30–12:00 and 13:00–16:00

▶Website  
<https://hacc.osaka-u.ac.jp/ja/home/sosiki/nandemosodan/>



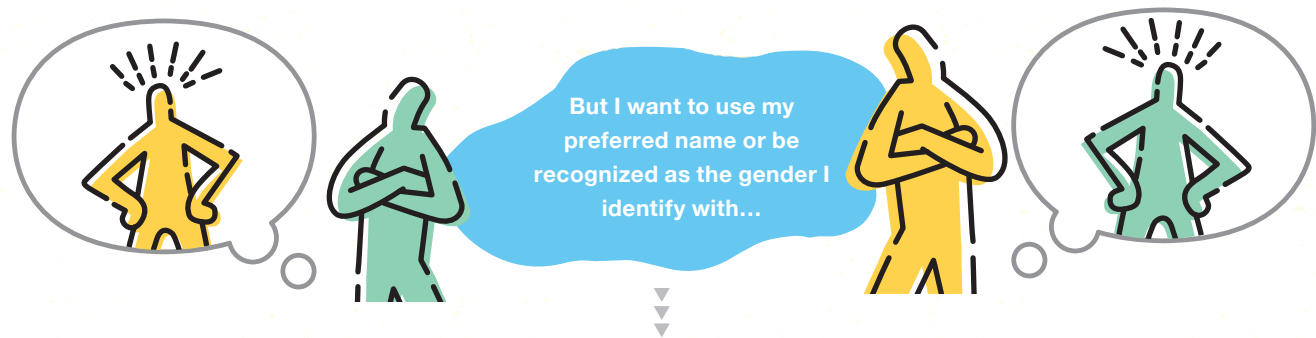
## Student Life (Management of the School Register)

At The University of Osaka, students may submit applications for use of preferred name and registration of gender identity after they have entered the university.

### 1. Registering your name and gender before entering The University of Osaka

The university enters your information in the school register.

As a general rule, the name and gender stated in your application for admission (as recorded in your family registration, resident registration, passport, etc.) are entered into the school register (student information system), which is managed by the university with careful attention paid to ensuring personal information security.



If so, you can go through procedures for **changing your registered information to your preferred name or gender identity after entering the university.**

### 2. How to change your information to your preferred name or gender identity after entrance



- 1 Consult with and apply for change to the educational affairs service counter in your faculty/graduate school.
- 2 Submit an Application for Use of Preferred Name or Application for Registration of Gender Identity.
- 3 A faculty/staff member will interview you to ensure your own intentions and choices are respected at all times, with thorough personal information protections in place.
- 4 Your application will then be formally accepted by your faculty/graduate school.

### 3. Management of name and gender information (once accepted by your faculty/graduate school)

If use of a preferred name is approved, the school register (student information) will be amended accordingly. This will result in changes in how your name appears in KOAN and other systems, and you will be able to use your preferred name in various forms and other situations where your name needs to be entered.

(However, this may not apply in cases which require the use of students' names in accordance with official records.)

If recognition of your gender identity is approved, this will be recorded in the school register (student information) along with the gender in accordance with official records. The gender you identify as will be used when compiling university statistics.

Students' gender is not shown on certifications issued by The University of Osaka.

Office in Charge	► Consult with the educational affairs staff in your faculty/graduate school
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## Student Life (Health Checks, Course Registration, Dormitories, etc.)

### 1. Regular health checks

The University of Osaka provides regular health checks to all students, including new students. Individual arrangements for these checks can be made as necessary in advance; please inquire at the contact points shown below. It might take some time to receive a response during the health check implementation period, so be sure to make your inquiry with plenty of time to spare.

Office in charge: Health and Counseling Center (HaCC) Health Care Division	► Locations	Toyonaka: Health and Counseling Center (HaCC Toyonaka), Tel. 06-6850-6038 Suita: Health and Counseling Center (HaCC Suita), Tel. 06-6879-8970 Minoh: 1F, Research and Education Hub, Tel. 072-730-5151
	► Opening hours	Weekdays 9:00–12:00 and 13:00–16:00
	► Inquiry form	<a href="https://hacc.osaka-u.ac.jp/ja/sendmail/contact.html">https://hacc.osaka-u.ac.jp/ja/sendmail/contact.html</a>
	► Website	<a href="https://hacc.osaka-u.ac.jp/ja/">https://hacc.osaka-u.ac.jp/ja/</a>

### 2. Registering for courses

#### (1) Enrollment in physical education classes (outside classrooms), use of changing rooms

All faculties and departments of The University of Osaka require students to earn course credits in Health and Sports Education Subjects offered as part of the undergraduate general education curriculum. For special consideration regarding such matters as bodily contact with other students in these courses and use of changing rooms, please consult with us in advance by email ([info@hss.osaka-u.ac.jp](mailto:info@hss.osaka-u.ac.jp)).

#### (2) Enrollment in off-campus programs (e.g., teaching practicum)

We may not always be able to meet individual requests depending on conditions at the host institution, but please consult with your course instructor in advance if you require special arrangements related to lavatories, changing rooms, clothing, and the like. If you don't know who to talk to, contact the General Consultation Room at the Health and Counseling Center (see p. 2).

#### (3) In-class considerations

We are working to raise awareness within the university to eliminate unnecessary use of gender as a criterion for group allocations in class.

Instructors may be able to accommodate requests made in advance by students regarding titles to be used in class (for example, calling a student “Mr.” rather than “Miss” in line with their gender identity). For more details, contact the General Consultation Room at the Health and Counseling Center (see p.2). We are also raising awareness within the university regarding the avoidance of gender-specific titles (such as “-san” and “-kun”) and the use of common titles to refer to individuals.

### 3. Clothing and physical appearance at official university events

From a diversity & inclusion (D&I) standpoint, students are permitted to participate in official university events (entrance ceremony, graduation ceremony, etc.) in clothing and physical appearance that reflect their individual identity. (However, students still need to dress appropriately for the ceremony or event.)

### 4. Student dormitories

Each The University of Osaka campus has male and female student housing facilities (student dormitories). There are some facilities where men and women reside in the same building, but the living areas are generally divided into male and female zones. Residential rooms are private, while lavatories, baths, showers, washing machines, and the like are for shared use. (Some dormitories also have private-use facilities within each residential room.)

We may not always be able to comply with individual requests regarding dormitory residence, but you can consult about them in advance. Please contact the Housing Section, Property Management Division, Department of Finance.

Office in charge Housing Section, Property Management Division, Department of Finance	► Location	Housing Section, Property Management Division, Department of Finance, 2F, Administration Bureau
	► Opening hours	Weekdays 9:00–12:00 and 13:00–17:00
	► Telephone	06-6105-5887
	► Email	<a href="mailto:gakuryo@ml.office.osaka-u.ac.jp">gakuryo@ml.office.osaka-u.ac.jp</a>
	► Website	<a href="https://www.osaka-u.ac.jp/en/international/inbound/support/residence.html">https://www.osaka-u.ac.jp/en/international/inbound/support/residence.html</a>



Global Village Tsukumodai



## Study Abroad

### 1.From Japan to other countries (outbound students)

The University of Osaka have student exchange agreements with universities overseas regarding the acceptance of exchange students (including short-term programs). The Center for International Education and Exchange makes every effort to support students in selecting a study abroad destination that meet their wishes.

When considering a study abroad destination, please consult with IRIS (Information Room for International Students) of the Center for International Education and Exchange if you cannot find information online regarding the host institution, its facilities, student housing, or support for sexual minorities, or if you have any concerns about the environment at the host institution. The Center can check with the host institution and discuss how best to respond, taking your circumstances into account.

### 2.From other countries to Japan (inbound students)

The University of Osaka offers assistance to ensure that international students do not become isolated in Japan or at the university. Students are welcome to consult with IRIS (Information Room for International Students) of the Center for International Education and Exchange about any problems they face as sexual minorities.

Office in Charge: IRIS (Information Room for International Students), Center for International Education and Exchange	►Locations	Suita: 2F, IC Hall Toyonaka: 2F, Student Service & Union Minoh: 5F, Research and Education Hub
	►Opening hours	Suita: Weekdays 8:30–18:00 Toyonaka and Minoh: Weekdays 10:30–17:00
	►Telephone	Suita: 06-6879-7076   Toyonaka: 06-6850-5032   Minoh: 072-730-5020
	►E-mail	iris@ciee.osaka-u.ac.jp (IRIS [Information Room for International Students])
	►Website	https://ciee.osaka-u.ac.jp/en/

## Job Hunting and Career Support

### 1.Individual consultations

The Career Center offers individual consultations of up to 40 minutes per session, which can be reserved through the The University of Osaka Career Support System (<https://sp-uc.career-tasu.jp/login/?id=6cb31723964a2f7b28fba78ea39277d5> ). If you have any concerns or need advice on career matters (whether relating to SOGI or not), please contact the Career Center ([cs-stu@ml.office.osaka-u.ac.jp](mailto:cs-stu@ml.office.osaka-u.ac.jp)). The Center can connect you with a trained and/or experienced advisor. We understand the diversity of sexualities and are committed to helping each and every student realize their potential.



Toyonaka Campus Career Center

### 2.Resume

There is no “gender” field in the resume template provided by the university for graduate job hunting. The Student Center at your campus can provide up to five hard copies of this form per student, or you can download it from the Career Center website (<https://career.osaka-u.ac.jp/files/rirekisho-1-input.pdf>).

Office in Charge: Career Center	►Locations	Suita: Suita Student Center, IF, IC Hall Toyonaka: Toyonaka Student Center, 2F, Student Service & Union
	►Opening hours	During the semester: Weekdays 8:30–17:00 (including lunch breaks) During school holidays: Weekdays 8:30–12:00 and 13:00–17:00
	►Telephone	Suita: 06-6879-7087   Toyonaka: 06-6850-6115
	►E-mail	cs-stu@ml.office.osaka-u.ac.jp
	►Website	https://career.osaka-u.ac.jp/

## Facilities

### 1.The University of Osaka DE&I Space

This space opened in September 2021 under the concept of “communication.”

It comprises a communication area, information corner, and D&I promotion office. The communication area can be used freely for interaction among various people including students, faculty, and staff.

Opening times: Weekdays 9:00–17:00  
(Please note that the space may not always be available owing to prior reservations at the Convention Center.)  
\*If you require exclusive use of the space for an event or the like, please make an inquiry by 17:00, five working days in advance.



DE&I Space

### 2.Lavatories

The University of Osaka is currently installing all-gender lavatories that can be accessed by people of all genders.

The term “all gender” is used in many countries to refer to gender-neutral spaces.

With the aim of raising awareness of gender diversity, The University of Osaka has adopted the term “all-gender lavatories” rather than the term “Minna no Toire (lavatories for everyone).” For locations, please check the Center for Diversity & Inclusion website.



All-gender lavatory

Office in Charge Center for Diversity & Inclusion	►Location	Suita: DE&I Space, 1F South, Convention Center
	►Opening hours	Weekdays 8:30–12:00 and 13:00–17:15
	►E-mail	di-center@ml.office.osaka-u.ac.jp
	►Website	https://www.di.osaka-u.ac.jp/

## The University of Osaka Diversity & Inclusion (D&I) Declaration (Summary)

### 1. Facilitate awareness raising among all staff members and students at The University of Osaka and promote learning and workstyle reforms

We will improve and expand university-wide teaching and training programs designed to help all staff members and students at The University of Osaka overcome unconscious bias and facilitate learning and workstyle reforms so that diverse lifestyles of students and staff will be respected.

### 2. Take a multifaceted approach to foster respect for diversity and facilitate inclusion

We recognize all staff members and students at The University of Osaka as individuals with different abilities and potential, without regard to their sexual orientation, gender identity, nationality, cultural background, age, value, and disability. With this recognition, we will build fair learning, research, and work environments by improving both tangible and intangible elements to ensure that they can use their individual abilities and skills to the fullest.

### 3. Offer university-wide support to women to achieve gender equality

We will accelerate our efforts to contribute to a gender-equal society through university-wide initiatives to promote the appointment of women to managerial positions, inclusion of women in decision-making processes, and increase in the ratio of female students by making effective use of the quota system, in addition to the affirmative actions we are taking.